



REQUEST FOR QUOTATION (RFQ) (Goods)

NAME & ADDRESS OF FIRM	DATE: September 13, 2022
	REFERENCE: UNDP/UGA/RFQ/2022/032

Dear Sir / Madam:

We kindly request you to submit your quotation for **Provision of Catering services (Lunch) – UNDP Police in Kampala on Long-Term Agreement (LTA) basis – 1 year renewable up to 3 years**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before **September 25, 2022** and via (choose appropriate box) ☒ *e-mail*, to the address below:

United Nations Development Programme

tenders.kampala@undp.org

Quotations submitted by email must be limited to a maximum of 35MB, virus-free and no more than 2 email transmissions. They 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 and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s: *[check the condition that applies to this RFQ, delete the entire row if condition is not applicable to the goods being procured]*

Delivery Terms [INCOTERMS 2010]	Not Applicable
------------------------------------	----------------

Customs clearance, if needed, shall be done by:	Not Applicable	
Exact Address/es of Delivery Location/s	Kampala	
UNDP Preferred Freight Forwarder, if any	Not Applicable	
Distribution of shipping documents	Not Applicable	
Latest Expected Delivery Date and Time	Daily	
Delivery Schedule	<input checked="" type="checkbox"/> Not Required	
Packing Requirements	Not Applicable	
Mode of Transport	<input type="checkbox"/> AIR	<input checked="" type="checkbox"/> LAND
	<input type="checkbox"/> SEA	<input type="checkbox"/> OTHER
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local Currency: UGX	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes	
After-sales services required	Not Applicable	
Deadline for the Submission of Quotation	COB, <i>Sunday, September 25, 2022 and 23:59 East African Time</i>	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English	
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Trading licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected. <input checked="" type="checkbox"/> Latest Certificate Business Registration <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance <input checked="" type="checkbox"/> Hotel and catering services certification from UNBS <input checked="" type="checkbox"/> Health records for staff <input checked="" type="checkbox"/> KCCA food handling Certificate <input checked="" type="checkbox"/> Permission to visit the Premise location <input checked="" type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods".	

Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of services on monthly basis
Liquidated Damages	<input checked="" type="checkbox"/> Will not be imposed
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> 1 year Long-Term Agreement renewable up to 3 years
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Special conditions of Contract	<input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 2 das
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of services based on full compliance with RFQ requirements
Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html 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)	<p><i>Procurement Unit</i></p> <p>Uq.procurement@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.

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 indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

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,

DocuSigned by:

Abdourahmane Dia

AC18A2A46E31494
Abdourahmane Dia
Operations Advisor

Annex 1**Technical Specifications**

Day	Proposed Menu	No. of Staff	No of days in a year
Monday	Posho Rice/Potatoes Beans Ground nut sauce Vegetables	164	52
Tuesday	Posho Rice/Potatoes Beef Beans Vegetables	164	52
Wednesday	Matooke Posho Beans Ground nut sauce Vegetables	164	52
Thursday	Posho Rice/Potatoes Meat Beans Vegetables	164	52
Friday	Matooke Posho Rice/Potatoes Beans Ground nut sauce Vegetables	164	52
Saturday	Posho Rice/Potatoes Meat Beans Vegetables	164	53
Sunday	Matooke Posho Rice/Potatoes Meat Beans Vegetables	164	52

SERVICE TERMS FOR PROVISION OF CATERING SERVICES:

1. The contractor shall be required to prepare the food at his/her premises and UNDP will be responsible for transporting it to its several 40 locations where it is served to the beneficiaries.
2. The contractor shall ensure that the food is served daily when hot and will provide staff to do the serving of the lunch meals only for at least 164 portions in numbers.
3. The contractor will work in close coordination with the UNDP/UNDSS management and a contact person who will provide the required guidelines to the contractor from time to time as deemed necessary.
4. The contractor shall assume full charge of food safety, hygiene and maintenance of all equipment and utensils.
5. Every morning by 10:00hrs, the agreed menu for the day shall be ready for pick up and subsequent distribution.
6. The contractor shall be expected to cater for adjustment on the agreed numbers at short notice but in any case, not more than 10 (ten), number exceeding 10 (ten) will be catered for at an extra cost.
7. The contractor must bring in staff who are professional, compassionate, literate, and able to provide the required services in a polite, friendly, and efficient manner.
8. The contractor shall arrange regular supply, storage, preservation, preparation and serving of nutritious food on daily basis as below.
 - Weekdays (Monday- Friday)
 - Weekends (Saturday- Sunday)
 - All Public and Religious Holidays
9. Procurement of all items required for the food preparation, warming and delivery, save for transport shall be the responsibility of the Contractor as well as meeting remuneration of staff who serve the food at the various locations in town.
10. When the food is picked, the Contractor shall provide the adequate number of staff at least 2 per vehicle who will take care of serving and other related services. The remuneration of these contractors' staff shall remain the responsibility of the proposed contractor.
11. The contractor must be health certified and have all relevant certifications from KCCA and other relevant Authorities.
12. As part of the evaluation process, UNDP reserves the right to carry out an inspection of the mentioned premises at any time without prior notice.
13. UNDP reserves the right to conduct visits to ascertain the quality of food being proposed during the evaluation process and after. Taste samples in line with the proposed menu may therefore be requested at the time of visit to facilitate appropriate decision making. The Contractor may be requested by UNDP to present the sample to its premises or UNDP may decide otherwise; in which case, this will be communicated.
14. The Contractor shall be compliant with all relevant regulations for the industry

[Enter name of authorized staff]

[Designation]

[Click here to enter a date]

Annex 2**FORM FOR SUBMITTING SUPPLIER'S QUOTATION***(This Form must be submitted only using the Supplier's Official Letterhead/Stationery)*

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. _____:

TABLE 1 : Offer to Supply Goods Compliant with Technical Specifications and Requirements

Day	Proposed Menu	No. of Staff	No of days in a year	Unit Rate	Total Amount
Monday	Posho Rice/Potatoes Beans G round nut sauce Vegetables	164	52		
Tuesday	Posho Rice/Potatoes Beef Beans Vegetables	164	52		
Wednesday	Matooke Posho Beans G round nut sauce Vegetables	164	52		
Thursday	Posho Rice/Potatoes Meat Beans Vegetables	164	52		
Friday	Matooke Posho Rice/Potatoes Beans Ground nut sauce Vegetables	164	52		
Saturday	Posho Rice/Potatoes Meat Beans Vegetables	164	53		

Sunday	Matooke Posho Rice/Potatoes Meat Beans Vegetables	164	52		
	Total Prices of Goods				
	VAT 18%				
	Total Final and All-Inclusive Price Quotation				

TABLE 2 : Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;			
Trading licenses of this nature have been obtained in the past and an expectation of obtaining all the necessary licenses should the quotation be selected.			
Latest Certificate Business Registration			
Latest Internal Revenue Certificate / Tax Clearance			
Hotel and catering services certification from UNBS			
Health records for staff			
KCCA food handling Certificate			
Permission to visit the Premise location			
Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods".			
Validity of Quotation			
All Provisions of the UNDP General Terms and Conditions			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]