

REQUEST FOR QUOTATION (RFQ) (Goods & Services)

NAME & ADDRESS OF FIRM	DATE: October 03, 2022
	REFERENCE: RE-RFQ/PNG/018- 2022

Dear Sir / Madam:

We kindly request you to submit your quotation for **The Re-advertisement of the Provision of Internet Service for the UNDP Mendi Office, Southern Highlands Province Papua New Guinea**, 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 October 09th, 2022 and via email address:

procurement.png@undp.org

Quotations submitted by email must be limited to a maximum of 5 MB, virus-free with multiple email transmissions. You can us zip files and share compressed folder or share google/ shared drive link (open source link). Please make sure the subject line is the RFQ reference. The files 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:

Delivery Terms [INCOTERMS 2010] (Pls. link this to price schedule)	N/A
Customs clearance, if needed, shall be done by:	N/A
Exact Address/es of Delivery Location/s (identify all, if multiple)	Olpolosi Trading Limited, Residential building on Paga Hill, Mendi, Southern Highlands Province
UNDP Preferred Freight Forwarder, if any	N/A
Distribution of shipping documents (if using freight forwarder)	N/A
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by UNDP)	☑ As per the Annex-1
Schedule and duration of services	UNDP expects services to be available on 01/11/2022. Expected contract duration is 1 year & 6 months
Delivery Schedule	⊠Required
Packing Requirements	N/A
Mode of Transport	N/A
Preferred Currency of Quotation	⊠Local Currency : PNG Kina
Value Added Tax on Price Quotation	■ Must be inclusive of VAT and other applicable indirect taxes



After-sales services required	⊠Technical Support
Deadline for the Submission of Quotation	COB, Sunday, October 09, 2022 and PNG Time – 5 PM
All documentations, including catalogs, instructions and operating manuals, shall be in this language	⊠ English
Documents to be submitted	 ☑ Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; ☑ Latest Business Registration Certificate; ☑ At least 2 experiences of providing similar services to clients within the last 5 years; please provide detailed information of the contract, client, client's contact persons name, phone number, official email address, etc.; ☑ Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
Period of Validity of Quotes starting the Submission Date	
Partial Quotes	⊠ Not permitted
Payment Terms	☑ Fixed Rate as per actual invoice
Liquidated Damages	N/A



Evaluation Criteria [check as many as applicable]	 ☑ Technical responsiveness/Full compliance to requirements and lowest price ☑ Full acceptance of the PO/Contract General Terms and Conditions [this is a mandatory criteria and cannot be deleted regardless of the nature of services required] ☑ Earliest Delivery / Shortest Lead Time
UNDP will award to:	☑ One and only one supplier
Type of Contract to be Signed	☐ Contract Face Sheet (Goods and-or Services) UNDP Professional Service Contract (PSC)
Contract General Terms and Conditions	☑ 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/b usiness/how-we-buy.html
Special conditions of Contract	NONE
Conditions for Release of Payment	 ☑ Complete Installation and Commissioning ☑ Written Acceptance of Goods based on full compliance with RFQ requirements
Contact Person for Inquiries	UNDP PNG Procurement procurement.pg@undp.org Any delay in UNDP's response shall be not used as a reason for
(Written inquiries only)	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.



Additional Information	Mendi Office Current Setup
	1. Office staff headcount: 12 staff but will have consultants on and off.
	2. It is a complete unit with two floors; 4 offices on the
	first floor and 3 offices on the second floor occupied by
	12 individuals. The internet company is expected to
	provide Solar Powered System with battery to hold the
	charge of ICT equipment for over 48 hours, when there
	is a power outage. The office does not use any internet
	facility at the moment.

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 recomputation 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,

Mila D; ody C40FC8F4E6A34B5...

Operations Manager Date: 03rd October 2022





Annex 1

Technical Specifications

Items to be Supplied*	Item	Description / Specifications of Goods	Latest Delivery Date
1	1 set Internet Service	 Connects to the Kacific Network or equivalent standard strong network Internet Dedicated Bandwidth Service: 80Mbps download / 15Mbps Upload (Monthly Unlimited Internet Plan) Service availability level 99.9% On-line monitoring of connection (link status and utilization of bandwidth) Billing – one invoice monthly 24/7 hotline (by telephone or e-mail) 	01 November 2022
2	NICTA Apparatus Fee	1. NICTA VSAT License	01 November 2022
3	Hardware	 1. 1.2m KA-Band Antenna with clear line of sight to Satellite 2. Ground mount kit 3. 3W BUC Transceiver 4. Modem - The MDM2510 IP Satellite: Compact with low power consumption Data rates up to 150 Mbps 	01 November 2022



Items to be Supplied*	Item	Description / Specifications of Goods	Latest Delivery Date
		 Supports applications such as Point of Sale (POS) and banking networks. Installation through multilingual web GUIs and Point & Play application Easy and Quick to deploy. 150m roll twin Coaxial Cable with F Coaxial Connectors After Sales Service on all Hardware equipment. Items are to be available and installed within 24hrs should there be a fault with the hardware. 	
4	Hardware	 VSAT Dish and all equipment are to be connected to a 3KVA Online UPS. Solar Powered System with battery to hold its charge for over 48 hours, when there is a power outage. Automatic Transfer Switch (ATS) to be incorporated into the solar power design. The design must be such that it will keep the two systems separate to avoid damage from PNG Power. 	01 November 2022
5	Schedule and duration of services	UNDP expects services to be available on 01 November 2022. The expected contract duration is One year and six months.	01 November 2022



Items to be Supplied*	Item	Description / Specifications of Goods	Latest Delivery Date
6	One-time Cost	 One-time cost Installation and commissioning costs (which should also cover costs for labour, airfares, transport, accommodation, freight, etc.) Costs and list of all necessary hardware and software. And any other miscellaneous start-up costs 	01 November 2022
7		• The monthly cost of internet services for 18 months – Total monthly fees for connectivity and any other services offered according to the above specifications.	Monthly Starting from November 2022

^{*}Pls. attach delivery schedule, if relevant, and cluster by lot, if partial bids will be allowed. Specify delivery locations if goods multiple destinations.

[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. RE-RFQ/PNG/018-2022:

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

Item No.	Description/Specification of Goods	Quantit	Latest Delivery Date	Unit Price	Total Price per Item
1	Dandwidth of 90mhns	18	01	Frice	per Item
1	Bandwidth of 80mbps	Months			
	download/15mbps upload	MOHINS	November		
			2022		
2	1.2m KA-Band Antenna	1	01		
			November		
			2022		
3	Ground mount kit	1	01		
	dround mount int	-	November		
			2022		
4	3W BUC Transceiver	1	01		
			November		
			2022		
5	1. Modem - The MDM2510 IP				
	Satellite				



	•Compact with low power consumption •Data rates up to 150 Mbps •Supports applications such as Point of Sale (POS) and banking networks. •Installation through multilingual web GUIs and Point & Play application •Easy and Quick to deploy.	1	01 November 2022	
6	150m roll twin Coaxial Cable with F Coaxial Connectors	1	01 November 2022	
7	VSAT Dish and all equipment are to be connected to a 1KVA UPS.	1	01 November 2022	
8	Solar Powered System with battery to hold its charge for over 48 hours, when there is a power outage.	1	01 November 2022	
9	Automatic Transfer Switch (ATS) to be incorporated into the solar power design. The design must be such that it will keep the two systems sperate to avoid damage from PNG Power.	1	01 November 2022	
10	One- time Installation and commissioning costs (which should also cover costs for labour, airfares,	1		



	transport, accommodation, freight, hardware and software, etc.)		01 November 2022	
11	Monthly cost of internet services for 18 months – Total monthly fees for connectivity and any other services offered according to above specifications	LS	Monthly	
	Total Prices of Goods			
	Add: Cost of Transportation			
	Add: Other Charges (pls. specify)			
	Total Final and All-Inclusive Price (Quotation	(PGK)	

TABLE 2: Estimated Operating Costs (if applicable)

List of Consumable Item/s (Include fast moving parts, if any)	Estimated Average Consumption	Unit of Measure	Unit Price	Total Price per Item
		_		



TABLE 3: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our	Your Responses			
Quotation are as follows:	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal	
Delivery Lead Time				
At least 2 experiences of providing similar services to clients within the last 5 years; please provide detailed information of the contract, client, client's contact persons name, phone number, official email address, etc. Competence to install equipment and start providing services latest on 1st November 2022				
Competence to provide all the services outlined above				
List similar projects you've undertaken				



Number of years of experience in similar contracts		
Qualification of all other personnel to be assigned to this project/contract		
Provide name of your satellite provider		
Do you provide 24x7 technical assistance and/or helpdesk facilities?		
Do you have any clients in Mendi or other similar locations throughout PNG? If yes, please provide contact details.		
Country/ies Of Origin:		
Warranty and After-Sales Requirements		
a) Minimum one (1) year warranty on both parts and labor		
 b) Service Unit to be Provided when the Purchased Unit is Under Repair 		
 c) Replacement if Purchased Unit is beyond repair 		
d) Others		
Validity of Quotation		
All Provisions of the UNDP General Terms and Conditions		
Bandwidth of 80mbps download/15-20mbps upload		
1.2m KA-Band Antenna		
Ground mount kit		
3W BUC Transceiver		
Modem - The MDM2510 IP Satellite • Compact with low power consumption • Data rates up to 150 Mbps		



• Supports applications such as Point of		
Sale		
(POS) and banking networks.		
• Installation through multilingual web		
GUIs and Point & Play application		
• Easy and Quick to deploy.		
150m roll twin Coaxial Cable with F		
Coaxial Connectors		
VSAT Dish and all equipment are to be		
connected to a 1KVA UPS.		
Solar Powered System with battery to		
hold its charge for over <u>48 hours</u> ,		
when there is a power outage.		
Automatic Transfer Switch (ATS) to		
be incorporated into the solar power		
design. The design must be such that		
it will keep the two systems sperate		
to avoid damage from PNG Power		



Annex 3

General Terms and Conditions

1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

2. PAYMENT

UNDP shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.

Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.

Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.

The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.

3. TAX EXEMPTION

- 3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.
- 3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier



to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

4. RISK OF LOSS

Risk of loss, damage to or destruction of the goods shall be governed in accordance with Incoterms 2010, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

5. EXPORT LICENCES

Notwithstanding any INCOTERM 2010 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

6. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

7. INSPECTION

- 7.1 UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.
- 7.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

8. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.



9. RIGHTS OF UNDP

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.

Refuse to accept delivery of all or part of the goods.

Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

10. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNDP.

11. ASSIGNMENT AND INSOLVENCY

The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.

Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.

13. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNDP without specific permission of UNDP in each instance.



14. CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

15. MINES

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

16. SETTLEMENT OF DISPUTES

- **16.1 Amicable Settlement.** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.
- **16.2 Arbitration.** Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no



authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18. SEXUAL EXPLOITATION:

- 18.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.
- 18.2 UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

20. AUTHORITY TO MODIFY:



Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possess the authority to agree on behalf of UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.



Annex 4

Declaration

Date:
United Nations Development Programme Port Moresby, Papua New Guinea
Assignment: "
Reference: RE-RFQ/PNG/018-2022 The Provision of Internet Service for the UNDP Mendi Office, Southern Highlands Province Papua New Guinea
Dear Sir,
I declare that
Yours Sincerely,