



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM	DATE: October 22, 2020
	REFERENCE: RFQ/FJI/JPN/003/20 – Supply of GPS to Palau

Dear Sir / Madam:

We kindly request you to submit your quotation for supply of rescue equipment, 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 23.59 (Fiji Time) on November 4, 2020 and via ☒ e-mail, ☐ courier mail or ☐ facsimile to the address below:

United Nations Development Programme

Level 8, Kadavu House Building, 414 Victoria Parade, Private Mailbag, Suva, Fiji

UNDP Procurement Team: Ronald Kumar

Fax: 679 3301718; email: procurement.fj@undp.org (only for questions and clarifications)

Electronic version of your quotation must be sent to etenderbox.pacific@undp.org¹. The following must be on the subject of your email submissions:

RFQ/FJI/JPN/003/20 – Supply of GPS to Palau²

Quotations submitted by email must be limited to a maximum of 15 MB, virus-free and no more than 2 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:

Delivery Terms [INCOTERMS 2020] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> FCA <input type="checkbox"/> CPT <input checked="" type="checkbox"/> CIP <input type="checkbox"/> DAP <input type="checkbox"/> Other [pls. specify]
Customs clearance ³ , if needed, shall be done by:	<input checked="" type="checkbox"/> UNDP <input type="checkbox"/> Supplier/Offeror <input checked="" type="checkbox"/> Freight Forwarder

¹ Quotations submitted to other email accounts will not be accepted and will be declined

² Email submission that will not contain this subject or without reference to subject tender will not be opened and will be declined

³ Must be linked to INCO Terms chosen

Exact Address/es of Delivery Location/s (identify all, if multiple)	Koror, Palau	
UNDP Preferred Freight Forwarder, if any ⁴	n/a	
Distribution of shipping documents <i>(if using freight forwarder)</i>	If goods are supposed to be exported to the end-user it shall be followed with invoice (2 originals) and packing list (2 originals), with other quality confirmation documents if required. In addition, all documents under INCOTERMS 2020.	
Latest Expected Delivery Date and Time <i>(if delivery time exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 60 days from the issuance of the Purchase Order (PO) <input type="checkbox"/> As per Delivery Schedule attached <i>[if delivery will be staggered]</i> Time: <i>[pls. indicate]</i> Time Zone of Reference: <i>[pls. indicate]</i>	
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	
Packing Requirements	Standard manufacturers packing for safe transportation	
Mode of Transport	<input checked="" type="checkbox"/> AIR <input type="checkbox"/> SEA	<input type="checkbox"/> LAND <input checked="" type="checkbox"/> OTHER multi modal (if any)
Preferred Currency of Quotation ⁵	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency: Fijian Dollar	
Value Added Tax on Price Quotation ⁶	<input type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
After-sales services required	<input checked="" type="checkbox"/> Standard manufacturer's warranty but not less than 12 months <input checked="" type="checkbox"/> Technical Support during warranty period <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others <i>[pls. specify]</i>	
Deadline for the Submission of Quotation	23.59, <i>Wednesday, November 04, 2020, Fiji Time</i>	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others <i>[pls. specify, including dialects, if needed]</i>	
Documents to be submitted ⁷	<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"/> 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"/> Quality Certificates (ISO, etc.);	

⁴ Depends on INCO Terms. The suggestion to use a UNDP preferred courier is only for purposes of familiarity with procedures and documentary requirements applicable to the UNDP when clearing with customs.

⁵ 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.

⁶ This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

⁷ First 2 items in this list are mandatory for the supply of imported goods

	<input checked="" type="checkbox"/> Copy of the latest valid business registration certificate of the Offeror's company; <input type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input type="checkbox"/> Manufacturer's/Distributor's/Dealer's Authorization Letter issued in favor of the bidder allowing selling their product to UNDP; <input type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input type="checkbox"/> Evidence/Certification of Environmental Sustainability ("Green" Standards) of the Company or the Product being supplied; <input checked="" type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods". <input type="checkbox"/> Patent Registration Certificates (if any of technologies submitted in the quotation is patented by the Supplier); <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; <input checked="" type="checkbox"/> Company's profile with detailed information (name of the company, address, contact details etc.) using form provided in Annex 2; <input type="checkbox"/> Declaration of owners' interest in other companies using form provided in Annex 2 <input checked="" type="checkbox"/> Contact details (email, telephone, website) of clients whom the bidder supplied vehicles, machinery, electrical and other types of equipment in the last 3 years.. <input type="checkbox"/> Others <i>[pls. specify as many as required]</i>
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days <p>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.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms ⁸	<input checked="" type="checkbox"/> 100% upon complete delivery of goods <input type="checkbox"/> Others <i>[pls. specify]</i>
Liquidated Damages	<input type="checkbox"/> Will not be imposed <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 After which UNDP may terminate the contract.

⁸ UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁹ <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time ¹⁰ <input type="checkbox"/> Others <i>[pls. specify]</i>
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier <input type="checkbox"/> One or more Supplier, depending on the following factors:
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement ¹¹ and <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.</i>) <input type="checkbox"/> Other Type/s of Contract <i>[pls. specify]</i>
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000). Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days <input type="checkbox"/> Others <i>[pls. specify]</i>
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection by end-users at the final point of destination <input type="checkbox"/> Complete Installation <input checked="" type="checkbox"/> Passing all Testing <i>[specify standard, if possible]</i> <input type="checkbox"/> Completion of Training on Operation and Maintenance <i>[specify no. of trainees, and location of training, if possible]</i> <input checked="" type="checkbox"/> Written Acceptance of Goods by beneficiary based on full compliance with RFQ requirements <input type="checkbox"/> Others <i>[pls. specify]</i>
Annexes to this RFQ ¹²	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html <input type="checkbox"/> Others <i>[pls. specify, if any]</i> Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.

⁹ 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.

¹⁰ This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

¹¹ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

¹² Where the information is available in the web, a URL for the information may simply be provided.

Contact Person for Inquiries (Written inquiries only) ¹³	<i>Ronald Kumar</i> <i>Procurement Analyst</i> ronald.kumar@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 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:

<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

¹³ 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.

Thank you and we look forward to receiving your quotation.

Sincerely yours,
Procurement Unit

Technical Specifications

Any manufacturer's names, trade names, brand names or catalogue numbers used in the specifications are for the purpose of describing and establishing general performance and quality levels. Such references are not intended to be restrictive. Offers are invited on these and comparable brands or products provided the quality of the proposed products meet or exceed the quality of the specifications listed for any item.

RTK GPS

Description	UNDP Minimum Requirements	Quantity
RTK Survey Grade GPS package including base and rover gps units, data controller and associated software, cables and other accessories.		1
GNSS Tracking		
Channels	200+	
Constellations	GPS L1C/A, L1C, L2C, L2E, L5 GLONASS L1 C/A, L1P, L2 C/A, Galileo E1, E5A, E5B Beidou B1, B2 QZSS L1 C/A, L1 SAIF, L2C, L5 SBAS L1 C/A, L5; WAAS. EGNOS, MSAS	
RTK Performance	Horizontal: 8mm + 1ppm RMS Vertical: 15mm + 1ppm RMS	
Post Processing Static Performance	Horizontal: 2.5mm + 0.5ppm RMS Vertical: 3.5 mm + 0.5ppm RMS	
Protocols	RTCM 2.3, RTCM 3.2, CMR, CMR+, sCMRx, NMEA 0183: GSV, AVR, RMC, HDT,VGK, VHD, ROT, GSK, GGA, GSA, ZDA, VTG, HCN and RINEX output for GNSS raw data GST, PJT, PJK, BPQ, GLL, GRS,GBS	
Communication	Wifi Serial USB Bluetooth VHF	
Storage	Internal storage minimum of 24 gb	
Operation	minimum of 9hrs on charge	
Physical features	IP68-water and dust proof	
Others		
Expected Delivery:	60 calendar days	
Warranty:	Standard Manufacturer's Warranty, but not less than 12 months	
Delivery Place: FCA/CIP	Office of PALARIS, Koror, Palau 96940 Republic of Palau	

**Pls. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed. Specify delivery locations if goods multiple destinations.*

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹⁴

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery¹⁵)

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. RFQ/FJI/JPN/003/20:

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

Item No.	Description/Specification of Goods (please provide specification details, brochure and catalogue of offered model)	Quantity	Latest Delivery Date	Unit Price in USD	Total Price per Item in USD
1	RTK Survey Grade GPS package including base and rover gps units, data controller and associated software, cables and other accessories.	1			
	FCA Charges, if any				
	Sub Total FCA Price¹⁶				
	Add: Cost of Transportation/Delivery				
	Add: Cost of Insurance				
	Add: Warranty				
	Add: Technical Support				
	Add: Other Costs (please specify__)				
	Total Final and All-Inclusive Price Quotation (CIP Koro, Palau)				

TABLE 2: Table of technical compliance of the offered goods

UNDP Minimum Requirements <i>(Models to be offered by bidders should meet below minimum requirements. Bidders can offer options that exceed below specifications.)</i>		Quantity	Compliance with technical specifications	
			Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i> ¹⁷
RTK Survey Grade GPS package including base and rover gps units, data controller and associated software, cables and other accessories.		1		
GNSS Tracking				
Channels	200+			
Constellations	GPS L1C/A, L1C, L2C, L2E, L5 GLONASS L1 C/A, L1P, L2 C/A, Galileo E1, E5A, E5B Beidou B1, B2 QZSS L1 C/A, L1 SAIF, L2C, L5 SBAS L1 C/A, L5; WAAS. EGNOS, MSAS			
RTK Performance	Horizontal: 8mm + 1ppm RMS Vertical: 15mm + 1ppm RMS			

¹⁴ This serves as a guide to the Supplier in preparing the quotation and price schedule.

¹⁵ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

¹⁶ Pricing of goods should be consistent with the INCO Terms 2020 indicated in the RFQ

¹⁷ Please provide catalogue, drawings and details specification of proposed model.

Post Processing Static Performance	Horizontal: 2.5mm + 0.5ppm RMS Vertical: 3.5 mm + 0.5ppm RMS			
Protocols	RTCM 2.3, RTCM 3.2, CMR, CMR+, sCMRx, NMEA 0183: GSV, AVR, RMC, HDT, VGK, VHD, ROT, GGK, GGA, GSA, ZDA, VTG, HCN and RINEX output for GNSS raw data GST, PJT, PJK, BPQ, GLL, GRS, GBS			
Communication	Wifi Serial USB Bluetooth VHF			
Storage	Internal storage minimum of 24 gb			
Operation	minimum of 9hrs on charge			
Physical features	IP68-water and dust proof			
Others				
Expected Delivery:	60 calendar days			
Warranty:	Standard Manufacturer's Warranty, but not less than 12 months			
Delivery Place: FCA/CIP	Office of PALARIS, Koror, Palau 96940 Republic of Palau			

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>
GPS is Brand New without Damage and/or Defects			
Delivery Lead Time 60 calendar days			
Warranty and After-Sales Requirements			
a) Minimum one (1) year warranty			
b) Brand new replacement if Purchased Unit is beyond repair			
c) Others			
Validity of Quotation 60 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]

PART 2: DECLARATION OF INTEREST

Dear Sir/Madam,

We/I, _____ (Name and Title), as shareholder(s)/owner(s) of _____ Company, declare that:

- a) Have no financial and other interests in, association or relationship with, are not employed and do not have relatives (i.e. spouse, parents, children or siblings) employed by the United Nations Development Programme (UNDP) or the Government of the beneficiary country that announced the RFQ; and do not have access to information about, or influence on the selection process for this RFQ
- b) Have no common controlling partner, director, shareholder, legal representative for the purposes of this RFQ with any other entity submitting its Quotation under this RFQ; are not subcontracting or are subcontractors to other entities for the purposes of this RFQ; and that the experts proposed in the team do not participate in more than one Quotation for this RFQ
- c) Are not involved in activities that could have an impact on the objectivity and independence of the Contractor's team in carrying out its duties under the contract or can affect the image of the United Nations and the Government of Uzbekistan.

We certify that the information stated is true, correct and complete to the best of our knowledge and belief. We are obliged to comply with all requests for additional information, documentation, clarification and/or verification concerning the Declaration of Interest statement.

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]

PART 3: COMPANY PROFILE

1. Offeror's Legal Name <i>[insert Bidder's legal name]</i>		
2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i>		
3. Actual or intended Country/ies of Registration/Operation: <i>[insert actual or intended Country of Registration]</i>		
4. Year of Registration in its Location: <i>[insert Bidder's year of registration]</i>		
5. Countries of Operation	6. No. of permanent staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation ¹⁸ : <i>[insert Bidder's legal address in country of registration]</i>		
9. Value and Description of Top two (2) Biggest Contracts for the past three (3) years		
10. Latest Credit Rating (Score and Source, if any)		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. Offeror's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List? <input type="checkbox"/> YES or <input type="checkbox"/> NO		

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

¹⁸ You must specify address of permanent office, landline telephone numbers

PART 4: EXPERIENCE IN SIMILAR NATURE*

Name of the good supplied	Delivery period (month, year)	Amount of the contract	Client (Name, contact person, telephone, email)

* Contact details (email, telephone, website) of clients whom the bidder supplied vehicles, machinery, and other electric equipment in the last 3 years.

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

[Designation]

[Date]