



## REQUEST FOR QUOTATION (RFQ)

### Long Term Agreement for Motor Insurance Policy for UNDP Vehicles in Pakistan

RFQ Reference: UNDP-RFQ-2022-036	Date: 03 February 2022
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#### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of Long Term Agreement for Motor Insurance Policy for UNDP Vehicles in Pakistan 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:

For

Signature: \_\_\_\_\_

DocuSigned by:  
  
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Name: Knut Ostby

Title: Resident Representative, UNDP Pakistan

Date: 03 February 2022

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**SECTION 2: RFQ INSTRUCTIONS AND DATA**

<b>Introduction</b>	<p>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 <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>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.</p> <p>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.</p>
<b>Deadline for the Submission of Quotation</b>	<p>21/02/2022, through E-tendering system of UNDP latest (1230 PST).</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <p><input type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p> <p>Bid submission address: <a href="#">Click or tap here to enter text.</a></p> <ul style="list-style-type: none"> <li>▪ File Format: <a href="#">Click or tap here to enter text.</a></li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: <a href="#">Click or tap here to enter text.</a></li> <li>▪ Mandatory subject of email: <a href="#">Click or tap here to enter text.</a></li> <li>▪ 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."</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The bidder should receive an email acknowledging email receipt.</li> </ul> <p>[For eTendering method, click the link <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> and insert Event ID information]</p> <ul style="list-style-type: none"> <li>• Insert BU Code and Event ID number</li> </ul> <p>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: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></p>
<b>Cost of preparation of quotation</b>	<p>UNDP shall not 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.</p>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>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</p>

	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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a>
<b>Gifts and Hospitality</b>	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including 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.
<b>Conflict of Interest</b>	<p>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.</p> <p>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.</p> <p>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.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [7 days]</p> <p><input type="checkbox"/> Others [pls. specify]</p>
<b>Eligibility</b>	<p>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.</p> <p>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.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative <b>[amend in case of other eligibility requirements]</b>.</p>
<b>Currency of Quotation</b>	Quotations shall be quoted in Pak Rupees
<b>Joint Venture, Consortium</b>	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or

<b>or Association</b>	Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the 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 <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.
<b>Only one Bid</b>	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 or 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 subcontractors being included in more than one Bid.
<b>Duties and taxes</b>	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 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: <input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes <b>[according to project and applicable country agreement]</b>
<b>Language of quotation</b>	English Including documentation including catalogues, instructions and operating manuals.
<b>Documents to be submitted</b>	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Company Profile. <input checked="" type="checkbox"/> Company should be registered with SECP (copy of registration certificate to be attached) <input checked="" type="checkbox"/> At least two purchase purchase order/contracts on similar maintenance services completed in past three years; <input checked="" type="checkbox"/> List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 02 clients in terms of Contract value in similar field in last three years; <input checked="" type="checkbox"/> Latest Audited Financial Report <input checked="" type="checkbox"/> Sales Tax & Income Tax Certificates for the last three years with NTN number
<b>Quotation validity period</b>	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.

<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> 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, <a href="#">Click or tap here to enter text.</a> 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"
<b>Payment Terms</b>	<input checked="" type="checkbox"/> Quarterly basis upon submission of payment documentation and certification of completion of job. <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Conditions for Release of Payment</b>	<input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements (Quarterly Basis) <input type="checkbox"/> Others [pls. specify]
<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address: <a href="mailto:pramila.tripathi@undp.org">pramila.tripathi@undp.org</a> <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</b> <b>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.</b>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 07 days before the submission deadline. Responses to request for clarification will be communicated by email by 11 February 2022
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Insurance Company should be registered in Pakistan with minimum AA Rating (documentation proof to be submitted) <input checked="" type="checkbox"/> At least three years providing Life Insurance service in Pakistan covering minimum five thousand Lives per year in rural areas <input checked="" type="checkbox"/> Technically qualified lowest bid <input type="checkbox"/> Others <a href="#">Click or tap here to enter text.</a>
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	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.
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> Long Term Agreement Initially for one year with an option to extend for another two years based on satisfactory performance <input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> <a href="#">Contract for Works</a>

	<input type="checkbox"/> Other Type/s of Contract [pls. specify]
<b>Expected date for contract award.</b>	1 May 2022
<b>Publication of Contract Award</b>	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . 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

### Terms of Reference Motor Insurance Policy for UNDP Vehicles in Pakistan

#### Background

United Nations Development Programme - Pakistan intends to acquire the services of a reputed Insurance Company to provide **Comprehensive and Third Party insurance** on competitive rates for transport fleet containing 41 vehicles of different models, types and capacities within the Pakistan.

#### Objectives

Motor Insurance policy is mandatory under the Motor Vehicle Act therefore it is decided to acquire the Motor Insurance Policy for the maximum coverage against theft, accidental damage and third party liability with greater benefits, innovative features and hassle free post and pre insurance processing.

#### Evaluation Criteria

The potential Insurance Company must possess the following minimum criteria for enabling them to participate in the bidding process:

- Insurance company should be registered in Pakistan, with minimum 'AA' rated Credit rating.
- Experience of at least three years providing Life Insurance service in Pakistan covering minimum five thousand Lives per year in rural areas.
- Detail Company registered office and office receiving the correspondence.
- Detail of branches/sub-offices across the country.
- Relevant documents to prove experience in the relevant field.
- Name of authorized person for dealing with UNDP and making correspondence on behalf of company.
- Detail of Clients to whom the similar facilities/services are being provided and their contact numbers for verification.
- Sales Tax & Income Tax Certificates for the last three years with NTN number.
- Affidavit that the firm/company has never been blacklisted from any Govt., Semi-Govt. & Autonomous Body.
- Having documented evidence of expeditious and unencumbered settlement of substantive claims within seven to fifteen days of lodge.
- Must have a sound financial back ground and must have minimum "AA" rating of financial strength and quick ratio of 1.
- Company should be registered with SECP (copy of registration certificate to be attached).
- Detail of category wise break up of premium amount may also be provided.

#### Selection Criteria:

- Lowest cost technically qualified bidder would be selected based on premium rates quoted. Quoted premium amount must be inclusive of all taxes plus operational cost if any.
- Method of premium payment e.g., quarterly, biannually, full advance etc.
- Low claim discounts.
- Detail of operational cost/administrative charges if any to be charged.

#### Additional benefits:

The Insurance companies are required to clearly mention about the following benefits

(if any):

- Discounts (in % or amount) on total premium cost.
- Comprehensive Group Accidental Disability Benefit
- Occupational and Non-Occupational Hazards covered
- 24 hours coverage within Pakistan
- Low premium cost with maximum benefits.

**The major scope of the cover includes:**

**Comprehensive Insurance**

- Accidental means, Fire external explosion, Self - ignition
- Lightning, Flood
- Theft & Burglary
- Malicious Act
- Whilst in transit (Road & Rail)
- Terrorism, Riots & Strikes damage Property Damage
- Bodily Injury
- Death
- Fire
- Third Party Liability
  - Snatching away by violent means
  - Loss or damage due to natural calamities
  - Road Traffic Act and a Common Law
  - Third party liability (bodily injury and property damage)

**List of UNDP and UNDP Project Vehicles/Motorbikes**

Sr.	Vehicle No	Type of vehicle	Year of Manufacture	Chassis #	Engine #	Value	Location
1	UN-67-01	Toyota Crown saloon Car SS	2016	GRS2106018687	4GR1073391	5,040,000	Islamabad
2	CD-67-02	Land Cruiser V8 SS	2016	JTMHV01J404183097	1VD0310406	6,174,000	Islamabad
3	UN-67-1805	Toyota Altis saloon Car	2015	ZRE172R7005778	Q306734	1,500,000	Islamabad
4	UN-67-1824	Land Cruiser V8 SS	2016	JTMHV01J104188337	1VD0319531	6,174,000	Islamabad
5	UN-67-1819	Land Cruiser V8 SS	2016	JTMHV01J904180826	1VD0306844	6,174,000	Islamabad
6	UN-67-1833	Land Cruiser V8 AV	2015	JTMJV09JI04181989	IVD-FTV-0308582	19,762,190	Islamabad
7	UN-67-1786	Toyota Prado	2008	JTEBK29JX00046408	5L6123131	2,000,000	Islamabad
8	UN-67-1535	Toyota Prado SS	2007	JTBK295J100016309	SLE2986	2,000,000	Peshawar
9	UN-67-1622	Toyota Prado	2007	JTEBK29-J60027905	5L-6036377	2,000,000	Islamabad
10	UN-67-1828	Toyota Hiace SS	2011	JTFJK02P100019799	5L-6175991	1,200,000	Islamabad
11	UN-67-1621	Toyota Double Cabin SS	2007	AHTFK12-G603018174	5L-6033189	1,200,000	Islamabad
12	UN-67-1623	Toyota Prado	2007	JTEBK29-J800027260	5L-6032146	2,000,000	Islamabad
13	UN-67-1422	Land Cruiser SS	2003	JTECB09JX03012153	1HZ0422703	1,800,000	Islamabad
14	UN-67-1847	Toyota Land Cruiser Prado	2021	JTEBR9FJ00K200248	1GD8713172	6,728,545	Islamabad



15	UN-67-1848	Toyota Land Cruiser Prado	2021	JTEBR9FJ90K200314	1GD8714590	6,728,545	Islamabad
16	X-68-5202	Toyota Prado	2011	JTEBK29J700024656	5L-6019424	2,400,000	Islamabad
17	X-68-5203	Toyota corolla SS	2011	NZE140-2120143	Y445148	2,400,000	Islamabad
18	UN-67-1806	Honda-125/Motorcycle	2014	DB006785	S006802	38,000	Islamabad
19	UN-67-1807	Honda-125/Motorcycle	2014	DB006956	S006978	38,000	Islamabad
20	UN-67-1808	Honda-125/Motorcycle	2014	DB0066921	S006941	38,000	Islamabad
21	UN-67-1809	Honda-125/Motorcycle	2014	DB006449	S006448	38,000	Islamabad
22	UN-67-1810	Honda-125/Motorcycle	2014	DB006908	S006930	38,000	Islamabad
23	UN-67-1811	Honda-125/Motorcycle	2014	DB006765	S006774	38,000	Islamabad
24	UN-67-1771	Honda-125/Motorcycle	2011	U231976	3546725	25,000	Islamabad

**UNDP & PROJECTS VEHICLES DETAILS based in Peshawar**

1	UN-67-1834	Land Cruiser V8 AV	2015	JTMJV09J004181210	IVD-FTV-0305491	19,762,190	Peshawar
2	UN-67-1707	Land Cruiser V8 AV	2010	JTMDV09J904044604	IVD-0081541	7,200,000	Peshawar
3	UN-67-1708	Land Cruiser V8 AV	2010	JTMDV09JX04044657	IVD-0082058	7,200,000	Peshawar
4	UN-67-1710	Land Cruiser V8 AV	2010	JTMDV09J704044567	IVD-0081089	7,200,000	Peshawar
5	UN-67-1711	Land Cruiser V8 AV	2010	JTMDV09J004044691	IVD-0082534	7,200,000	Peshawar
6	UN-67-1734	Land Cruiser V8 AV	2010	JTMDV09JX04044739	1VD -0083109	7,200,000	Peshawar
7	UN-67-1735	Land Cruiser V8 AV	2010	JTMDV09J804044643	1VD -0081917	7,200,000	Peshawar
8	UN-67-1821	Land Cruiser V8 SS	2015	JTMHV09J404174081	1VD0295154	6,095,000	Peshawar
9	UN-67-1822	Land Cruiser V8 SS	2015	JTMHV09J104177388	1VD0301298	6,095,000	Peshawar
10	UN-67-1803	Toyota Fortuner SS	2015	TGN51R9401584	2TR7872887	3,400,000	Peshawar
11	UN-67-1537	Toyota Prado	2007	JJEBK29	J000016270	2,000,000	Peshawar

**UNDP & PROJECTS VEHICLES DETAILS based in Quetta**

1	UN-67-1709	Land Cruiser V8 AV	2010	JTMDV09JX04044627	IVD-0081742	7,200,000	Quetta
2	UN-67-1669	Land Cruiser V6 AV	2009	JTEEB71J5007006318	619997	7,200,000	Quetta
3	X-68-4005	Toyota Hilux	2008	AHTFK22G80303 7910	5L6109560	2,000,000	Quetta

**UNDP & PROJECTS VEHICLES DETAILS based in Karachi**

1	UN-67-1823	Land Cruiser V8 SS	2016	JTMHV01J404185562	1VD0314571	6,174,000	Karachi
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**UNDP & PROJECTS VEHICLES DETAILS based in Lahore**

1	UN-67-1607	Toyota Prado SS	2006	JTEBK29J-000024563	5L-60161 09	2,000,000	Lahore
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Delivery Requirements	
Delivery date and time	N/A
Delivery Terms (INCOTERMS 2020)	N/A
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (where applicable) <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	Serina Business Complex, Islamabad, Pakistan
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	N/A
Training on Operations and Maintenance	N/A
Warranty Period	N/A
After-sales service and local service support requirements	N/A
Preferred Mode of Transport	Other [please specify]

**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:	UNDP-RFQ-2022-036	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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 (If yes, provide a Copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

**Bidder's Declaration**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	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 : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> 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.

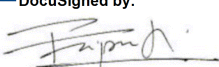
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	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.

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**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:	UNDP-RFQ-2022-036	Date: Click or tap to enter a date.

Sr.	Vehicle No	Type of vehicle	Year of Manufacture	Chassis #	Engine #	Value	Location	Proposed Insurance Premium Amount	
								Comprehensive	Third Party
1	UN-67-01	Toyota Crown saloon Car SS	2016	GRS2106018687	4GR1073391	5,040,000	Islamabad		
2	CD-67-02	Land Cruiser V8 SS	2016	JTMHV01J404183097	1VD0310406	6,174,000	Islamabad		
3	UN-67-1805	Toyota Altis saloon Car	2015	ZRE172R7005778	Q306734	1,500,000	Islamabad		
4	UN-67-1824	Land Cruiser V8 SS	2016	JTMHV01J104188337	1VD0319531	6,174,000	Islamabad		
5	UN-67-1819	Land Cruiser V8 SS	2016	JTMHV01J904180826	1VD0306844	6,174,000	Islamabad		
6	UN-67-1833	Land Cruiser V8 AV	2015	JTMJV09J104181989	IVD-FTV-0308582	19,762,190	Islamabad		
7	UN-67-1786	Toyota Prado	2008	JTEBK29JX00046408	5L6123131	2,000,000	Islamabad		
8	UN-67-1535	Toyota Prado SS	2007	JTBK295J100016309	SLE2986	2,000,000	Peshawar		
9	UN-67-1622	Toyota Prado	2007	JTEBK29-J60027905	5L-6036377	2,000,000	Islamabad		
10	UN-67-1828	Toyota Hiace SS	2011	JTFJK02P100019799	5L-6175991	1,200,000	Islamabad		
11	UN-67-1621	Toyota Double Cabin SS	2007	AHTFK12-G603018174	5L-6033189	1,200,000	Islamabad		
12	UN-67-1623	Toyota Prado	2007	JTEBK29-J800027260	5L-6032146	2,000,000	Islamabad		
13	UN-67-1422	Land Cruiser SS	2003	JTECB09JX03012153	1HZ0422703	1,800,000	Islamabad		

14	UN-67-1847	Toyota Land Cruiser Prado	2021	JTEBR9FJ00K200248	1GD8713172	6,728,545	Islamabad		
15	UN-67-1848	Toyota Land Cruiser Prado	2021	JTEBR9FJ90K200314	1GD8714590	6,728,545	Islamabad		
16	X-68-5202	Toyota Prado	2011	JTEBK29J700024656	5L-6019424	2,400,000	Islamabad		
17	X-68-5203	Toyota corolla SS	2011	NZE140-2120143	Y445148	2,400,000	Islamabad		
18	UN-67-1806	Honda-125/Motorcycle	2014	DB006785	S006802	38,000	Islamabad		
19	UN-67-1807	Honda-125/Motorcycle	2014	DB006956	S006978	38,000	Islamabad		
20	UN-67-1808	Honda-125/Motorcycle	2014	DB0066921	S006941	38,000	Islamabad		
21	UN-67-1809	Honda-125/Motorcycle	2014	DB006449	S006448	38,000	Islamabad		
22	UN-67-1810	Honda-125/Motorcycle	2014	DB006908	S006930	38,000	Islamabad		
23	UN-67-1811	Honda-125/Motorcycle	2014	DB006765	S006774	38,000	Islamabad		
24	UN-67-1771	Honda-125/Motorcycle	2011	U231976	3546725	25,000	Islamabad		

### UNDP & PROJECTS VEHICLES DETAILS based in Peshawar

1	UN-67-1834	Land Cruiser V8 AV	2015	JTMJV09J004181210	IVD-FTV-0305491	19,762,190	Peshawar		
2	UN-67-1707	Land Cruiser V8 AV	2010	JTMDV09J904044604	IVD-0081541	7,200,000	Peshawar		
3	UN-67-1708	Land Cruiser V8 AV	2010	JTMDV09JX04044657	IVD-0082058	7,200,000	Peshawar		
4	UN-67-1710	Land Cruiser V8 AV	2010	JTMDV09J704044567	IVD-0081089	7,200,000	Peshawar		
5	UN-67-1711	Land Cruiser V8 AV	2010	JTMDV09J004044691	IVD-0082534	7,200,000	Peshawar		
6	UN-67-1734	Land Cruiser V8 AV	2010	JTMDV09JX04044739	1VD -0083109	7,200,000	Peshawar		

7	UN-67-1735	Land Cruiser V8 AV	2010	JTMDV09J804044643	1VD -0081917	7,200,000	Peshawar		
8	UN-67-1821	Land Cruiser V8 SS	2015	JTMHV09J404174081	1VD0295154	6,095,000	Peshawar		
9	UN-67-1822	Land Cruiser V8 SS	2015	JTMHV09J104177388	1VD0301298	6,095,000	Peshawar		
10	UN-67-1803	Toyota Fortuner SS	2015	TGN51R9401584	2TR7872887	3,400,000	Peshawar		
11	UN-67-1537	Toyota Prado	2007	JJEBK29	J000016270	2,000,000	Peshawar		

### UNDP & PROJECTS VEHICLES DETAILS based in Quetta

1	UN-67-1709	Land Cruiser V8 AV	2010	JTMDV09JX04044627	IVD-0081742	7,200,000	Quetta		
2	UN-67-1669	Land Cruiser V6 AV	2009	JTEEB71J5007006318	619997	7,200,000	Quetta		
3	X-68-4005	Toyota Hilux	2008	AHTFK22G80303 7910	5L6109560	2,000,000	Quetta		

### UNDP & PROJECTS VEHICLES DETAILS based in Karachi

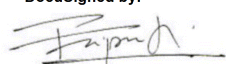
1	UN-67-1823	Land Cruiser V8 SS	2016	JTMHV01J404185562	1VD0314571	6,174,000	Karachi		
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### UNDP & PROJECTS VEHICLES DETAILS based in Lahore

1	UN-67-1607	Toyota Prado SS	2006	JTEBK29J-000024563	5L-60161 09	2,000,000	Lahore		
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Note:

- Quoted premium amount must be inclusive of all taxes and operation/administration cost if any
- Any special discount offered on the premium must be mentioned separately.
- Break up of premium amount should be provided separately.

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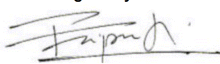
**Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	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: <i>(if export licence required this must be submitted if awarded the contract)</i>	Click or tap here to enter text.

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.	
<b>Exact name and address of company</b> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	<b>Authorized Signature:</b> Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.

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