

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UNDP/TLS/RFQ/2022/ 0000011496, Supply and Delivery of Pick Up Vehicle for UNCTAD

Date: 14 June 2022

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the installation and delivery of Pick-up Vehicle for UNCTAD Office 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.

DocuSigned by:

Issued by:

Signature: ______8F53BE9ADE76452...

Name: Ahmad Zubair

Title: Head of Procurement Unit

Date: June 14, 2022

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation Method of	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. The Closing date for tender is 21 June 2022
Submission	Email: bids.tp@undp.org
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, Fraud, Corruption,	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 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_a_ndinvestigation.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 Interest	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.
	Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-

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	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 Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract Select the applicable GTC:						
of Contract	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 <u>UNDP/How-we-buy</u>						
Special	Applicable Terms and Conditions and other provisions are available at <u>UNDP/How-we-buy</u> Not Applicable						
Conditions							
of Contract							
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 US\$						
Quotation Joint	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV),						
Venture,	Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have						
Consortium	designated one party to act as a lead entity, duly vested with authority to legally bind the						
or	members of the JV, Consortium or Association jointly and severally, which shall be						
Association	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 <u>Solicitation policy</u> 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	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia,								
taxes	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:								
	☐ be inclusive of VAT and other applicable indirect taxes								
	☑ be exclusive of VAT and other applicable indirect taxes								
Language of	English								
quotation	Including documentation including catalogues, instructions and operating manuals.								
Documents	Bidders shall include the following documents in their quotation:								
to be submitted	⊠Annex 2: Quotation Submission Form duly completed and signed								
Submitted	☑ Annex 3: Technical and Financial Offer duly completed and signed and in								
	accordance with the Schedule of Requirements in Annex 1								
	⊠Company Profile.								
	⊠Business Registration certificate.								
	⊠Copy of two (2) contracts for similar requirement (Vehicle) in the last 5 years, including								
	contract description, contract value, clients name and contact details with national or								
	international organizations, with one contract amounts of at-least \$30,000 for similar								
	requirements;								
	⊠List and value of projects, for similar requirement (Vehicle), performed for the last 5 years								
	plus client's contact details who may be contacted for further information on those contracts;								
	☑Latest Audited Financial Statement for last two year (2021, 2020 or 2020 and 2019 or 2019								
	and 2018) or Income statement and Balance Sheet to indicate Its financial stability, liquidity,								
	credit standing, and market reputation, etc.;								
	☑ Product catalogues and details of offered brands and models								
Quotation	Quotations shall remain valid for 60days from the deadline for the Submission of Quotation.								
validity									
period Price	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other								
variation	market factors shall be accepted at any time during the validity of the quotation after the								
variativii	quotation has been received.								
Partial									
Quotes	☑ Not permitted								
Alternative	✓ Not mampitted								
Quotes	☑ Not permitted								
Payment	✓ 1000/ within 20 days often magaint of condenses of days and/outside of the condenses of								
Terms	☑ 100% within 30 days after receipt of goods, works and/or services and submission of								
Conditions	payment documentation.								
for Release	□Passing all Testing [Sample check]								
of Kelease	⊠Written Acceptance of Goods, based on full compliance with RFQ requirements								
Payment Payment	⊠Submission of correct invoice by the contractor								
Contact	Focal Person: Procurement Team								

Person for	E-mail address: procurement.staff.tp@undp.org						
corresponde	·						
nce,	Otherwise, offer shall be disqualified. Any delay in UNDP's response shall be not used as a reason for extending the deadline for						
notifications and	submission, unless UNDP determines that such an extension is necessary and communicates						
clarification	new deadline to the Proposers.						
S	new deadline to the Proposers.						
Clarification	Requests for clarification from bidders will not be accepted any later than 3working days						
S	(Fridays and Saturdays are not working days) before the submission deadline. Responses to						
	request for clarification will be communicated through addendum through Atlasbefore						
-	submission deadline						
Evaluation method	☐ The Contract or Purchase Order will be awarded to the lowest price substantially compliant						
inethou	offer						
Evaluation	⊠Full compliance with all requirements as specified in Annex 1						
criteria	⊠Full acceptance of the General Conditions of Contract						
	⊠Business registration license in field business,						
	⊠full acceptance of warranty as specified in Annex 3						
	⊠At least 2 similar contracts in the last 5 years, with one contract amount of at-least \$30,000						
	for similar requirements (Vehicle)						
	⊠Compliance with delivery time, i.e. 8 weeks after issuance of the contract						
	⊠An average financial turnover of at-least 50,000\$ during last two years (2021, 2020 or 2020						
MAn average financial turnover of at-least 50,000\$ during last two years (2021, 2 and 2019 or 2019 and 2018)							
	✓ At least 1 year warranty for the proposed vehicle,						
Right not to	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order						
accept any							
quotation Right to	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary						
vary	(increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five						
requirement	per cent (25%) of the total offer, without any change in the unit price or other terms and						
at time of	conditions.						
award							
Type of	⊠Purchase Order						
Contract to	⊠ <u>Contract Face Sheet</u> (Goods and-or Services)						
be awarded							
Expected	30 June 2022						
date for contract							
award.							
Publication	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of						
of Contract	the CO and the corporate UNDP Web site.						
Award							
Policies and	This RFQ is conducted in accordance with <u>UNDP Programme and Operations Policies and</u>						
procedures	Procedures Any Contract resulting from this DEO eversion will be subject to the symplical being registered.						
UNGM	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered						
registration	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.						
Other	All equipment are to be delivered, set-up and tested in the following locations: Single						

Conditions	Window office at Customs Authority Building, Dili Timor Leste.

ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specifications for Vehicle:

4x4 pick up vehicle

Body type: Pickup truckNumber of doors: 4

•Double cab

•Wheel location: Vehicle must have right hand driving (RHD) wheel

•Power Steering hydraulic

Power Mirrors

•Drive Type: 4x4 pick up – wheel drive

•Fuel System: Injection

•Year of Manufacturer: 2020 or above

•Seating Capacity: 5

•Color: Preferably white (UN Color). Though it is subject to the market availability

•Fuel type: Diesel

•Transmission 5-6 speed, Preferred Manual Transmission. Brakes: Front: Disc, Rear: Disc

•Full time 4-wheel drive

•High 4 - Low 4 4WD selector switch

•Engine: Engine–2.4 – 3.2cc, Diesel (Tank 63liter-80liter), 4 cylinders, BHP: 94, KW: 70, Cooling (Water), electrics 12 Volts

•Radio AM/FM, CD x1, MP3

•Owner's manual - English

•Tool Kit & Jack

•Security & Safety tools

Delivery Requirements:

Delivery Requirements			
Delivery date and time	Bidder shall deliver the goods within 8 weeks after Contract signature.		
Delivery Terms(INCOTERMS 2020)	DAP, To the Single Window office at Customs Authority office Dili, Timor- Leste		
Customs clearance (must be linked to INCOTERM	⊠Shall be done by: UNDP		
Exact Address(es) of Delivery Location(s)	DAP, Single Window office at Customs Authority Building, Dili, Timor Leste		
Distribution of shipping documents (if using freight forwarder)	If custom clearance to be completed by UNDP, the supplier is responsible to provide the below listed documents to UNDP Logistics Officer before starting of the shipment: -Bill of Lading/Air Waybill -Invoice -Packing List Note: all documents shall be issued on the name of UNDP Timor-Leste. A complete set of original shipping document listed above must be pouched and/or through email to UNDP Timor-Leste for custom clearance purpose before starting		

	of the shipment.
Packing	As per manufacturer packing, supplier must ensure the goods are delivered to
Requirements	final destination without any physical damage
Training on	
Operations and	Not Required
Maintenance	
Warranty Period	Standard manufacturer warranty (The bidder must submit warranty certificates)
After-sales service	
and local service	1 year of warranty
support requirements	
Preferred Mode of	⊠Air/LAND
	The supplier may use any mode of transportation as long as the ordered goods are
Transport	delivered to final destination as per delivery timeline.

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:	er: 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(<i>If yes, provide a Copy</i>)	□ 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 enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter

					r:Click or tap here to
	Previous relev	ant experi	ence	: 3 contracts	
Name of previous Client & Reference Contract Contract Details Value in including e-mail USD			Period of activity	Types of activities 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 wehave read the United Nations Supplier Code of Conduct: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct 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 orentering 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.
		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,

Yes	No	
		and wecertify 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.		

No	Description (for details of technical specification please refer to Technical Requirement ANNEX I)	UO M	Qty	Unit price in USD	Total price in USD
	4x4 pick up vehicle				
1	 Body type: Pickup truck Number of doors: 4 Double cab Wheel location: Vehicle must have right hand dri ving (RHD) wheel Power Steering hydraulic Power Mirrors Drive Type: 4x4 pick up – wheel drive Fuel System: Injection Year of Manufacturer: 2020 or above Seating Capacity: 5 Color: Preferably white (UN Color). Though it is subject to the market availability Fuel type: Diesel Transmission 5-6 speed, Preferred Manual Transmission. Brakes: Front: Disc, Rear: Disc Full time 4-wheel drive High 4 - Low 4 4WD selector switch Engine: Engine-2.4 - 3.2cc, Diesel (Tank 63liter-80liter), 4 cylinders, BHP: 94, KW: 70, Cooling (Water), electrics 12 Volts Radio AM/FM, CD x1, MP3 Owner's manual - English Tool Kit & Jack 	EA	1		
	•Security & Safety tools				
				Total Price	
			Transpo	ortation Price	
	70, Cooling (Water), electrics 12 Volts •Radio AM/FM, CD x1, MP3 •Owner's manual - English •Tool Kit & Jack				

Compliance with Requirements

	Your Responses		
	Yes, we will comply	No, we cannot comply	Remarks
Offer complies with Minimum Technical			
Specifications for each product			Click or tap here to enter text.
Delivery Term (INCOTERMS 2020, DAP)			Click or tap here to enter text.
Delivery Lead Time (1 week)			Click or tap here to enter text.
Warranty 1 years at-least with all items			Click or tap here to enter text.
Validity of Quotation (60 days)			Click or tap here to enter text.
Payment terms 30 days after receipt and acceptance of goods and invoice			Click or tap here to enter text.

Technical Compliance and details of offered products

	Your Responses			
Description	Yes, we will comply	No, we cannot comply	Please provide your offered products Brand and model reference to catalogue	
4x4 pick up vehicle				
 Body type: Pickup truck Number of doors: 4 Double cab Wheel location: Vehicle must have right h and driving (RHD) wheel Power Steering hydraulic Power Mirrors Drive Type: 4x4 pick up – wheel drive Fuel System: Injection Year of Manufacturer: 2020 or above Seating Capacity: 5 Color: Preferably white (UN Color). Though it is subject to the market availability Fuel type: Diesel Transmission 5-6 speed, Preferred Manual Transmission. Brakes: Front: Disc, Rear: Disc Full time 4-wheel drive High 4 - Low 4 4WD selector switch Engine: Engine-2.4 - 3.2cc, Diesel (Tank 63liter-80liter), 4 cylinders, BHP: 94, KW: 70, Cooling (Water), electrics 12 Volts Radio AM/FM, CD x1, MP3 Owner's manual - English 				
Tool Kit & JackSecurity & Safety tools				

Other Information:

Estimated weight/volume/dimension of the	Click or tap here to enter text.
Consignment:	
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.	Date:Click or tap here to enter text.		
Address: Click or tap here to enter text.	Name:Click or tap here to enter text.		
Click or tap here to enter text.	Functional Title of Authorised		
Phone No.:Click or tap here to enter text.	Signatory: Click or tap here to enter text.		
Email Address:Click or tap here to enter text.	Email Address: Click or tap here to enter text.		