



REQUEST FOR QUOTATION (RFQ)

RFQ for Long-Term Agreement to provide Warehousing Services to UNDP Pakistan

UNDP-RFQ-2021-82

NAME & ADDRESS OF FIRM	DATE: 24 March 2021
	REFERENCE: UNDP-RFQ-2021-82

Dear Sir / Madam:

We kindly request you to submit your quotation for **the Provision of Warehousing Services** to UNDP Pakistan as per detailed TOR/Specification attached at Annex 2 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2 & 3.

Your offer, should be submitted in accordance with the Annex 2, through e-Tendering online system <http://etendering.partneragencies.org> on or before **Wednesday 7th April 2021** by **12:30 PM PST or 2:30AM EST**

You are kindly requested to indicate whether your company intends to submit a quotation by clicking on "Accept Invitation" button no later than **Tuesday 30 March 2021 [12:30 PM Pakistan Standard Time or 02:30 AM EST]**. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

Any requests for clarification about the contents of RFQ shall be sent via fax (+51-2600254 & 55) or to the email address at pakistan.procurement.info@undp.org. Answers to questions/inquiries will be forwarded to all the prospective bidders.

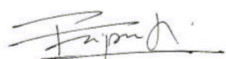
Important notes on submission

1. Submissions must be in the form of PDF files and should be free from any form of virus or corrupted contents, or the quotations shall be rejected.

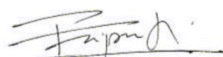
 Karwal Abbas 

Please take note of the following requirements and conditions pertaining to the provision of the Domestic Courier Services:

Delivery Terms [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	<input checked="" type="checkbox"/> Not Applicable
Exact Address/es of Delivery Location/s (identify all, if multiple)	Not Applicable
Latest Expected Delivery Date and Time(<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	<input checked="" type="checkbox"/> Not Applicable
Delivery Schedule	<input checked="" type="checkbox"/> Not Applicable
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local Currency (Pak Rupee)
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes The United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.
After-sales services required	Not Applicable

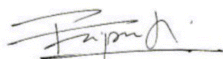


Deadline for the Submission of Quotation	<p>Wednesday, 7th April 2021 (12:30 PM Pakistan standard Time or 2:30 AM EST)</p> <p>To be submitted in e-Tendering system</p> <p>Note: Detailed instructions on how to submit, modify or cancel a bid in the e-Tendering system are provided in the e-Tendering system Bidder User Guide and Instructional videos available on this link:</p> <p>http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</p> <p>Firm name must be maximum 60 characters long and must not contain any letter or special character other than Latin alphabet/keyboard.</p> <p>All files must be free from virus and not corrupted.</p>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<p><input checked="" type="checkbox"/> English</p>
Documents must be submitted with the quotation	<p><input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;</p> <p><input checked="" type="checkbox"/> Statement on letterhead that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council</p> <p><input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured.</p> <p><input checked="" type="checkbox"/> Copies of 3 contracts/purchase orders executed during the last three years with national/multinational organizations for similar nature with complete address, contact number and email address of focal person</p> <p><input checked="" type="checkbox"/> Certificate of performance from at least Three (03) corporate clients;</p> <p><input checked="" type="checkbox"/> Latest Business Registration Certificate; or Latest Internal Revenue Certificate STN/ NTN/Tax Clearance.</p> <p><input checked="" type="checkbox"/> Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's report for the past two years 2018-19 & 2019 -20.</p>
Period of Validity of Quotes starting the Submission Date	<p><input checked="" type="checkbox"/> 90 days</p> <p>In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially</p>



	indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Bid Security	<input checked="" type="checkbox"/> N/A
Acceptable forms of Bid Security	N/A
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> The payment will be made on quarterly basis which will be processed in the last month of quarter.
Liquidated Damages	<input checked="" type="checkbox"/> N/A
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ¹ . <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions. <input checked="" type="checkbox"/> Established track record in undertaking services similar to the requirement (evidence by the number of existing similar contracts) <input checked="" type="checkbox"/> Financial Strength of the organization (The Quick Ratio should be ≥ 1) <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions (non-acceptance shall be grounds for disqualification from this procurement process); <input checked="" type="checkbox"/> Minimum three (03) years of experience in provision of warehousing services
UNDP will award to:	<input checked="" type="checkbox"/> One and only one contractor
Type of Contract to be Signed	<input checked="" type="checkbox"/> Long Term Agreement for one year, can be extended on yearly basis for two more years subject to the satisfactory performance.
Performance Security	<input checked="" type="checkbox"/> Note Required
Special conditions of Contract	<input checked="" type="checkbox"/> N/A
Conditions for Release of Payment	<input checked="" type="checkbox"/> Quarterly basis which will be processed on last month of the quarter.

¹ 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.



Annexes to this RFQ	<input checked="" type="checkbox"/> Bidder Submission form (Annex 1) <input checked="" type="checkbox"/> Terms of Reference (Annex 2) <input checked="" type="checkbox"/> Price Schedule (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 4). Non-acceptance of the terms of the General Conditions of Contract (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only)	Pramila Tripathi Associate Procurement Officer Pramila.tripathi@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.

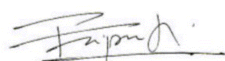
Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

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 6.

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

Thank you and we look forward to receiving your quotation.

Sincerely yours,

"for"



**Knut Ostby
Resident Representative**

 **Kanwal Abbas**

Annex 1

Bid Submission Form²

(This should be written in the Letterhead of the Bidder. Except for indicated fields, no changes may be made in this template.)

Insert: Location

Insert: Date

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to supply the goods and related services required for [insert: title of goods and services required as per RFQ] in accordance with your Request for Quotation dated Insert: bid date. We are hereby submitting our Bid for _____ which includes the Technical Bid and Price Schedule.

We hereby declare that:

- a) All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby fully accept the Schedule of Requirements and Technical Specifications describing the duties and responsibilities required of us in this RFQ, and the General Terms and Conditions of UNDP's Standard Contract for this RFQ.

We agree to abide by this Bid for [insert: period of validity as indicated in Data Sheet].

We undertake, if our Bid is accepted, to initiate the supply of goods and provision of related services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this Bid, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

Yours sincerely,

Authorized Signature [In full and initials]: _____

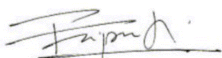
Name and Title of Signatory: _____

Name of Firm: _____

Contact Details: _____ [please

mark this letter with your corporate seal, if available]

² No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.

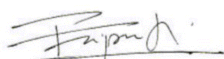


Annex 2**Terms of Reference**

Purpose of Assignment: To enter into a Long-Term Agreement with a company to provide warehousing for UNDP Pakistan for storing office files and equipment. The validity of the LTA is anticipated for three years (initially one year with possibility of extension for three years)

Scope of Work

- Location: Islamabad, preferably in I-9 or I-10 sectors
- The area of the warehouse is proposed to be 70ft x 30 ft. = 2100 sq. ft.
- The proposed area of 2100 sq. ft. well-ventilated and will be partitioned with separate entrance and one-time cost of partition will be borne by the vendor.
- The building should be fire insured and the copy of the insurance shall be provided by the vendor.
- For security, 2 IP security cameras (with access of cameras to be given to UNDP), 4 fire alarms and 4 fire extinguishers shall be provided along with its installation and annual maintenance by vendor.
- 24/7 security guard will be provided by the vendor.
- Cleaning services will be provided as and when required.
- Other facilities such as drinking water and electricity will be also provided by the vendor.
- The payment will be made on quarterly basis and the payment will be processed in the last month of quarter.
- The service provider shall provide adequate inside and outside light and electricity.
- The contract will be initially for one year and will be renewed on annual basis. The service provide should propose a rate to remain unchanged throughout the duration of LTA. The rate must be inclusive of all expenses including maintenance cost.
- The notice period to vacate the warehouse will be 30 days for both parties.



Annex 3

FORM FOR SUBMITTING SUPPLIER'S QUOTATION³***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁴)***

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to provide **Warehousing Services to UNDP in Pakistan** in conformity with the requirements of UNDP as per RFQ Reference No. **UNDP/ RFQ/2021/82**

TABLE 1: Provision of Warehousing Services

Description of Services	Monthly Rate	Yearly
Warehouse with total area of 70ft x 30 ft. = 2100 sq. ft. as per the attached TOR		
Total Amount per year		
Total Amount for three years		

Submitted by:

Name_____

Address_____

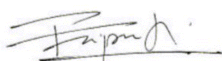
Telephone_____Fax_____

E-mail_____

Signature_____Date_____

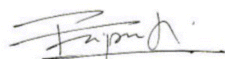
³ This serves as a guide to the Supplier in preparing the quotation and price schedule.

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



Annex 4

General Terms and Conditions / Special Conditions

A handwritten signature in black ink, appearing to be "F. J. Smith", written over a horizontal line.