

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ-034-PHL-2021	Date: 29 March 2021

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the **Supply and Delivery of Commercial Rice** as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Name:ALKA ANEJATitle:Procurement Team LeaderDate:29 March 2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing				
	by UNDP. This RFQ is conducted in accordance with the <u>UNDP Programme and Operations Policies</u>				
	and Procedures (POPP) on Contracts and Procurement				
	Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the				
	acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a				
	result of this RFQ.				
	UNDP reserves the right to cancel the procurement process at any stage without any liability of any				
	kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.				
Deadline for	April 12, 2021; 5:00 PM, Manila Time				
the Submission	If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.				
of Quotation	<u>http://www.timeanddate.com/wondciock/.</u>				
of Quotation	For eTendering submission - as indicated in eTendering system. Note that system time zone is in				
	EST/EDT (New York) time zone.				
Method of	Quotations must be submitted as follows:				
Submission	E-tendering				
	🛛 Dedicated Email Address				
	Courier / Hand delivery				
	□ Other Click or tap here to enter text.				
	Bid submission address: bids.ph@undp.org				
	File Format: PDF Files				
	 File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. 				
	 All files must be free of viruses and not corrupted. 				
	 Max. File Size per transmission: 5MB 				
	Mandatory subject of email: RFQ-036-PHL-2021: Supply and Delivery of Commercial Rice				
	 Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y. 				
	 It is recommended that the entire Quotation be consolidated into as few attachments as possible. 				
	 The bidder should receive an email acknowledging email receipt. 				
	For eTendering method, click the link <u>https://etendering.partneragencies.org</u> and insert Event ID information]				
	Business Unit (BU) Code: PHL10				
	Event ID Number: xxxxxxxxx				
	Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are				
	provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement- notices/resources/				
Cost of	UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission				
preparation	of a quotation, regardless of the outcome or the manner of conducting the selection process.				
of quotation					
Supplier	All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge				
Code of	that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which				
Conduct, Fraud,	includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct				
Corruption,					

Gifts and	Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including
Hospitality	recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	UNDP requires every prospective Supplier 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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.
	Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.
	The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.
General Conditions of	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract
Contract	Select the applicable GTC: General Terms and Conditions / Special Conditions for Contract.
	General Terms and Conditions for de minimis contracts (services only, less than \$50,000)
	□ General Terms and Conditions for Works
	Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy
Special	Cancellation of PO/Contract if the delivery/completion is delayed by [60 days after issuance
Conditions of	and receipt of Purchase Order]
Contract	Others [pls. specify]
Eligibility	A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.
	It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established
	by UNDP. Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative
Currency of Quotation	Quotations shall be quoted in Philippine Peso

Joint	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium
Venture,	or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to
Consortium	act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or
or	Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the
Association	legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall
	be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on
	behalf of all the member entities comprising the joint venture, Consortium or Association.
	Refer to Clauses 19 – 24 under <u>Solicitation policy</u> for details on the applicable provisions on Joint
Outrans Did	Ventures, Consortium or Association.
Only one Bid	The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture,
	Consortium of Association, as the lead entity of such Joint Venture, Consortium or Association.
	Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the
	following:
	a) they have at least one controlling partner, director or shareholder in common; or b) any one of
	them receive or have received any direct or indirect subsidy from the other/s; or
	b) they have the same legal representative for purposes of this RFQ; or
	c) they have a relationship with each other, directly or through common third parties, that puts them
	in a position to have access to information about, or influence on the Bid of, another Bidder regarding
	this RFQ process;
	d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid
	under its name as lead Bidder; or
	e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid
	received for this RFQ process. This condition relating to the personnel, does not apply to
Duties and	subcontractors being included in more than one Bid.
Duties and taxes	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United
laxes	Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from
	customs restrictions, duties, and charges of a similar nature in respect of articles imported or
	exported for its official use. All quotations shall be submitted net of any direct taxes and any other
	taxes and duties, unless otherwise specified below:
	All prices must:
	be inclusive of VAT and other applicable indirect taxes
	☑ be exclusive of VAT and other applicable indirect taxes
	[according to BIR Ruling No. ITAD-006-19]
Language of	English
quotation	Including documentation including catalogues, instructions and operating manuals.
Documents	Bidders shall include the following documents in their quotation:
to be	Annex 2: Quotation Submission Form duly completed and signed
submitted	Annex 3: Technical and Financial Offer duly completed and signed and in
	accordance with the Schedule of Requirements in Annex 1
	Company Profile.
	☐ Registration certificate.
	List and value of projects performed for the last XXXX years plus client's contact details who may
	be contacted for further information on those contracts;
	□ List and value of ongoing Projects with UNDP and other national/multi-national organization with
	contact details of clients and current completion ratio of each ongoing project.
	□ Statement of satisfactory Performance (Certificates) from the top clients in terms of Contract value
	in similar fields
	☐ Latest Internal Revenue Certificate / Tax Clearance.
	Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN
Quotation	Procurement Division List or other UN Ineligibility List
Quotation validity	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
period	
Periou	I

Price	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market
variation	factors shall be accepted at any time during the validity of the quotation after the quotation has beer
	received.
Partial	□ Not permitted
Quotes	⊠ Permitted
Quoteo	Base on complaint, responsive and lowest total quotation for each lot
	base on complaint, responsive and lowest total quotation for each lot
Alternative	⊠ Not permitted
Quotes	Permitted
	If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ
	requirements is submitted. Where the conditions for its acceptance are met, or justifications are
	clearly established, Click or tap here to enter text. reserves the right to award a contract based on
	an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly
	marked as "Main Quote" and "Alternative Quote"
Payment -	☑ 100% within 30 days after receipt of goods, works and/or services and submission of payment
Terms	documentation.
	Other :Payment upon issuance of query-free invoice for quantities already delivered and
Conditions	received
for Release	 Passing Inspection [specify method, if possible] Complete Installation Passing all Testing [specify standard, if possible]
of	
Payment	□ Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible
	Written Acceptance of Goods, Services and Works, based on full compliance with RFQ
	requirements
	Others: :Payment upon issuance of query-free invoice for quantities already delivered and
	received
Contact	E-mail address: procurement.ph@undp.org
Person for	Attention: Quotations shall not be submitted to this address but to the address for quotation
corresponde	submission above. Otherwise, offer shall be disqualified.
nce,	Any delay in UNDP's response shall be not used as a reason for extending the deadline for
notifications	submission, unless UNDP determines that such an extension is necessary and communicates a new
and	deadline to the Proposers.
clarifications	
Clarifications	Requests for clarification from bidders will not be accepted any later than 29 January 2021.
	Responses to request for clarification will be communicated procurement.ph@undp.org by Click or
F 1 1	tap to enter a date.
Evaluation	The Contract or Purchase Order will be awarded to the lowest price substantially compliant
method	offer for lot
	Other Click or tap here to enter text.
Evaluation	Section 2.1 Full compliance with all requirements as specified in Annex 1 (Technical evaluation will be
criteria	conducted through review of samples received by UNDP)
	Sector Full acceptance of the General Conditions of Contract
	Comprehensiveness of after-sales services
	Earliest Delivery /shortest lead time
	Others Click or tap here to enter text.
Right not to	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
accept any	
quotation	
Right to vary	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or
requirement	decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of
at time of	the total offer, without any change in the unit price or other terms and conditions.
award	

Type of	⊠ Purchase Order			
Contract to	□ Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term			
be awarded	Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO,			
	etc.)			
	<u>Contract for Works</u>			
	Other Type/s of Contract [pls. specify]			
Expected	19 April 2021			
date for				
contract				
award.				
Publication	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO			
of Contract	and the corporate UNDP Web site.			
Award				
Policies and	This RFQ is conducted in accordance with <u>UNDP Programme and Operations Policies and Procedures</u>			
procedures				
UNGM	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the			
registration	appropriate level on the United Nations Global Marketplace (UNGM) website at <u>www.ungm.org</u> .			
	The Bidder may still submit a quotation even if not registered with the UNGM, however, if the			
	Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract			
	signature.			

ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specifications for Goods:

Lot No.	ltem	Minimum technical requirements	Unit	Quantity
1 - Brgy .Culobe	Regular Milled	• 25% broken white rice, non-GMO for	sack	200
2 – Brgy. Reina Regente	Commercial Rice	Commercial Philippines, 25 kg. per sack	sack	200
3 – Brgy. Pabrika		 pre-packed, available off-the shelf, FDA approved brand 	sack	100

Delivery Requirements

Delivery Requirements			
Delivery date and time	e and time Bidder shall deliver the goods with 30 days after issuance and receive of PO and Contract signature.		
Delivery Terms (INCOTERMS 2020)	DPU, Delivery at Place including offloading of commodities at destination		
Customs clearance (must be linked to INCOTERM	 Not applicable Shall be done by: Name of organisation (where applicable) Supplier/bidder Freight Forwarder 		
Exact Address(es) of Delivery Location(s)	Lot A- Brgy. Culobe, Palimbag, Sultan Kudarat Lot B – Brgy. Reina Regente, Datu Piang, Maguindanao Lot C – Brgy. Pabrika, Marogong, Lanao Del Sur		
Distribution of shipping documents (if using freight forwarder)	Not Applicable		
Packing Requirements	25kg. per sack of rice, Supplier will produce the empty rice bag with markings. UNDP will provide the logo/markings to be printed in the rice bags		
Training on Operations and Maintenance	Not Applicable		
Warranty Period	Not Applicable		
After-sales service and local service support requirements	Not Applicable		
Preferred Mode of Transport	Land		

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.		
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.	

Company Profile

Item Description	Detail	
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.	
Legal Address, City, Country	Click or tap here to enter text.	
Website	Click or tap here to enter text.	
Year of Registration	Click or tap here to enter text.	
Legal structure	Choose an item.	
Are you a UNGM registered vendor?	□ Yes □ No If yes, insert UNGM Vendor Number	
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	⊠ Yes □ No	
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (<i>If yes,</i> <i>provide a Copy of the valid</i> <i>Certificate</i>):	⊠ Yes □ No	
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	⊠ Yes □ No	
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (<i>If yes, provide a Copy</i>)	⊠ Yes □ No	

Is your company a membe UN Global Compact	r of the	⊠ Yes □ No				
Bank Information		Bank Name: Cl	Bank Name: Click or tap here to enter text.			
		Bank Address:	Click or tap her	e to enter text.		
		IBAN: Click or t	tap here to ente	er text.		
		SWIFT/BIC: Cli	ck or tap here to	o enter text.		
		Account Curre	ncy: Click or tap	here to enter text.		
		Bank Account	Number: Click o	or tap here to enter text.		
		Previous rele	vant experience	e: 3 contracts		
Name of previous	Client	& Reference	Contract	Period of activity	Types of activities	
contracts	Contact Details including e-mail		Value		undertaken	

Bidder's Declaration

Yes	No	
		Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
		I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
		Ethics : In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
		I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : <u>https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</u> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
		Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
		Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
		Bankruptcy : I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

Yes	No	
		Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance
		for the Offer Validity.
		I/We understand and recognize that you are not bound to accept any Quotation you receive, and we
		certify that the goods offered in our Quotation are new and unused.
		By signing this declaration, the signatory below represents, warrants and agrees that he/she has been
		authorised by the Organization/s to make this declaration on its/their behalf.

Signature:	
Name:	Click or tap here to enter text.
Title:	Click or tap here to enter text.
Date:	Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.			
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.		

Lot 1: Brgy Culobe, Palimbang, Sultan kudarat

Currency of the Quotation: Philippine Peso INCOTERMS: DPU					
ltem No	Description	UOM	Qty	Unit price	Total price
1	 25% broken white rice, non-GMO for Philippines, 25 kg. per sack Local high-grade rice pre-packed, available off-the shelf, FDA approved brand 	sack	200		
	Total Price				
			Tran	sportation Price	
				Insurance Price	
			Other C	harges (specify)	
	Total Final ar	nd All-inc	lusive Pric	e (without VAT)	

Lot 2: Brgy Reina Regente, Datu Piang Maguindanao

Currency of the Quotation: Philippine Peso INCOTERMS: DPU					
ltem No	Description	UOM	Qty	Unit price	Total price
1	 25% broken white rice, non-GMO for Philippines, 25 kg. per sack Local high-grade rice pre-packed, available off-the shelf, FDA approved brand 	Sack	200		
				Total Price	
			Tran	sportation Price	
	Insurance Price				
			Other C	harges (specify)	
	Total Fir	nal and All-inc	lusive Pric	e (without VAT)	

Lot 3: Brgy Pabrika, Marogong Lanao Del Sur

Currency of the Quotation: Philippine Peso INCOTERMS: DPU					
ltem No	Description	UOM	Qty	Unit price	Total price
1	 25% broken white rice, non-GMO for Philippines, 25 kg. per sack Local high-grade rice pre-packed, available off-the shelf, FDA approved brand 	sack	100		
	·	·		Total Price	
			Tran	sportation Price	
				Insurance Price	
			Other C	harges (specify)	
	Total Fi	nal and All-inc	lusive Pric	e (without VAT)	

Compliance with Requirements

	You Responses			
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer	
Minimum Technical Specifications			Click or tap here to enter text.	
Delivery Term (INCOTERMS)			Click or tap here to enter text.	
Delivery Lead Time			Click or tap here to enter text.	
Warranty and After-Sales Requirements			Click or tap here to enter text.	
Validity of Quotation			Click or tap here to enter text.	
Payment terms			Click or tap here to enter text.	
Other requirements [pls. specify]			Click or tap here to enter text.	

Other Information:

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin:	Click or tap here to enter text.
(if export licence required this must be submitted if awarded the contract)	

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted. Exact name and address of company Authorized Signature: Company NameClick or tap here to enter text. Date:Click or tap here to enter text. Address: Click or tap here to enter text. Name:Click or tap here to enter text. Click or tap here to enter text. Functional Title of Authorised

Phone No.:Click or tap here to enter text.	Signatory: Click or tap here to enter text.
Email Address:Click or tap here to enter text.	Email Address: Click or tap here to enter text.