



REQUEST FOR QUOTATION (RFQ)

Long term agreement for Provision of Vehicles on Rent with Driver (on-call basis) in Metro Manila

RFQ Reference: RFQ-046-PHL-2022	Date: 08 June 2022
---------------------------------	--------------------

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP would like to enter into a Long-Term Agreement (LTA) with the entity that can efficiently provide vehicle rental with driver to the UNDP Programme and Project Staff, formalized through the issuance of a Purchase Order (PO) when needed. As a company known to have this capability, we are therefore writing to invite and encourage your participation in this opportunity 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 Team Leader

Date: 08 June 2022

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<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 UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</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>
Deadline for the Submission of Quotation	<p>21 June 2022; 5:00 PM, Manila Time</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: bids.ph@undp.org</p> <ul style="list-style-type: none"> ▪ File Format: PDF Files only ▪ 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: 8MB ▪ Mandatory subject of email: RFQ-046-PHL-2021: LTA Vehicle Rental Manila ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt.
Cost of preparation of quotation	<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>
Supplier Code of Conduct, Fraud, Corruption,	<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 principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</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 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</p>
Gifts and Hospitality	<p>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</p>

	<p>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.</p>
Conflict of Interest	<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>
General Conditions of Contract	<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"/> General Terms and Conditions / Special Conditions for Contract</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [3 days after issuance of Job Order Request/Purchase Order]</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Eligibility	<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>•At least 3 years of experience as vehicle rental provider</p> <p>Please refer to the documents below to demonstrate eligibility.</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><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</p> <p><input checked="" type="checkbox"/> Business Registration certificate</p> <p><input checked="" type="checkbox"/> Tax Payment Clearance/Certification</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</p> <p>UNDP may conduct post-qualification checks of current clients.</p>

Currency of Quotation	Quotations shall be quoted in Philippine Peso
Joint Venture, Consortium or Association	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 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 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 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.
Duties and taxes	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United 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 type="checkbox"/> be inclusive of VAT and other applicable indirect the service, if parts are sourced from third party <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes if parts, if parts are supplied directly by the service provider [according to BIR Ruling No. ITAD-006-19]
Language of quotation	English Including documentations
Documents to be submitted	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"/> Latest Business Registration Certificate. <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <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"/> complete list of vehicle fleet (provide copy of OR/CR) <input checked="" type="checkbox"/> List of fleet / vehicles available for lease
Quotation validity period	Quotations shall remain valid for 120 days from the deadline for the Submission of Quotation.

Price variation	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	<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
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	<input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input checked="" type="checkbox"/> Other Monthly rental based on maximum 10-hour daily use of vehicle and driver services
Conditions for Release of Payment	<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 type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with the job order/PMS requirements <input checked="" type="checkbox"/> Others: Signed Trip Ticket, kilometer reading, passenger/driver's log sheet
Contact Person for correspondence, notifications and clarifications	E-mail address: procurement.ph@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation 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 submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Clarifications	Requests for clarification from bidders will not be accepted any later than 17 June 2022 . Responses to request for clarification will be communicated procurement.ph@undp.org by 20 June 2022
Evaluation method	<input checked="" type="checkbox"/> The Long term agreement will be awarded to three lowest price substantially compliant offers <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price¹ <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Award will be made on the lowest compliant daily rental rate for 10-hour operation <input checked="" type="checkbox"/> Minimum of three (3) year experience in vehicle rental services <input checked="" type="checkbox"/> Must have an adequate number of experienced, well-disciplined, professional and qualified drivers; <input checked="" type="checkbox"/> Complete/Fully vaccinated drivers (please provide a list of drivers and their vaccination cards) <input checked="" type="checkbox"/> All sedan, van, and 4-wheel drive vehicles should not be more 3 years of age. Minimum acceptable are vehicles 2019 and up., equipped with safety equipment; Vehicle should not be more than 5 years old. Bidders to provide a list of vehicles readily available with them at the time of bid submission <input checked="" type="checkbox"/> The driver/s must have a good knowledge of the roads/terrain and areas

¹ 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.

Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	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.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Contract Face Sheet (LTA for Services)* <input checked="" type="checkbox"/> Purchase Order (PO) for each individual request valued more than USD 5,000. (After signing of LTA, UNDP will issue a PO for every requirement with total estimated value of USD 5000, that will trigger the rental services)
Expected date for contract award.	01 July 2022
Publication of Contract Award	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.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	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 www.ungm.org . 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:

Technical Specifications

UNDP and other UN agencies in the Philippines (with office at UN House RBC Sheridan Mandaluyong City, Manila) require various types of vehicles on daily rental basis (with driver) for implementation of its various activities in and around Metro Manila. UNDP enters into a long term agreement (LTA) on fixed rates with the selected service providers for a duration of one year initially. The LTA may be extended for another year upon continuation of requirement and if the services are found satisfactory.

Requirements:

1. 24x7 service and availability of vehicle in Metro Manila, on short notice of at least 2 hours before time of pick-up of UN-authorized passenger;
2. Reliable, courteous and efficient drivers, properly groomed at all times;
3. All sedan, van, and 4-wheel drive vehicles should not be more 3 years of age. Minimum acceptable are vehicles 2019 and up.
4. Vehicles must be with comprehensive insurance
5. Official drop off and pick point: UN House RBC Sheridan Mandaluyong City
6. Drivers assigned to UNDP should all be fully vaccinated
7. Fuel and toll fee costs for trips outside Metro Manila will be paid through submission:
 - Fuel receipt;
 - Toll fee receipt;
 - Acknowledgement receipt signed by the passengers indicating the travel date, time and destination

Item 1:

Whole day Rate with Driver and fuel (8AM-5PM)				
UN Frequent Locations	Can comply? (yes or no)			
	Sedan	Van (min. 10 seater)	4-wheel drive SUV	Bus (49 seater)
Metro Manila				

Item 2:

Whole day Rate with Driver (8AM-5PM)				
UN Frequent Locations	Can comply? (yes or no)			
	Sedan	Van (min. 10 seater)	4-wheel drive SUV	Bus (49 seater)
Tagaytay City				
Ternate Cavite				
Sta. Rosa, Laguna				
Cabuyao, Laguna				
Los Banos, Laguna				
San Jose/Obando Bulacan				
Malolos/Paombong Bulacan				
Angat/Norzagaray Bulacan				
Sta.Maria Bulacan				
Lipa, Batangas				
Batangas City				
Lemery Batangas				
Nasugbu, Batangas				
Anilao/Mabini/Calatagan, Batangas				
San Juan, Batangas				
Cainta / Taytay Rizal				
Binangonan / Angona Rizal				
Teresa / Antipolo Rizal				
Legaspi City Albay				
Naga, Camarines Sur				
Daet, Camarines Norte				
Vigan, Iloco Sur				
Laoag Ilocos Norte				

Whole day Rate with Driver (8AM-5PM)				
UN Frequent Locations	Can comply? (yes or no)			
	Sedan	Van (min. 10 seater)	4-wheel drive SUV	Bus (49 seater)
Baguio City				
Urdaneta, Pangasinan				
Dagupan, Pangasinan				
Manaoag Pangasinan				
Clark, Pampanga				
San Fernando, Pampanga				
Subic/Olangapo, Zambales				
Cabanatuan, Nueva Ecija				
Tarlac City				
Camiling, Tarlac				
Balanga/Orni Bataan				
Morong, Mariveles				
Lucena, Quezon				
Caliraya Quezon				
Lucban, Quezon				
Infanta, Quezon				
Sariaya, Quezon				

Item 3:

Drop Off and Pick Up (rates should be per way)				
UN Frequent Locations	Can comply? (yes or no)			
	Sedan	Van (min 10 seater)	4-wheel drive	Bus (49 seater)
Metro Manila				
Tagaytay City				

Drop Off and Pick Up (rates should be per way)				
UN Frequent Locations	Can comply? (yes or no)			
	Sedan	Van (min 10 seater)	4-wheel drive	Bus (49 seater)
Ternate Cavite				
Sta. Rosa, Laguna				
Cabuyao, Laguna				
Los Banos, Laguna				
San Jose/Obando Bulacan				
Malolos/Paombong Bulacan				
Angat/Norzagaray Bulacan				
Sta. Maria Bulacan				
Lipa, Batangas				
Batangas City				
Lemery Batangas				
Nasugbu, Batangas				
Anilao/Mabini/Calatagan, Batangas				
San Juan, Batangas				
Cainta / Taytay Rizal				
Binangonan / Angona Rizal				
Teresa / Antipolo Rizal				
Legaspi City Albay				
Naga, Camarines Sur				
Daet, Camarines Norte				
Vigan, Iloco Sur				
Laoag Ilocos Norte				
Baguio City				
Urdaneta, Pangasinan				
Dagupan, Pangasinan				
Manaoag Pangasinan				

Drop Off and Pick Up (rates should be per way)				
UN Frequent Locations	Can comply? (yes or no)			
	Sedan	Van (min 10 seater)	4-wheel drive	Bus (49 seater)
Clark, Pampanga				
San Fernando, Pampanga				
Subic/Olangapo, Zambales				
Cabanatuan, Nueva Ecija				
Tarlac City				
Camiling, Tarlac				
Balanga/Orni Bataan				
Morong, Mariveles				
Lucena, Quezon				
Caliraya Quezon				
Lucban, Quezon				
Infanta, Quezon				
Sariaya, Quezon				

Delivery Requirements

Delivery Requirements	
Delivery date and time	Please see Technical Specifications requirements
Delivery Terms (INCOTERMS 2020)	Not Applicable
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)	Official drop off and pick point: UN House RBC Sheridan Mandaluyong City
Distribution of shipping documents (if using freight forwarder)	Not Applicable
Packing Requirements	Not Applicable
Training on Operations and Maintenance	Not Applicable
Warranty Period	Not Applicable

After-sales service and local service support requirements	Not Applicable
Preferred Mode of Transport	Land

Payment Requirements

Payment	
Mode of Payment	Send bill arrangement 10-15 days after UNDP's receipt of invoice and support documents (e.g. signed travel trip ticket)

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?	<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 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 type="checkbox"/> Yes <input type="checkbox"/> No

Does your Company have a written Statement of its Environmental Policy? <i>(If yes, provide a Copy)</i>	<input 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 <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Is your company a member of the UN Global Compact	<input 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"/>	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.
<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"/>	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.
<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

Yes	No	
		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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: 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.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER – GOODS (Please quote prices exclusive of VAT)

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.

Item 1:

Whole day Rate with Driver and fuel (8AM-5PM)					
UN Frequent Locations	Please provide rate (Php)				
	Sedan	Van (min 10 seater)	4-wheel drive	Bus (49 seater)	Overtime rate of driver/ hour
Metro Manila					

Item 2:

Whole day Rate with Driver (8AM-5PM)					
UN Frequent Locations	Please provide rate (Php)				
	Sedan	Van (min 10 seater)	4-wheel drive	Bus (49 seater)	Overtime rate of driver/ hour
Tagaytay City					
Ternate Cavite					
Sta. Rosa, Laguna					
Cabuyao, Laguna					
Los Banos, Laguna					
San Jose/Obando Bulacan					
Malolos/Paombong Bulacan					
Angat/Norzagaray Bulacan					
Sta.Maria Bulacan					
Lipa, Batangas					
Batangas City					

Whole day Rate with Driver (8AM-5PM)					
UN Frequent Locations	Please provide rate (Php)				
	Sedan	Van (min 10 seater)	4-wheel drive	Bus (49 seater)	Overtime rate of driver/ hour
Lemery Batangas					
Nasugbu, Batangas					
Anilao/Mabini/Calatagan, Batangas					
San Juan, Batangas					
Cainta / Taytay Rizal					
Binangonan / Angona Rizal					
Teresa / Antipolo Rizal					
Legaspi City Albay					
Naga, Camarines Sur					
Daet, Camarines Norte					
Vigan, Iloco Sur					
Laoag Ilocos Norte					
Baguio City					
Urdaneta, Pangasinan					
Dagupan, Pangasinan					
Manaoag Pangasinan					
Clark, Pampanga					
San Fernando, Pampanga					
Subic/Olangapo, Zambales					
Cabanatuan, Nueva Ecija					
Tarlac City					
Camiling, Tarlac					
Balanga/Orni Bataan					
Morong, Mariveles					

Whole day Rate with Driver (8AM-5PM)					
UN Frequent Locations	Please provide rate (Php)				
	Sedan	Van (min 10 seater)	4-wheel drive	Bus (49 seater)	Overtime rate of driver/ hour
Lucena, Quezon					
Caliraya Quezon					
Lucban, Quezon					
Infanta, Quezon					
Sariaya, Quezon					

Item 3:

Drop Off and Pick Up (rates should be per way)					
UN Frequent Locations	Please provide rate (Php)				
	Sedan	Van (min 10 seater)	4-wheel drive	Bus (49 seater)	Overtime rate of driver/ hour
Metro Manila					
Tagaytay City					
Ternate Cavite					
Sta. Rosa, Laguna					
Cabuyao, Laguna					
Los Banos, Laguna					
San Jose/Obando Bulacan					
Malolos/Paombong Bulacan					
Angat/Norzagaray Bulacan					
Sta.Maria Bulacan					
Lipa, Batangas					
Batangas City					
Lemery Batangas					

Drop Off and Pick Up (rates should be per way)					
UN Frequent Locations	Please provide rate (Php)				
	Sedan	Van (min 10 seater)	4-wheel drive	Bus (49 seater)	Overtime rate of driver/ hour
Nasugbu, Batangas					
Anilao/Mabini/Calatagan, Batangas					
San Juan, Batangas					
Cainta / Taytay Rizal					
Binangonan / Angona Rizal					
Teresa / Antipolo Rizal					
Legaspi City Albay					
Naga, Camarines Sur					
Daet, Camarines Norte					
Vigan, Iloco Sur					
Laoag Ilocos Norte					
Baguio City					
Urdaneta, Pangasinan					
Dagupan, Pangasinan					
Manaoag Pangasinan					
Clark, Pampanga					
San Fernando, Pampanga					
Subic/Olangapo, Zambales					
Cabanatuan, Nueva Ecija					
Tarlac City					
Camiling, Tarlac					
Balanga/Orni Bataan					
Morong, Mariveles					
Lucena, Quezon					

Drop Off and Pick Up (rates should be per way)					
UN Frequent Locations	Please provide rate (Php)				
	Sedan	Van (min 10 seater)	4-wheel drive	Bus (49 seater)	Overtime rate of driver/ hour
Caliraya Quezon					
Lucban, Quezon					
Infanta, Quezon					
Sariaya, Quezon					

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.
Maintenance of Vehicle fleet is by the Firm	<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 (Send Bill)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Agree to the UNDP General Terms and Conditions	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<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: 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.	Authorized Signature: 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.