



## REQUEST FOR QUOTATION (RFQ) (Goods)

NAME & ADDRESS OF FIRM	DATE: October 16, 2020
	REFERENCE: 2020/UNDP-MMR/PN/113

Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply and Delivery of Fishing Nets and Crab Traps for UNDP Projects in Sittwe, 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 28, 2020**, and via **e-mail** to [bids.mm@undp.org](mailto:bids.mm@undp.org):

**United Nations Development Programme**  
Team Leader, Programme Support Unit  
Ref: 2020/UNDP-MMR/PN/113  
[bids.mm@undp.org](mailto:bids.mm@undp.org)

Quotations submitted by email must be limited to a maximum of **2 MB**, virus-free and no more than *[indicate number]* 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, 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 <a href="#">[INCOTERMS 2020]</a>	<input checked="" type="checkbox"/> DAP
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Customs clearance, if needed, shall be done by:	Supplier	
Exact Address/es of Delivery Location/s (identify all, if multiple)	As mentioned in the Annex-1	
UNDP Preferred Freight Forwarder, if any	N/A	
Distribution of shipping documents (if using freight forwarder)	N/A	
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> within 21 days from the issuance of the Purchase Order (PO)	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Packing Requirements	Supplier has to ensure that the delivered items are not tempered with and remain intact while receiving the delivery of goods	
Mode of Transport	<input checked="" type="checkbox"/> SEA	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars for overseas suppliers <input checked="" type="checkbox"/> Local Currency: Myanmar Kyats for local suppliers	
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"/> Technical Support	
Deadline for the Submission of Quotation	COB, <i>Wednesday, October 28, 2020</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, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Quality Certificates (ISO, etc.), if any; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance;	

	<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 (if applicable). <input checked="" type="checkbox"/> Fishing net and Crab/mude trap's <b>detail specification</b> , picture and data sheets showing that the proposed item the technical requirement <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value for similar goods
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"/> Permitted [ <i>but supplier has to submit full required goods for each item</i> ]
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of goods (within 30 days from UNDP's acceptance of goods as specified and receipt of invoice)
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions : 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 [ <i>check as many as applicable</i> ]	<input checked="" type="checkbox"/> Evaluation will be conducted item-wise <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"/> One or more Supplier, depending on the following factors: [ <i>Lowest priced technically responsive bidders of each Items</i> ]
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services)/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

	<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"/> Inspection upon arrival at destination <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ	<input checked="" type="checkbox"/> 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"/> <a href="#">General Terms and Conditions / Special Conditions</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)	Moung Kee Aung, Procurement Analyst ( <a href="mailto:moung.kee.aung@undp.org">moung.kee.aung@undp.org</a> ), Aye Wa, Procurement Assistant ( <a href="mailto:aye.wa@undp.org">aye.wa@undp.org</a> )  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, 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 indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

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:

<https://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html>

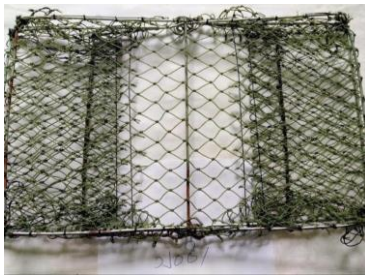
**UNDP encourages every prospective Vendor to** avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

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: <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>

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

**Sincerely yours,**  
*Alka Aneja*  
*Procurement Specialist*

### Schedule of Requirements and Technical Specifications

Sr No	Items to be Supplied	Quantity	Description/Specification of Goods	Latest Delivery Date
1	Fishing net	1,600 pcs	Fishing net (drift net, nylon mono-filament net, size 2", 100m x3m)	Within 21 days after signing of Contract/PO
2	Crab/mud trap, local made,	2,400 pcs	Crab/mud trap, local made, 1.5'x1'x6" 	

### Exact Address/es of Delivery Locations and Delivery Quantity

No.	Items	unit	# of quantity in each township				
			MU	PNG	PTW	RTD	total
1	Fishing net/drift net, nylon mono-filament net, size 2", 100mx2m.	Package (2nets/package)	200	200	250	200	800
2	Crab/mud trap, 30 pcs per one beneficiary	Package (30 pcs/Package)	200	200	250	200	800
	Delivery place		DOF office, Mrauk U Township, Rakhine	DOF office, Ponnagyun Township, Rakhine	DoF office Pauktaw Township, Rakhine	DoF office RaThaeDaung Township, Rakhine	

**FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>1</sup>**  
*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>2</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. 2020/UNDP-MMR/PN/113:

**TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements**

Sr. No	Description/Specification of Goods	Quantity	Delivery Time	Unit Price (MMK)	Total Amount (MMK)
1	Fishing net (drift net, nylon mono-filament net, size 2", 100m x3m)	1,600			
	Add : Cost of Transportation				
	Add : Other Charges (pls. specify)				
2	Crab/mud trap, local made, 1.5'x1'x6"	2,400			
	Add : Cost of Transportation				
	Add : Other Charges (pls. specify)				
	<b>Total Final and All-Inclusive Price Quotation</b>				

**TABLE 3 : Offer to Comply with Other Conditions and Related Requirements**

<sup>1</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>2</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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 21 days after signing of Purchase Order)			
Delivery Term (DAP)			
UNDP Payment Term			
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			
b) Technical support when required			
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: \_\_\_\_\_