



**REQUEST FOR QUOTATION (RFQ)  
National Competition  
(Goods)**

NAME & ADDRESS OF FIRM	DATE: November 24, 2020
	REFERENCE: 2020/UNDP-MMR/PN/126

Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply and Delivery of Non-medical, Reusable Mask (Cloth) for UNDP Projects in Myanmar**, 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 **December 4, 2020, 1700 hours (Myanmar Time)** and via **e-mail** to [bids.mm@undp.org](mailto:bids.mm@undp.org):

**United Nations Development Programme**  
Team Leader, Programme Support Unit  
[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 ToRs	
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 14 days from the issuance of the Purchase Order (PO) Date: <b>Between 15 December to 31 December 2020</b> Time Zone of Reference: Myanmar	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Packing Requirements	Sanitized, ironed, and sealed in a plastic bag (5 masks per bag)	
Mode of Transport	<input type="checkbox"/> AIR	<input checked="" type="checkbox"/> <b>LAND</b>
	<input type="checkbox"/> SEA	<input checked="" type="checkbox"/> OTHER Land transportation to four townships, Gwa, Ramree, Toungup, Ponnagyun. Boat transportation applies to Pauktaw Township only.
Preferred Currency of Quotation <sup>1</sup>	<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"/> <b>Durability:</b> Able to withstand regular washing at 60°C without any damage. Expected lifespan is two months with daily washing.	
Deadline for the Submission of Quotation	COB, <b>Friday, December 04, 2020</b> and 1700 hours (Myanmar Time)	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English	

<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.

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"/> Company Profile <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"/> If the supplier is the manufacturer provide registration of manufacturer (if applicable). <input checked="" type="checkbox"/> <b>Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;</b> <input checked="" type="checkbox"/> <b>Compliance with WHO guidelines for cloth masks</b> (if applicable) <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Latest Audited Financial Statement <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value for similar goods <input checked="" type="checkbox"/> Bank References (Name of Bank, Account Name, Bank Account No., Bank Location, Contact Person and Contact Details)
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"/> 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"/> <b>Evaluation will be conducted on</b> <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price and lead time <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One and only one Supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order

	<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"/> 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"/> Form for Submission of Quotation (Annex 2) <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) <sup>2</sup>	Mr. Min Min Thein, Procurement Analyst ( <a href="mailto:min.min.thein@undp.org">min.min.thein@undp.org</a> ), Ms. 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.

<sup>2</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.

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,



*Payal Suri*  
Team Leader, Programme Support Unit

## Schedule of Requirements and Technical Specifications/Bill of Quantities

**Note:** Estimated duration of all supply and delivery is from 15<sup>th</sup> December 2020 – 31<sup>st</sup> December 2020.

### Technical Specification

Type:	Reusable face masks
Materials:	<b>Cloth:</b> woven, fine and tight weaves, soft touch, 100% Cotton Fabric (not knitted, not felted, not coated nor waxed), <b>Yarn count:</b> minimum 50 to maximum 60 threads/cm <sup>2</sup> <b>Grammage:</b> 115g/m2 (+/- 10% for each layer)
Make:	Stitched only on the edges. No stitching in front of mouth and nose. The type of hemming and of stitching yarn should reduce the risk of skin irritation. All seams to be knot lock.
Number of layers:	2 layers
Shape:	Flat rectangular mask with 5cm pleat. – foldable and duckbill style
Dimension:	Finished dimensions 21 cm width x 11 cm height or width 8 inches x height 4.5 inches. Cutting dimensions to be calculated by the maker according to good practice
Colour and printing:	Sky Blue. Use 2 different colors to differentiate the inside and the outside (preferably white on the inside). No printing works are required.
Ties:	Round and soft touch elastic ties behind the ears or behind the head, or When no elastic ties are available, ties can be made of the same cloth as the mask (pieces of 90cm x 3cm hemmed and folded once) No staples for fixing the ties, only stitched Ties must withstand a traction of 5kg each.
Durability:	Able to withstand regular washing at 60°C without any damage. Expected lifespan is two months with daily washing.
Packing:	sanitized, ironed, and sealed in a plastic bag (5 masks per bag)

**# Please provide following document together with quotation if applicable.**

**- Compliance with WHO guidelines for cloth masks.**

### Other Related Requirements

Further to the Schedule of Requirements in the preceding Table, Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfillment of the requirements:

Exact Address of Delivery/Installation Location	1/ Pauktaw 2/ Gwa 3/ Ramree 4/ Toungup 5/ Ponnagyun <u><b>See below # table to deliver for quantity of each items for each township.</b></u>
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Mode of Transport Preferred	Land
Customs, if required, clearing shall be done by:	Supplier
Inspection upon delivery	Yes
Testing Requirements	Yes
After-sale services Requirements	<input checked="" type="checkbox"/> <b>Durability:</b> Able to withstand regular washing at 60°C without any damage. Expected lifespan is two months with daily washing.
Payment Terms (max. advanced payment is 20% as per UNDP policy)	100% payment within 30 days from UNDP's acceptance of goods as specified and receipt of invoice
Conditions for Release of Payment	<input checked="" type="checkbox"/> Inspection upon arrival at destination <input checked="" type="checkbox"/> Written Acceptance of services based on full compliance with RFQ requirements
All documentations, including catalogues, instructions and operating manuals, shall be in this language	English

**# Table for quantity of each items for each township**

Township	Description	Quantity	Units
Gwa	Mask (Clothes) 2 layers	30,000	Nos
Ramree	Mask (Clothes) 2 layers	30,000	Nos
Toungup	Mask (Clothes) 2 layers	30,000	Nos
Ponnagyun	Mask (Clothes) 2 layers	35,000	Nos
Pauktaw	Mask (Clothes) 2 layers	50,000	Nos
<b>Total</b>		<b>175,000</b>	<b>Nos</b>

## Annex 2

### FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>3</sup>

*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>4</sup>)*

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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/126**:

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

Types	Township	Total quantity	unit	Latest Delivery Date	Unit Price	Total Price per Item
Mask (Clothes) 2 layers	Gwa	30,000	pcs			
Mask (Clothes) 2 layers	Ramree	30,000	pcs			
Mask (Clothes) 2 layers	Toungup	30,000	pcs			
Mask (Clothes) 2 layers	Ponnagyun	30,000	pcs			
Mask (Clothes) 2 layers	Pauktaw	50,000	pcs			
	<b>Total Prices of Goods<sup>5</sup></b>					
	Add : Cost of Transportation					
	Add : Cost of Insurance					
	Add : Other Charges (pls. specify)					
	<b>Total Final and All-Inclusive Price Quotation</b>					

- **Compliance with WHO guidelines for cloth masks.**

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<sup>3</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>4</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<sup>5</sup> Pricing of goods should be consistent with the [INCO Terms 2020](#) indicated in the RFQ



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

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

**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 14 days after signing of Purchase Order)			
Estimated weight/volume/dimension of the Consignment:			
Country/ies Of Origin:			
Warranty and After-Sales Requirements <b>Durability:</b> Able to withstand regular washing at 60°C without any damage. Expected lifespan is two months with daily washing.			
Validity of Quotation (120 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]*

**General Terms and Conditions**