



REQUEST FOR QUOTATION (RFQ) (Goods)

NAME & ADDRESS OF FIRM UNDP TLS CO	DATE: 24 June 2021 REFERENCE: RFQ0000009635 – Supply and Delivery of Mandarin and Pineapple Plants for UNDP SAR-ZEESM Project
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Dear Sir / Madam:

We kindly request you to submit your quotation for **Supply and Delivery of Mandarin and Pineapple Plants for UNDP SAR-ZEESM Project in Oe-Cusse, Timor-Leste** as detailed and specifications in Annex-2 with this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 1.

Documents uploaded in the system as part of your quotation 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 is submitted on or before the deadline indicated by UNDP in the eTendering system. Bids must be submitted in the online e-Tendering system at the link: <https://etendering.partneragencies.org> with event **ID 0000009635** using your username and password. If you have not registered in the system before, you can register now by logging in using

username: event.guest

password: why2change

and follow the registration steps as specified in the system user guide or contact **Ahmad Zubair** at below details.

For further details on e-tendering registration and FQA please visit site: <https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html>

TRAINING FOR E-Tendering:

Bidders who are interested to register their company with UNDP E-Tendering System. Please contact:

UNDP Timor Leste Procurement Unit at procurement.staff.tp@undp.org or call at +67078367023 OR +670 77231907

Please contact us through given email or phone number to schedule a training session and get your company registered.

ANNEX 1

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned works:

Delivery Terms [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	<input checked="" type="checkbox"/> DAP
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> UNDP
Exact Address/es of Delivery Location/s (identify all, if multiple)	Qubesilo, Nibin (Pine apple) Passabe and Kuttete (Mandarin), Oé-Cusse, Timor-Leste.
<i>Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)</i>	<i>3-5 months from the issuance of the Purchase Order (PO).</i>
Delivery Schedule	<input checked="" type="checkbox"/> Required
Packing Requirements	N/A
Mode of Transport	<input checked="" type="checkbox"/> LAND <input checked="" type="checkbox"/> SEA
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be EXCULSIVE of VAT and other applicable indirect taxes
After-sales services required	N/A
Deadline for the Submission of Quotation	Wednesday, July 07, 2021 Please refer to E-Tendering System for exact time and date of closing date. The closing date and Time in E-Tendering system is New York Time and it will prevail all.
All documentations, including catalogs, instructions, and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 3, and in accordance with the list of requirements in Annex 2; <input checked="" type="checkbox"/> Latest Business Registration Certificate in relevant field of work;

	<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"/> Copy of two (2) contracts for similar requirement in the last 2 years, including contract description, contract value, clients name and contact details with national or international organizations, with contract amounts of at-least \$15,000 for similar requirements.
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 30 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
Liquidated Damages	<input checked="" type="checkbox"/> NA
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Registered business license in relevant field of work <input checked="" type="checkbox"/> Certificate permission from Government institution for supply and delivery the plants to Timor-Leste and have the similar experience. <input checked="" type="checkbox"/> Compliance with delivery schedule <input checked="" type="checkbox"/> At least two similar contracts in the last 2 years, with 3 years of experience and contract amount of at-least \$15,000 for similar requirements <input checked="" type="checkbox"/> Tax clearance documents
UNDP will award to:	<input checked="" type="checkbox"/> Only to one bidder.
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Special conditions of Contract (Performance Security)	Not Required
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of works based on full compliance with RFQ requirements
Contact Person for Inquiries	<i>Timor Leste Procurement Unit</i> procurement.staff.tp@undp.org +67077231907 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. The system automatically calculates the final bid prices by multiplying the unit price by the quantity. In the event when the Bidder put a quantity that is different from the quantity required, provided that the Bid is substantially responsive, UNDP will re-calculate the Bidders total price based on the correct quantity and using the unit prices offered by the Bidder. Unit prices cannot be changed.

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 4.

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,

Ahmad Zubair
Procurement Manager
June 24, 2021

Annex 2: Detailed Specifications**Technical Specifications**

Items to be Supplied*	Quantity	Description / Specifications of Goods	Latest Delivery Date
Plants	1,000 grafted mandarin plants in bags	Specification <ol style="list-style-type: none"> 1. Grafted plants (patch or vedge craft) 2. The age must be 3 months after grafting 3. The height must be 25 cm from the grafting location 4. The variety must be Keprok 	<i>30th November 2021</i>
	10,000 Pine apple suckers	Specification <ol style="list-style-type: none"> 1. Pineapple saplings/ suckers with roots 2. Leaf (2-3 leaf) 3. Height must be 25-30 cm 	

Annex 3**FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹*****(This Form must be submitted only using the Supplier's Official Letterhead/Stationery²)***

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. _____:

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

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
1	Mandarin plants	1,000			
2	Pine apple suckers	10,000			
3					
	Total Prices of Goods³				
	Add: Cost of Transportation				
	Total Final and All-Inclusive Price Quotation				

¹ This serves as a guide to the Supplier in preparing the quotation and price schedule.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

³ Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

UNDP General Terms and Conditions

Link:

[https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Considerations%20of%20Contracting_UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf&action=default](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Considerations%20of%20Contracting_UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf&action=default)

FORM FOR SUBMITTING SUPPLIER'S QUOTATION

FORM FOR SUBMITTING SUPPLIER'S QUOTATION⁴*(This Form must be submitted only using the Supplier's Official Letterhead/Stationery⁵)*

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-9635 for Supply and Delivery of Mandarin and Pineapple Plants

Table 1: Company Profile

BRIEF COMPANY PROFILE	
The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:	
Full registration name	
Year of foundation	
Legal status	
Legal address	
Actual address	
Bank information	
VAT payer status	
Contact person name	
Contact person email	
Contact person phone	
Company's core activities	
Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (If any);	
Business Licenses – Registration Papers, Tax Payment Certification	
Certificates and Accreditation	Please indicate here applicable including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates if any.

⁴ This serves as a guide to the Supplier in preparing the quotation and price schedule.

⁵ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

Please provide contact details of previous partners for reference	Please attach signed reference letters <i>to prove experience in similar nature of supply the goods.</i>
Company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.	Please confirm (Answers: Yes, we are in the list/No, we are not in the list)
Compliance with Government of TLS for Labor Law	Please confirm ((Answers: Yes, we are compliance with Labor Law of Timor-Leste)

The Bidders should follow the format given below and need to provide detailed information on:

Table 2: Work performed as a contractor on works of a similar nature :

No	Project name	Customer details	Description of work	Contract amount (USD)	Actual date of completion
1					
2					

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>
Technical responsiveness/Full compliance to the RFQ			
Company should have at least 2 contracts with experience in supply and delivery of plants			
Completion time – 3-5 months from the date of issuance of the PO			
Validity of Quotation – 30 Days			
All Provisions of the UNDP General Terms and Conditions for Civil Works			