

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ-024-PHL-2022 Date: 23 February 2022

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the **Supply and Delivery of Fiber Reinforced Plastic Outrigger Boats** 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: Samantha Gunasekera
Title: Operations Manager
Date: 23 February 2022

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 UNDP Programme and Operations Policies 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 the Submission of Quotation	08 March 2022; 5:00 PM, Manila Time If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/ .
Method of Submission	Quotations must be submitted as follows: Dedicated Email Address
	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-24-PHL-2022: Fiber Reinforced Plastic Outrigger Boats 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.
Cost of preparation of quotation	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.
Supplier Code of Conduct,	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 principles on labour, human rights, environment and ethical conduct may be found at:
Fraud, Corruption,	https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct 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
Gifts and Hospitality	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.

Conflict of UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to Interest 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 Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the **Conditions of** 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 [30 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** Quotations shall be quoted in Philippine Peso Quotation 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 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 Solicitation policy for details on the applicable provisions on Joint 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 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

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. 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, 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: be inclusive of VAT and other applicable direct taxes; be inclusive of VAT and other applicable direct taxes; according to BIR Rulling No. ITAD-006-19 English Including documentation including catalogues, instructions and operating manuals. Bidders shall include the following documents in their quotation: Documents Bidders shall include the following accuments in their quotation: Annex 3: Technical and Financial Offer duly completed and signed		,
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validity period		
validity period	Quotation	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Period 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. Partial Quotes ☑ Not permitted Alternative Quotes ☑ Not 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 Terms ☑ 100% within 30 days after acceptance of goods and receipt of payment documentation. Conditions for Release of Payment ☑ Passing Inspection: © Passing all Testing on the units before acceptance of payment ☑ Passing all Testing on the units before acceptance 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 [pls. specify] Contact Person for corresponde E-mail address: procurement.ph@undp.org In email subject line, please write: "RFQ-024-PHL-2021: Supply and Delivery of Fiber Reinforced Plastic Outrigger Boats"		,
Price variation	1	
variation factors shall be accepted at any time during the validity of the quotation after the quotation has beer received.		No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market
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notifications and	Attention: Quotations shall not be submitted to this address but to the address for quotation
clarifications	submission above. Otherwise, offer shall be disqualified. Any delay in UNDP's response shall be not used as a reason for extending the deadline for
Ciarifications	submission, unless UNDP determines that such an extension is necessary and communicates a new
	deadline to the Proposers.
Clarifications	
Clarifications	Requests for clarification from bidders will not be accepted any later than March 3, 2022. Responses
Fueluetien	to request for clarification will be communicated procurement.ph@undp.org by 04 March 2022
Evaluation	☑The Contract or Purchase Order will be awarded to the lowest priced substantially compliant
method	offer
Evaluation	☐ Full compliance with all requirements as specified in Annex 1
criteria	☐ Full acceptance of the General Conditions of Contract
	⊠ Earliest Delivery /shortest lead time
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	
be awarded	
Expected	16 March 2022
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

Item No	Item	Minimum technical requirements	Unit	Qty	Latest Delivery date
1	Fiber Reinforced Plastic Outrigger Boat	Specifications: - LOA: 27 feet - Breadth: 32 inches - Depth: 24 inches - Keel width (midship): 18 inches Engine: - Brand new - With 16 horsepower gasoline fuel marine engine - Net Power: 9.8 KW (13.1hp) @ 4000 RPM - Max net torque: 26.9 N-m @ 3000 rpm - Engine Type: Air-cooled 4 stroke gasoline engine, - 25" inclined cylinder, horizontal shaft - Fuel Tank: 6.1L With accessories: - Stainless steel shaft - Brass pipe - Stainless steel propeller - Stainless steel rudder assembly - Cross joint - With vacuum at both ends: bamboo poles (palatik)	units	25	Within 120 days after issuance of Purchase Order

Note: items offered below the minimum requirement will be evaluated as non-responsive

Delivery Requirements

Delivery Requirements		
Delivery date and time	Bidder shall deliver the goods within 120 days after issuance and signing of PO	
Delivery Terms (INCOTERMS 2020)	DPU-Delivered at Place Unloaded - This Incoterm requires that the contractor delivers the goods, unloaded, at the named place. The Contractor covers all the costs of transport (insurance, export fees, carriage, unloading from main carrier at destination port and destination port charges, trucking and personnel and equipment to unload) and assumes all risk until arrival at the destination place	
Customs clearance (must be linked to INCOTERM	Shall be done by: ☑ UNDP (where applicable)	
Exact Address(es) of Delivery Location(s)	Provincial Government of Dinagat Islands Office of the Provincial Governor, Province of Dinagat Islands, Philippines	
Distribution of shipping documents (if using freight forwarder)	c/o Contractor	

Packing Requirements	The Supplier shall ensure that the goods are packaged and shipped properly, and protected from damage or deterioration during transit to their final destination.
Training on Operations and	Upon delivery, supplier shall conduct a demonstration on operations and
Maintenance	maintenance of the goods.
Warranty Period	Minimum warranty of one (1) year for boat and engine, including service
After-sales service and local service support requirements	Within the warranty period, the supplier must (at no additional cost) repair, service, or replace any defective parts, as long as it is not a result of negligence or misuse.
Preferred Mode of Transport	Up to Supplier

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? (If yes, provide a Copy of the valid Certificate):	☐ 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 (If yes, provide a Copy)	☐ Yes ☐ No

Is your company a member of the UN Global Compact		☐ Yes ☐ 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 ente	er text.	
		SWIFT/BIC: Cli	ck 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 rele	vant experience	e: 3 contracts	
Name of previous	Client	& Reference	Contract	Period of activity	Types of activities
contracts		act Details ding 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: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct 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.	

Currency of the Quotation: Click or tap here to enter text.

INCOTERMS: DPU

Item No	Item	Minimum technical requirements	Unit	Qty	Latest Delivery date	Compliant? Yes or No (indicate response) and include brochures and specs	Unit cost (Vat exclusive)	Total Cost (VAT- Exclusive)
1	Fiber Reinforce d Plastic Outrigger Boat	Specifications: - LOA: 27 feet - Breadth: 32 inches - Depth: 24 inches - Keel width (midship): 18 inches Engine: - Brand new - With 16 horsepower gasoline fuel marine engine - Net Power: 9.8 KW (13.1hp) @ 4000 RPM - Max net torque: 26.9 N-m @ 3000 rpm - Engine Type: Air-cooled 4 stroke gasoline engine, - 25" inclined cylinder, horizontal shaft - Fuel Tank: 6.1L - With accessories: - Stainless steel shaft - Brass pipe - Stainless steel propeller	Pc	25	Within 120 days after issuance of Purchase Order			

Item No	Item	Minimum technical requirements	Unit	Qty	Latest Delivery date	Compliant? Yes or No (indicate response) and include brochures and specs	Unit cost (Vat exclusive)	Total Cost (VAT- Exclusive)
		 Stainless steel rudder assembly Cross joint With vacuum at both ends: bamboo poles (palatik) 						
Delivery/Transportation Charges								
TOTAL all-inclusive price (VAT-EXCLUSIVE)								

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) DPU			Click or tap here to enter text.	
Delivery Lead Time of 120 days after PO issuance			Click or tap here to enter text.	
1-year Warranty and After-Sales Requirements			Click or tap here to enter text.	
Validity of Quotation 90 days			Click or tap here to enter text.	
Payment terms (100% within 30 days after acceptance of goods and receipt of payment documentation.			Click or tap here to enter text.	
Other Delivery requirements in Annex 1 Schedule of Requirements			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.

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.

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.