



## REQUEST FOR QUOTATION (RFQ) (Goods)

NAME & ADDRESS OF FIRM	DATE: October 7, 2020
	REFERENCE: <u>2020UNDP-MMR/PN/108</u>

Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply and delivery of Sewing machine, embroidery machine, bicycles and fishing nets for Quick Impact Projects, northern Rakhine**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before October 22, 2020 and via (choose appropriate box)

☒ e-mail, ☒ courier mail to the address below:

**United Nations Development Programme**  
Ms. Payal Suri  
(Programme Support Team Leader)  
Address - 6, Nat Mauk Street, Bahan Township, Yangon, Myanmar.  
***Bids.mm@undp.org***

Quotations submitted by email must be limited to a maximum of 7MB, virus-free and no more than 5 e-mail transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s: *[check the condition that applies to this RFQ, delete the entire row if condition is not applicable to the goods being procured]*

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP (Delivered at Place) (Including loading/ unloading charges)	
Customs clearance, if needed, shall be done by:	Supplier	
Exact Address/es of Delivery Location/s	UNDP Warehouse 64 Shwethapyay Yeikmon, Housing No. 2, Ayarwun Road, Tharkata Township, Yangon	
Latest Expected Delivery Date and Time ( <i>if delivery time exceeds this, quote may be rejected by UNDP</i> )	<input checked="" type="checkbox"/> 45 days from the issuance of Contract	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
Mode of Transport	<input checked="" type="checkbox"/> SEA	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local Currency: MMK	
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 1 year <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair	
Deadline for the Submission of Quotation	COB, <i>Thursday, October 22, 2020 and Yangon</i>	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English	
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, Annex 3 and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <input checked="" type="checkbox"/> Confirmation that licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected; <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.); <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied; if applicable <input checked="" type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods".	

	<input checked="" type="checkbox"/> Machine/bicycle/net specifications, pictures, data sheets, catalogues and manuals showing that the proposed items meet the technical requirements <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days
Partial Quotes	<input checked="" type="checkbox"/> Permitted [ <i>if bidder cannot quote for all 4lot, bidder is allowed to bid for preferred lot and based on the firm's specialization</i> ]
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay:0.5% Max. no. of days of delay:30 days Next course of action: Cancellation
Evaluation Criteria [check as many as applicable]	<input checked="" type="checkbox"/> Evaluation will be conducted lot-wise <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements. <input checked="" type="checkbox"/> Quality of the items and competitiveness of price. <input checked="" type="checkbox"/> Items quoted should be accompanied by catalogues, containing all details and pictures. <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions [ <i>this is a mandatory criterion and cannot be deleted regardless of the nature of services required</i> ] <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time
UNDP will award to:	<input checked="" type="checkbox"/> One or more Supplier,
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services)
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)  Applicable Terms and Conditions are available at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection as per technical specification <input checked="" type="checkbox"/> Passing all Testing as per technical specification <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements

Annexes to this RFQ	<input checked="" type="checkbox"/> Technical Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Check list for submission (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only)	<i>Moung Kee Aung</i> <i>Procurement Analyst</i> <i>Moung.kee.aung@undp.org</i> Aye Wa, aye.wa@undp.org  Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, quality of the product, requirements and offers the competitive price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail, and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

UNDP shall identify the lowest or competitive price offer by computing: collectively for all 4 lots (provided in Annex-1), combinations of lots or individually. Accordingly, the work will be awarded to a single or multiple supplier.

After UNDP has identified the lowest or competitive price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated; you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

**UNDP encourages every prospective Vendor to** avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

**Sincerely yours,**

**Alka Aneja**  
**Procurement Specialist**  
October 7, 2020

## Technical Specifications

### Supply of Sewing machine, embroidery machine, bicycles and fishing nets for Quick Impact Projects, northern Rakhine

#### 1. Description of items and specifications:

Item No.	Description of Items	Specifications		Quantity	Expected Delivery Time
Lot 1	Sewing Machine	Grade/Type	Household Sewing Machine - all components and parts, including table stand, treadle, motor, foot pedal and tools set	205	45 days from the issuance of Contract
		No. of Heads	Single Head		
		Max. Sewing Thickness:	5 mm		
		Stitch length	6.5 mm		
		Drive/motion	Walking foot		
		Mechanical configuration	Flat-bed		
		Minimum warranty	12 Months		
		Color	Black/Brown		
Lot 2	Embroidery Machine	Grade/Type	Household embroidery machine - all components and parts, including table stand, treadle, motor, foot pedal and tools set	41	45 days from the issuance of Contract
		No. of Heads	Single Head		
		Stitch length	4.2mm/6SPI		
		Stitch width	8mm		
		Speed	2000 SPM		
		No. of patterns	30 to 40 types of stiches/patterns		
		Mechanical configuration	Flat-bed		
		Motion of thread	Link Motion		
		Drive / motion	Walking foot		
		Pressure adjuster	Thumb screw		
		Minimum warranty	12 Months		
Lot 3	Bicycle	Frame	Aluminum/steel (tig-welded)	365	45 days from the issuance of Contract
		Fork	Aluminum/steel (tig-welded)		
		Headset	Thread-less headset,		

			Aluminum/steel		
		Handlebars	Aluminum/steel risers		
		Stem	4 screw alloy		
		Grips	High quality rubber		
		Saddle	Pure fix urban saddle		
		Brakes	Ally / steel brakes		
		Crankset	Steel		
		Pedals	Pure fix platform pedals		
		Chain	High quality (fix gear)		
		Wheels	Aluminum/steel		
		Tubes/tires size	20 inches		
		Seat type	Unisex		
Lot 4	Fishing Net	Net Type	Cast net, complete set with all accessories i.e. lead and buoys)	228	45 days from the issuance of Contract
		Net Size Dimension	6-foot-radius, opening to 12 feet in diameter.		
		Thread Thickness	0.30 mm		
		Mesh Size	3/8 inch		
		Materials	Nylon Monofilament Net,		
		Sinker	Iron/lead nickel plating sinker		
		Color	Beige / white		

## 2. Selection and finalization of the award of Contract

- The short-listed bidders, fulfilling the requirements of the RFQ and providing competitive bids will be requested to submit samples of items quoted to UNDP (to an address in Yangon). The final selection and award of the contract will be based on the assessment of the samples and confirmation of the quality and specifications. All supplies should conform to the qualified/accepted samples.

## 3. Delivery and location

- The items must be delivered to a warehouse in Yangon. Detail of exact location will be informed to awarded supplier upon awarded contract. The exact location will be communicated to the winning supplier.

## 4. Warranty

- A full warranty statement must be submitted with your bid detailing the terms and conditions. A minimum warranty period of 12 months is required.
- Provide valid address, name of focal person and contact details for warranty.

## 5. Project Management

- The selected Supplier (s) will work under the direct supervision of UNDP Head of Office, Maungdaw, to whom it shall be directly responsible in reporting of delivery of goods.

## 6. Timeframe, Delivery and Payment

- The selected Supplier shall deliver the goods within 45 days from the date of award of the Contract.
- Onetime 100% payment will be made to the Supplier upon delivery, certification and acceptance of contracted items by UNDP.

**Annex 2****Check-list for submission**

<b>Sr No.</b>	<b>Description</b>	<b>Submission of document Yes/No (NA if not applicable)</b>
1	(a) In accordance with the list of requirements in Annex 1;	
	(b) Duly Accomplished Form as provided in Annex 2 and 3	
	(c) Acceptance of the General Terms & Condition	
2	Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer).	
	If the supplier is the manufacturer provide registration of manufacturer.	
3	Latest Business Registration Certificate	
4	Latest Internal Revenue Certificate / Tax Clearance;	
5	Quality Certificates (ISO, etc.) and/or other similar certificates	
6	Machine/bicycle/net specifications, pictures, data sheets, catalogues and manual showing that the proposed items meet the technical requirements	

**Supplier's Authorized Person****Signature:** \_\_\_\_\_**Name:** \_\_\_\_\_**Designation:** \_\_\_\_\_**Company Name:** \_\_\_\_\_**Date:** \_\_\_\_\_



**FORM FOR SUBMITTING SUPPLIER'S QUOTATION**  
*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>1</sup>)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. 2020UNDP-MMR/PN/108:

**TABLE 1: Summary of Price Officer**

**Lot 1**

<b>Item No.</b>	<b>Description of Items</b>	<b>Quantity</b>	<b>Unit Price (MMK)</b>	<b>Total Amount (MMK)</b>	<b>Latest Delivery Date</b>
<b>1</b>	Sewing machine	<b>205</b>			
<b>Total Prices of Goods</b>					
<b>Add: cost of Transportation</b>					
<b>Add: Other Charges (if required, and specify)</b>					
<b>Total Final and All-Inclusive Price Quotation</b>					

**Lot 2**

<b>Item No.</b>	<b>Description of Items</b>	<b>Quantity</b>	<b>Unit Price (MMK)</b>	<b>Total Amount (MMK)</b>	<b>Latest Delivery Date</b>
<b>1</b>	Embroidery Machine	<b>41</b>			
<b>Total Prices of Goods</b>					
<b>Add: cost of Transportation</b>					
<b>Add: Other Charges (if required and specify)</b>					
<b>Total Final and All-Inclusive Price Quotation</b>					

<sup>1</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**Lot 3**

<b>Item No.</b>	<b>Description of Items</b>	<b>Quantity</b>	<b>Unit Price (MMK)</b>	<b>Total Amount(MMK)</b>	<b>Latest Delivery Date</b>
<b>1</b>	Bicycle	<b>365</b>			
<b>Total Prices of Goods</b>					
<b>Add: cost of Transportation</b>					
<b>Add: Other Charges (if required and specify)</b>					
<b>Total Final and All-Inclusive Price Quotation</b>					

**Lot 4**

<b>Item No.</b>	<b>Description of Items</b>	<b>Quantity</b>	<b>Unit Price (MMK)</b>	<b>Total Amount (MMK)</b>	<b>Latest Delivery Date</b>
<b>1</b>	Fishing Net	<b>228</b>			
<b>Total Prices of Goods</b>					
<b>Add: cost of Transportation</b>					
<b>Add: Other Charges (if required and specify)</b>					
<b>Total Final and All-Inclusive Price Quotation</b>					

**Table 2: Offer to Supply Goods Compliant with Technical Specifications and Requirements**

Item No.	Description of Items	UNDP's Specifications		Bidder's proposed specifications (including brand name, if applicable)	Unit Price
Lot 1	Sewing Machine	Grade/Type	Household Sewing Machine - all components and parts, including table stand, treadle, motor, foot pedal and tools set		
		No. of Heads	Single Head		
		Max. Sewing Thickness:	5 mm		
		Stitch length	6.5 mm		
		Drive/motion	Walking foot		
		Mechanical configuration	Flat-bed		
		Minimum warranty	12 Months		
		Color	Black/Brown		
Lot 2	Embroidery Machine	Grade/Type	Household embroidery machine - all components and parts, including table stand, treadle, motor, foot pedal and tools set		
		No. of Heads	Single Head		
		Stitch length	4.2mm/6SPI		
		Stitch width	8mm		
		Speed	2000 SPM		
		No. of patterns	30 to 40 types of stiches/patterns		
		Mechanical configuration	Flat-bed		
		Motion of thread	Link Motion		
		Drive / motion	Walking foot		
		Pressure adjuster	Thumb screw		
		Minimum warranty	12 Months		
Lot 3	Bicycle	Frame	Aluminum/steel (tig-welded)		
		Fork	Aluminum/steel (tig-welded)		
		Headset	Thread-less headset, Aluminum/steel		
		Handlebars	Aluminum/steel risers		
		Stem	4 screw alloy		
		Grips	High quality rubber		

		Saddle	Pure fix urban saddle		
		Brakes	Ally / steel brakes		
		Crankset	Steel		
		Pedals	Pure fix platform pedals		
		Chain	High quality (fix gear)		
		Wheels	Aluminum/steel		
		Tubes/tires size	20 inches		
		Seat type	Unisex		
Lot 4	Fishing Net	Net Type	Cast net, complete set with all accessories i.e. lead and buoys)		
		Net Size Dimension	6-foot-radius, opening to 12 feet in diameter.		
		Thread Thickness	0.30 mm		
		Mesh Size	3/8 inch		
		Materials	Nylon Monofilament Net,		
		Sinker	Iron/lead nickel plating sinker		
		Color	Beige / white		

**TABLE 3: Estimated Operating Costs (if applicable)**

List of Consumable Item/s (Include fast moving parts, if any)	Estimated Average Consumption	Unit of Measure	Unit Price	Total Price per Item

**TABLE 4: Offer to Comply with Other Conditions and Related Requirements**

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time (45 days)			
Delivery Term (DAP)			
Estimated weight/volume/dimension of the Consignment:			
Country/ies Of Origin:			
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance			
b) Minimum one (12) months warranty on both parts and labor			
c) Service Unit to be Provided when the Purchased Unit is Under Repair			
d) Brand new replacement if Purchased Unit is beyond repair			
e) Others			
Validity of Quotation (90 days)			
All Provisions of the UNDP General Terms and Conditions			
Other requirements <i>[pls. specify]</i>			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier's Authorized Person]*

*[ \_\_\_\_\_ ]*

*[Designation: \_\_\_\_\_]*

*[Date: \_\_\_\_\_]*