



## REQUEST FOR QUOTATION (RFQ)

### Emergency Supplies (1-litre of Drinking Water for Joint Concentration Points)

NAME & ADDRESS OF FIRM	DATE: October 16, 2020
	REFERENCE: UNDP/RFQ/34/2020

Dear Sir / Madam:

We kindly request you to submit your quotation for **1-litre of drinking water to keep in UN Joint Concentration Points for emergency purpose**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

*This process will result in entering into a Long-Term Agreement with the selected vendor for a period of two years with the provision of extension for one additional year, based on satisfactory performance.*

Quotations may be submitted on or before **5:00PM, October 26, 2020** by e-mail, to [procurement.np@undp.org](mailto:procurement.np@undp.org) with subject line:

“Quotation for Messenger Services (ref: UNDP/RFQ/34/2020)- {Bidder’s Name}”

Quotations submitted by email must be limited to a maximum of **25 MB** (each transmission), virus-free and no more than **6** 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.

Please take note of the following requirements and conditions pertaining to the above-mentioned services:

Delivery Terms [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	<input checked="" type="checkbox"/> <b>Other: Local delivery inclusive of taxes, duties and VAT</b>
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> <b>Not Applicable</b>

Exact Address/es of Delivery Location/s (identify all, if multiple)	<b>Joint Concentration Points (JCPs) in following locations:</b> <ol style="list-style-type: none"> <li>1. UN House, Pulchowk, UNHCR Maharajgunj, and UNICEF-ROSA Lainchour inside the Kathmandu Valley</li> <li>2. For Field: Damak, Janakpur, Bhairahawa, Nepalgunj and Dhangadi</li> </ol>
UNDP Preferred Freight Forwarder, if any	<b>Not applicable</b>
Distribution of shipping documents ( <i>if using freight forwarder</i> )	<b>Not applicable</b>
Latest Expected Delivery Date and Time ( <i>if delivery time exceeds this, quote may be rejected by UNDP</i> )	<input checked="" type="checkbox"/> <b>As and when required basis</b>
Delivery/Work Schedule	<input checked="" type="checkbox"/> <b>Not Required</b>
Packing Requirements	
Mode of Transport	<input checked="" type="checkbox"/> <b>Land</b>
Preferred Currency of Quotation <sup>1</sup>	<input checked="" type="checkbox"/> <b>Local Currency: Nepalese Rupees (NPR.) inclusive of VAT</b>
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> <b>Must be inclusive of VAT and all other applicable indirect taxes</b>
After-sales services required	
Deadline for the Submission of Quotation	<b>5:00PM Nepal time, <u>October 26, 2020</u></b>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> <b>English</b>
Documents to be submitted	<input checked="" type="checkbox"/> <b>Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</b> <input checked="" type="checkbox"/> <b>Business Registration Certificate;</b> <input checked="" type="checkbox"/> <b>Latest VAT/PAN Registration Certificate;</b> <input checked="" type="checkbox"/> <b>Latest Tax Clearance Certificate;</b>

<sup>1</sup> Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

[illegible]

Evaluation Criteria	<input checked="" type="checkbox"/> <b>Technical responsiveness/Full compliance to requirements and lowest price<sup>2</sup></b>  <input checked="" type="checkbox"/> <b>Full acceptance of the PO/Contract General Terms and Conditions</b>
UNDP will award to:	<input checked="" type="checkbox"/> <b>One and only one supplier</b>
Type of Contract to be Signed	<input checked="" type="checkbox"/> <b>Purchase Order</b> <input checked="" type="checkbox"/> <b>Long-Term Agreement<sup>3</sup></b> <i>(LTA will be signed initially for two years with an option to extend for additional one year)</i>
Special conditions of Contract	
Conditions for Release of Payment	<input checked="" type="checkbox"/> <b>Written Acceptance of completion of the services, based on full compliance with RFQ requirements</b>
Annexes to this RFQ	<input checked="" type="checkbox"/> <b>Schedule of Requirement for Emergency Supplies for Joint Concentration Points (Annex 1)</b> <input checked="" type="checkbox"/> <b>Form for Submission of Quotation (Annex 2)</b> <input checked="" type="checkbox"/> <b>General Terms and Conditions / Special Conditions (Annex 3).</b>  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.

<sup>2</sup> UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

<sup>3</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

Contact address for Inquiries (Written inquiries only) <sup>4</sup>	<p><i>Procurement Unit</i>  <i>UNDP Nepal</i>  <i>Email: <a href="mailto:query.procurement.np@undp.org">query.procurement.np@undp.org</a></i></p> <p>Written inquiries must be submitted mentioning RFQ Ref: UNDP/RFQ/34/2020 (SA), on or before 5:00PM, <b><u>October 21, 2020</u></b>. UNDP shall post the compiled inquiries with the responses in UNDP Website: <a href="http://www.np.undp.org/content/nepal/en/home/operations/procurement.html">http://www.np.undp.org/content/nepal/en/home/operations/procurement.html</a>. Inquiries received after the above date and time shall not be entertained.</p> <p>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</p>
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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.

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<sup>4</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

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,**



*Niraj Shrestha*

*Assistant Resident Representative (Operations), UNDP Nepal*

October 16, 2020

**Annex 1****Technical Specifications**

<b>Schedule of Requirement</b>			
<b>S.no.</b>	<b>Description</b>	<b>Qty</b>	<b>Requirement</b>
1	1 Litter bottle of drinking water for Joint Concentration Points in accordance with the list provided in <b>Form for Submitting Supplier's Quotation - Annex 2.</b>	In lots on as and when required basis	UNDP will enter into a Long-Term Agreement with the selected supplier for an initial period of 2 years with the possibility of extension for one additional year, based on satisfactory performance.

**Estimated Yearly Requirement**

UNDP will enter into a Long-Term Agreement with the selected vendor for a period of two years to supply following estimated number of cases. The LTA will have provision of extension for one additional year, based on satisfactory performance. Since the water bottles are stored in the JCPs for emergency requirements only, there is less chance of utilizing all the quantities of water bottles and thus UNDP prefers the regular replacement well ahead of the actual expiry date of water bottles those are kept in JCPs of Kathmandu valley. However, the water bottles will be procured in the case of outside of Kathmandu valley.

<b>SN</b>	<b>Item Description</b>	<b>Qty</b>	<b>Remarks</b>
1	UN House, Pulchowk	300 Cases	Replaceable, before expiration of 2 months
2	UNHCR Maharajgunj	180 Cases	Replaceable, before expiration of 2 months
3	UNICEF-ROSA, Lainchour	195 Cases	Replaceable, before expiration of 2 months
4	Damak	40 Cases	New purchase every time after expiry date
5	Janakpur	40 Cases	New purchase every time after expiry date
6	Bhairahwa	40 Cases	New purchase every time after expiry date
7	Nepalgunj	40 Cases	New purchase every time after expiry date
8	Dhangadi	40 Cases	New purchase every time after expiry date

**IMPORTANT NOTES:**

- The Suppliers are encouraged to inspect the existing samples before quoting the prices. Samples can be inspected by contacting Govinda Thapa, UNDP, Tel: 5523200 ext. no. 1098 email: [govinda.thapa@undp.org](mailto:govinda.thapa@undp.org)
- The suppliers should quote Unit Price per case/box of 1-litre drinking water, in Nepalese Rupees inclusive of VAT.
- The Suppliers should be catered the drinking water at field JCPs as and when required with proper packaging of the cases.
- The supplier should provide the latest manufactured drinking water with long expiry date.
- UNDP will provide items to the vendor 2 to 3 months prior to the expiry for replenishment, this condition shall be applied only for Kathmandu JCPs while for the field JCPs it will be fully procured. The applicable transportation charge and labor charge will be paid during replenishment of drinking water at Kathmandu JCPs.





**Annex 2****FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>5</sup>***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>6</sup>)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer bid in conformity with the requirements of UNDP as per RFQ Reference No. UNDP/RFQ/34/2020

**TABLE 1 : Offer for drinking water bottles**

ItemNo	Description	Quantity	Unit Price in NPR.	Total Amount in NPR.
1	Supply and delivery of 1-litre bottle of drinking water	Per Case/Box		
2	Replacement/transportation/overhead cost to replace 1-litre bottle of drinking water in JCPs of Kathmandu valley	1 lump-sum		
3	Transportation cost for given field locations out of Kathmandu valley.	1 lump-sum		
	<b>Total</b>			
	<b>13% VAT</b>			
	<b>Total Price with VAT</b>			

**TABLE 2 : Estimated Operating Costs (if applicable)**

List of Item/s	Year	Unit Price	Total Price (NPR)
N/A	N/A		

<sup>5</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>6</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**TABLE 3 : 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 3 days upon issue of PO)			
Estimated weight/volume/dimension of the Consignment:			
Country/ies Of Origin <sup>7</sup> :			
Warranty and After-Sales Requirements			
a) Training on Operations and Maintenance	NA	NA	
b) Expiry date- 6-9 months			
c) Service Unit to be Provided when the Purchased Unit is Under Repair	NA	NA	
d) Brand new replacement if Purchased item is not working at the time of delivery/installation	NA	NA	
e) Others	NA	NA	
<b>Validity of Quotation</b>			
<b>All Provisions of the UNDP General Terms and Conditions</b>			
Other requirements [pls. specify]	NA	NA	

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]*

<sup>7</sup> If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.

## **Annex 3**

### **General Terms and Conditions for Services**

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>