



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

**(From Vietnam based firms/institutes/organizations)**

<b>NAME OF GOODS</b>  <b>Rice, cooking oil, mask, handwashing liquid and fresh milk</b>	<b>DATE: January 8, 2021</b>
	<b>REFERENCE: 1-210101</b>

Dear Sir / Madam:

We kindly request you to submit your quotation for **Rice, cooking oil, mask, handwashing liquid and fresh milk**, 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 **January 14, 2021 (Hanoi time)** and via email to the address below:

**United Nations Development Programme**  
**[Luu.ngoc.diep@undp.org](mailto:Luu.ngoc.diep@undp.org)**

Quotations submitted by email must be limited to a maximum of 30MB and virus-free. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

**Please send separate email (without attachment) to [procurement.vn@undp.org](mailto:procurement.vn@undp.org) notifying that you already submitted quotation and the number of emails submitted.** Notification email indicating the tender's reference number should be sent to this email address by submission deadline or right after you submit quotations.

**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 [ <a href="#">INCOTERMS 2020</a> ] (Pls. link this to price schedule)	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input checked="" type="checkbox"/> DAP <input type="checkbox"/> Other [pls. specify]	
Customs clearance <sup>1</sup> , if needed, shall be done by:	<input type="checkbox"/> UNDP <input checked="" type="checkbox"/> Supplier/Offeror <input type="checkbox"/> Freight Forwarder	
Exact Address/es of Delivery Location/s (identify all, if multiple)	Luong Son Medical Center (Trung tâm Y tế huyện Lương Sơn, Tiểu khu 12, thị trấn Lương Sơn, huyện Lương Sơn, Hoà Bình, Việt Nam)	
UNDP Preferred Freight Forwarder, if any <sup>2</sup>	Click here to enter text.	
Distribution of shipping documents (if using freight forwarder)	Click here to enter text.	
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> <b>28 January 2021</b>	
Delivery Schedule	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required	
Packing Requirements		
Mode of Transport	<input type="checkbox"/> AIR <input type="checkbox"/> SEA	<input type="checkbox"/> LAND <input type="checkbox"/> OTHER [pls. specify]
Preferred Currency of Quotation <sup>3</sup>	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Vietnamese Dongs	
Value Added Tax on Price Quotation <sup>4</sup>	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes	
Deadline for the Submission of Quotation	<b>Thursday, January 14, 2021 and Ha Noi time</b>	

<sup>1</sup> Must be linked to [INCO Terms 2020](#) chosen.

<sup>2</sup> Depends on [INCO Terms 2020](#). 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.

<sup>3</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.

<sup>4</sup> This must be reconciled with the [INCO Terms 2020](#) 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.

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 checked="" type="checkbox"/> Vietnamese
Documents to be submitted <sup>5</sup>	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2 in both excel and signed pdf formats, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Latest Business Registration Certificate
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  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 <input type="checkbox"/> Permitted
Payment Terms <sup>6</sup>	<input checked="" type="checkbox"/> 100% upon complete delivery of goods <input type="checkbox"/> Others <i>[pls. specify]</i>
Liquidated Damages	<input checked="" type="checkbox"/> Will not be imposed <input type="checkbox"/> Will be imposed under the following conditions : Percentage of contract price per day of delay : _____ Max. no. of days of delay : _____ After which UNDP may terminate the contract.
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>7</sup> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i> <input type="checkbox"/> Earliest Delivery / Shortest Lead Time <sup>8</sup> <input type="checkbox"/> Others
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:

<sup>5</sup> First 2 items in this list are mandatory for the supply of imported goods

<sup>6</sup> 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.

<sup>7</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>8</sup> This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP <input type="checkbox"/> Other Type/s of Contract
Contract General Terms and Conditions	<input 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 <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 type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by <i>[indicate number of days]</i> <input type="checkbox"/> Others <i>[pls. specify]</i>
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements <input checked="" type="checkbox"/> Receipt of VAT invoice from the Supplier <input type="checkbox"/> Others <i>[pls. specify]</i>
Annexes to this RFQ <sup>9</sup>	<input checked="" type="checkbox"/> Specifications of the Goods Required ( <a href="#">Annex 1</a> ) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2 – excel file) <input checked="" type="checkbox"/> <a href="#">Contract Template &amp; UNDP Contract General Terms and Conditions</a> (GTCs) ( <a href="#">Annex 3</a> ) <input type="checkbox"/> Others <i>[pls. specify, if any]</i>  <b>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</b>
Contact Person for Inquiries (Written inquiries only) <sup>10</sup>	Luu Ngoc Diep Procurement Associate <a href="mailto:Luu.ngoc.diep@undp.org">Luu.ngoc.diep@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.

<sup>9</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>10</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.

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)




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

**Sincerely yours,**  
*Tran Thi Hong*  
*Head of Procurement Unit*  
January 8, 2021

### Technical Specifications and Requirements

Delivery date	28 Jan 2021
Delivery address *	Luong Son Medical Center (Trung tâm Y tế huyện Lương Sơn, Tiểu khu 12, thị trấn Lương Sơn, huyện Lương Sơn, Hoà Bình)
Receiving person with contact number *	<b>Luong Son Medical Center:</b> Director of Luong Son Medical Center: Mr. Hoang Van Kuu Cellphone: 0986226968 Email: <a href="mailto:hoangvankuu@gmail.com">hoangvankuu@gmail.com</a> <b>UNDP (304 Kim Mã):</b> Nguyễn Minh Châu – Project officer Cellphone: 0989722512 Email: <a href="mailto:nguyen.minh.chau@undp.org">nguyen.minh.chau@undp.org</a>

### List of the required goods for bidding

DESCRIPTION	Photo	Quantity
<b>A package of following items/Một gói gồm các vật phẩm sau:</b>		<b>200</b>
5 kgs of Bac Huong rice (or equivalent) at good quality, hygiene, safety condition in a sealed plastic, <b>has</b> at least a <b>3-month</b> shelf life beginning with the day of delivery date/ <i>Túi Gạo Bắc Hương trắng đảm bảo chất lượng và an toàn vệ sinh thực phẩm đóng túi 5kg hoặc loại tương đương được đóng trong bao nylon kín chống ẩm, chống mốc, còn thời hạn sử dụng ít nhất 03 tháng tính từ thời điểm cung cấp hàng.</i>		200
A 1liter bottle of Neptune Gold oil (or equivalent) <b>has</b> at least a <b>12-month</b> shelf life beginning with the day of delivery date / <i>Dầu ăn Neptune can 1 lít hoặc loại tương đương với thời hạn sử dụng còn tối thiểu 12 tháng tính từ thời điểm cung cấp hàng.</i>		200
A pack of 5 3-layer antibacterial cotton masks, size L/ Một gói 05 chiếc khẩu trang vải 3 lớp kháng khuẩn cỡ L có thể giặt nhiều lần.		200

<p>A bottle of 180 g Handwashing liquid Lifebouy (or equivalent) <b>has</b> at least a <b>12-month</b> shelf life beginning with the day of delivery date / Một chai sữa rửa tay Lifebouy 180 g hoặc loại tương đương có vòi ấn được sản xuất, còn thời hạn sử dụng ít nhất 12 tháng tính từ thời điểm cung cấp hàng</p>		<p>200</p>
<p>A pack of 48 small boxes of 100% Low Sugar Vinamilk Pasteurized Fresh Milk (110ml / Box) <b>has</b> at least a 05-<b>month</b> shelf life beginning with the day of delivery date          Một thùng sữa tươi tiệt trùng ít đường của Vinamilk loại 48 hộp, mỗi hộp 110 ml, còn thời hạn sử dụng ít nhất 5 tháng kể từ thời điểm cung cấp hàng</p>		<p>200</p>
<p>Plastic bags (87x60cm)  <i>Túi đựng (kích thước 87 x 60 cm)</i>          Note: A package of cooking oil, handwashing liquid and mask is put in each plastic bag          Yêu cầu: Từng suất gồm dầu ăn, nước rửa tay và khẩu trang được cho vào từng túi.</p>		<p>200</p>

## Contract Templates and General Terms and Conditions

1. Please find below link to the Professional service contract template:

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/Contract%20Face%20Sheet%20\(Goods%20and-or%20Services\)%20UNDP%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/Contract%20Face%20Sheet%20(Goods%20and-or%20Services)%20UNDP%20-%20Sept%202017.pdf)

2. Please find below link to the General Terms and Conditions:

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**below US\$ 50,000 (Services only):**

UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/3.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20\(Services%20only\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/3.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20(Services%20only)%20-%20Sept%202017.pdf)

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**below US\$ 50,000 (Goods or Goods and Services):**

UNDP General Terms and Conditions for Contracts apply

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf)

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**equal to or above US\$ 50,000 (Goods and/or Services):**

UNDP General Terms and Conditions for Contract apply

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf)