



REQUEST FOR QUOTATION (RFQ) (Supply of Sawmill _ Re-advertisement)

DATE: 10 May 2022
REFERENCE: RFQ/RMI/26/2022

Dear Sir / Madam:

We kindly request you to submit your quotation for Supply of Sawmill and Sawmill Parts as detailed in Annex 1 of this RFQ.

Quotations must be submitted via email to the following address:

UNDP RMI R2R Project

Email: marissa.note@undp.org

Focal Point: Marissa Note

Quotations submitted by email and 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 will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed or stamped.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP Freight /clearance cost to be included if vendor is not based in Marshall Islands
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Address/es of Delivery Location/s (identify all, if multiple)	Tentatively: UNDP Ridge to Reef C/O Ministry of Environment Office of Climate Change Directorate P.O. Box 975, G&L Building Uliga Village, Majuro Marshall Islands 96960

¹ Must be linked to INCO Terms chosen.

Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	<input checked="" type="checkbox"/> 1-2 month from PO Issuance
Delivery Schedule	<input checked="" type="checkbox"/> Required to be delivered by July 2022
Mode of Transport	Bidders may choose whichever is preferred
Preferred Currency of Quotation ²	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Quotation ³	Pay VIP
Warranty	6 Months minimum
Deadline for the Submission of Quotation	23 May 2022
All documentations, including catalogs, instructions, and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted ⁴ (Mandatory)	<input checked="" type="checkbox"/> Quotation in accordance with the list of requirements in Annex 1
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days
Partial Quotes	<input checked="" type="checkbox"/> Not Permitted
Payment Terms ⁵	<input checked="" type="checkbox"/> 100% upon complete delivery of goods

² Local vendor must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

³ This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

⁴ First 2 items in this list are mandatory for the supply of imported goods

⁵ UNDP preference is not to pay advanced amount upon signing of contract. If vendor strictly requires advanced payment, it will be limited only up to 20% of the total price quoted. For any higher percentage, or advanced payment of \$30,000 or higher, UNDP shall require the vendor to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the advanced payment made by UNDP to the vendor.

Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ⁶ Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criterion and cannot be deleted regardless of the nature of services required]</i> <input checked="" type="checkbox"/> Earliest Delivery / Shortest Lead Time ⁷
UNDP will award to:	<input checked="" type="checkbox"/> Only one Supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Conditions for Release of Payment	Upon receipt and verification of items
Annexes to this RFQ ⁸	<input checked="" type="checkbox"/> Technical Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Technical and Financial Form <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract. Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only) ⁹	<p>Marissa Note Finance and Administrative Assistant marissa.note@undp.org</p> <p>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.</p>

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.

⁶ UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

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,
Elena Wakolo
Procurement Associate

Technical Specifications

ITEM	QTY	UNIT	DISCRIPTION
1	1	EA	Portable Sawmill includes Minimum 16hp Engine Toolbox and Grinder with Saw blades End Frames
2	1	EA	Service Kit (Oil, belt etc)
3	2	EA	Sawblade

Annex 2

Technical and Financial Offer – Goods

Bidders are requested to complete this form, sign it and return it as part of their bid along or prepare a quotation on company letter head based on this format.

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: Click or tap here to enter text.					
Item No	Description	UOM	Qty	Unit price	Total price
1.	Portable Sawmill includes Minimum 16hp Engine Toolbox and Grinder with Saw blades End Frames	1			
2.	Service Kit (Oil, belt etc)	1			
3.	Sawblade	2			
Total Price					
Indicate the following cost only if applicable or already inclusive in the Unit cost					
Transportation Price					
Insurance Price					
Total Final and All-inclusive Price					

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-DAP)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time (Max 1-2 month)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements (6 months)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation (60 days)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms (30 days)	<input type="checkbox"/>	<input type="checkbox"/>	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.	
Exact name and address of company Company Name Click or tap here to enter text. Address: Phone No.: Email Address: Click or tap here to enter text.	Authorized Signature: _____ Date: Name: Functional Title of Authorised Signatory: Email Address: