



REQUEST FOR QUOTATION (RFQ)
(Ascendant Flow Mucilage Remover Machines with Gasoline Motor)

NAME & ADDRESS OF FIRM	DATE: October 10, 2020
	REFERENCE: 2020/UNDP-MMR/PN/109

Dear Sir / Madam:

We kindly request you to submit your quotation for **the supply and delivery of “Ascendant Flow Mucilage Remover Machines with Gasoline Motor; quantity - 20 units” for UNODC Myanmar** as detailed in Annex 1 of this RFQ.

When preparing your quotation, please be guided by the form attached hereto as Annex 2 and Annex 3.

Quotations may be submitted on or before **October 22, 2020** and via-email to the address below:

United Nations Development Programme

Reference: 2020/UNDP-MMR/PN/109

bids.mm@undp.org

- For electronic submission, please send only the duly completed Quotation Documents with above-mentioned RFQ No. to bids.mm@undp.org
- UNDP takes no responsibility for effective delivery of the electronic document.
- Please note, if your file was successfully sent to bids.mm@undp.org you should receive the message subjected ‘Success! Your proposal was sent to the secured e-mail’. If upon submission you do not receive the confirmation message, please contact aye.wa@undp.org immediately for clarifications.

Quotations submitted by email must be limited to a maximum of 2MB, virus-free and no more than two email 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.

Please take note of the following additional requirements and conditions pertaining to the supply of the abovementioned good/s:

Delivery Terms	<input checked="" type="checkbox"/> DAP (Including loading/unloading charges)																																																																																																																		
Customs clearance, if needed, shall be done by:	Supplier																																																																																																																		
Exact Address/es of Delivery Location	<table border="1"> <thead> <tr> <th>No</th> <th>Township</th> <th>Village Tract</th> <th>Village</th> <th># Mucilage remover machines</th> </tr> </thead> <tbody> <tr><td>1</td><td>Hopong</td><td>Long Hay</td><td>Le Ka Tu</td><td>1</td></tr> <tr><td>2</td><td>Hopong</td><td>Long Hay</td><td>Ngo Chee</td><td>1</td></tr> <tr><td>3</td><td>Hopong</td><td>Long Hay</td><td>Toke Sauk</td><td>1</td></tr> <tr><td>4</td><td>Hopong</td><td>Sam Hpu</td><td>Kyauk Ka Char</td><td>1</td></tr> <tr><td>5</td><td>Hopong</td><td>San Hpu</td><td>Tha Hlya Noe</td><td>1</td></tr> <tr><td>6</td><td>Hopong</td><td>Sam Hpu</td><td>Sam Hpu</td><td>1</td></tr> <tr><td>7</td><td>Maing Pong</td><td>Nant Hta Mo</td><td>Long Tway</td><td>1</td></tr> <tr><td>8</td><td>Maing Pong</td><td>Sin Chay Phone</td><td>Long Awng</td><td>1</td></tr> <tr><td>9</td><td>Maing Pong</td><td>Hwat Tauk</td><td>Lae Laung</td><td>1</td></tr> <tr><td>10</td><td>Loilem</td><td>Pinlon East</td><td>Kyu Yone</td><td>1</td></tr> <tr><td>11</td><td>Loilem</td><td>Loiem East</td><td>Khe Lauk</td><td>1</td></tr> <tr><td>12</td><td>Loilem</td><td>Hsa Nin</td><td>Kone Pang</td><td>1</td></tr> <tr><td>13</td><td>Loilem</td><td>Hsa Nin</td><td>Hway Ha</td><td>1</td></tr> <tr><td>14</td><td>Loilem</td><td>Hsa Nin</td><td>Khon Kauk</td><td>1</td></tr> <tr><td>15</td><td>Loilem</td><td>Hsa Nin</td><td>Taunt Lann</td><td>1</td></tr> <tr><td>16</td><td>Loilem</td><td>Hsa Nin</td><td>Kone Long</td><td>1</td></tr> <tr><td>17</td><td>Loilem</td><td>Hsa Nin</td><td>Wan Kyaung</td><td>1</td></tr> <tr><td>18</td><td>Loilem</td><td>Hsa Nin</td><td>Wan Toke</td><td>1</td></tr> <tr><td>19</td><td>Loilem</td><td>Hsa Nin</td><td>Wan San</td><td>1</td></tr> <tr><td>20</td><td>Loilem</td><td>Nar Tit</td><td>Pang Hu</td><td>1</td></tr> <tr> <td colspan="4">Total</td><td>20</td></tr> </tbody> </table>					No	Township	Village Tract	Village	# Mucilage remover machines	1	Hopong	Long Hay	Le Ka Tu	1	2	Hopong	Long Hay	Ngo Chee	1	3	Hopong	Long Hay	Toke Sauk	1	4	Hopong	Sam Hpu	Kyauk Ka Char	1	5	Hopong	San Hpu	Tha Hlya Noe	1	6	Hopong	Sam Hpu	Sam Hpu	1	7	Maing Pong	Nant Hta Mo	Long Tway	1	8	Maing Pong	Sin Chay Phone	Long Awng	1	9	Maing Pong	Hwat Tauk	Lae Laung	1	10	Loilem	Pinlon East	Kyu Yone	1	11	Loilem	Loiem East	Khe Lauk	1	12	Loilem	Hsa Nin	Kone Pang	1	13	Loilem	Hsa Nin	Hway Ha	1	14	Loilem	Hsa Nin	Khon Kauk	1	15	Loilem	Hsa Nin	Taunt Lann	1	16	Loilem	Hsa Nin	Kone Long	1	17	Loilem	Hsa Nin	Wan Kyaung	1	18	Loilem	Hsa Nin	Wan Toke	1	19	Loilem	Hsa Nin	Wan San	1	20	Loilem	Nar Tit	Pang Hu	1	Total				20
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Latest Expected Delivery Date and Time	<input checked="" type="checkbox"/> Within 30 days from the receipt of the Purchase Order/Contract																																																																																																																		
Delivery Schedule	<input checked="" type="checkbox"/> Required																																																																																																																		

Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local currency (Kyat for local vendors) <input checked="" type="checkbox"/> US Dollar for overseas vendors
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and after sale service for minimum period of 1 year
Deadline for the Submission of Quotation	October 22, 2020
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 Forms as provided in Annex 2 and Annex 3, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Latest Business Registration Certificate <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.) and/or other similar certificates; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> If the supplier is the manufacturer provide registration of manufacturer. <input checked="" type="checkbox"/> Machine's detail specifications, pictures, data sheets, drawing design and catalogues showing that the proposed machine meet the technical requirements <input checked="" type="checkbox"/> Certifications or statements signed by previous customers that prove that similar machines have been tested and can clean the coffee properly. <input checked="" type="checkbox"/> .
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> Within 30 days from receipt and inspection of goods and acceptance of invoice.

Liquidated Damages	0.3% of the contract (PO) price per day for delay, up to a maximum of 10% of the final price of the Contract (PO) price. Next course of action, thereafter, the contract may be terminated.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> Only one Supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract/ Purchase Order
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 http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Conditions for Release of Payment	<input checked="" type="checkbox"/> Complete Installation <input checked="" type="checkbox"/> Passing all Testing [It shall be tested at villages by operating continuously with coffee beans at minimum 1 hour] <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Installation and Testing	<p>Installation: The mucilage remover machines will be installed at TBC warehouse, Maing Pong and Loilem area and deliver to each village.</p> <p>Testing: the machines will be tested by operating continuously with coffee beans for minimum 1 hour.</p> <p>During the testing of coffee processing, it shall perform very well as per their standards to remove mucilage with less water and provide guarantee no leakage of oil and not to be broken coffee beans.</p> <p>And then the supplier shall provide necessary basic necessary tools kit.</p>
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2, 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html 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)	Mr Min Min Thein, Procurement Analyst (min.min.thein@undp.org), Aye Wa, Procurement Assistant (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.
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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, requirements and offers the lowest 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.

After UNDP has identified the lowest 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

Thank you and we look forward to receiving your quotation.

Sincerely yours,

*Alka Aneja
Procurement Specialist
October 10, 2020*

Technical Specification

Items to be Supplied*	Quantity	Description / Specifications of Goods	Latest Delivery Date
Ascendant Flow Mucilage Remover Machines with Gasoline Motor	20 nos	<ul style="list-style-type: none"> ▪ Capacity of 1000Kg/hour ▪ Steel rotor with welded fingers (square fingers). The fingers must warranty a perfect cleaning process of the coffee and should be installed by intercalated way. ▪ Input hopper lower ▪ Graduation door to improve the cleaning and washing of the grain. ▪ Cylinder with door to facilitate the post-operation cleaning. ▪ Tray in the bottom for receiving mucilage. ▪ Water collector to avoid pollution. ▪ Protectorsofpulleys,belts,motor,bandsand/orany othermovingpartthatmeansariskfor the operators. ▪ Basic necessary tools kit (Double Open-Ended Spanner, T Spanner, Box Spanner, etc.) <p><u>Terms and Conditions</u> AD Programme of UNODC Myanmar shall have the right to reject and return the items and cancel the PO if the goods delivered are defective, incomplete or non-compliant to the specifications here in specified.</p>	Within 30 days from the receipt of the Purchase Order/Contract

Check-list for submission

Sr No.	Description	Submission of document Yes/No (NA if not applicable)
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 Internal Revenue Certificate / Tax Clearance;	
4	Latest Business Registration Certificate	
5	Quality Certificates (ISO, etc.) and/or other similar certificates	
6	Machine's detail specifications, pictures, data sheets, drawing design and catalogues showing that the proposed machine meet the technical requirements	
7	Certifications or statements signed by customers that proof the machine has been tested and can clean the coffee properly.	

Supplier's Authorized Person

Signature: _____

Name: _____

Designation: _____

Date: _____

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

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. 2020/PROC/UNDP-MMR/PN/109:

TABLE : Offer to Supply Goods Compliant with Technical Specifications and Requirements

Item No.	Description/Specification of Goods	Quantity	Delivery Time	Unit Price (USD/MMK)	Total Amount (USD/MMK)
1	Ascendant Flow Mucilage Remover Machines with Gasoline Motor (Please mention the Technical description of the proposed machine in English language, complete with pictures, diagrams and operating manuals)	20 nos.			
	Total Prices of Goods				
	Add : Cost of Transportation (if require)				
	Add : Cost of Insurance (if require)				
	Add : Other Charges (if require)				
	Total Final and All-Inclusive Price Quotation				

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

Name _____

Designation: _____

Company Name: _____

Date: _____

TABLE 2 : 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 (Within 30 days after receipt of Purchase Order)			
Delivery Term (DAP)			
Installation and Testing programme & Terms and Condition (As per annex 1 of Technical specification)			
Estimated weight/volume/dimension of the Consignment:			
Country/ies of Origin:			
Warranty and After-Sales Requirements			
a) Immediately replace with supplier own cost for the new one if newly procured item is mal-functioning on test run			
b) Minimum one (1) year warranty on both parts and after sale service			
c) Service Unit to be Provided when the Purchased Unit is Under Repair			
Validity of Quotation (120 days)			
All Provisions of the UNDP General Terms and Conditions			

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]

Name _____

Designation: _____

Company Name: _____

Date: _____