REQUEST FOR QUOTATION (RFQ)
FOR CUSTOMS CLEARANCE SERVICES FOR THE AGENCIES OF THE UN SYSTEM IN SAO TOME AND PRINCIPE

RFQ Reference: RFQ-ST20.2022 RFQ for Customs Clearance Services	Date: 22 November 2022

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services 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: Ibne Almeida
Administrative Associate

Signature: _____

Name: Antonia Daio

Title: ARR/O

Date:

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	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.
Deadline for the Submission of Quotation	06 December 2022 If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/. For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
Method of Submission	Quotations must be submitted as follows: ☐ E-tendering ☒ Dedicated Email Address ☐ Courier / Hand delivery ☐ Other Bid submission address: **BidsSTP@undp.org** ▪ File Format: PDF ▪ 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: 10MB ▪ Mandatory subject of email: **"Proposta para Serviços de Despacho Aduaneiro"** ▪ 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. [For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information] • Insert BU Code and Event ID number Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders
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_andinvestigation.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-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: ☐ 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 UNDP/How-we-buy
Special Conditions of Contract	☐ Cancellation of PO/Contract if the delivery/completion is delayed by [indicate number of days] ☐ Others [pls. specify]
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 ultimate beneficial owners, 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 Quotation	Quotations shall be quoted in STN
Joint Venture, Consortium	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

or Association	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: ☐ be inclusive of VAT and other applicable indirect taxes ☒ be exclusive of VAT and other applicable indirect taxes
Language of quotation	English or Portuguese Including documentation including catalogues, instructions and operating manuals.
Documents to be submitted	Bidders shall include the following documents in their quotation: ☒ Annex 2: Quotation Submission Form duly completed and signed ☒ Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 ☒ Company Profile. ☒ Registration certificate; ☒ List and value of projects performed for the last years plus client's contact details who may be contacted for further information on those contracts; ☒ List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project; ☒ Statement of satisfactory Performance (Certificates) from the top XXXX clients in terms of Contract value in similar field; ☒ Completed and signed CVs for the proposed key Personnel; ☐ Other Click or tap here to enter text.
Quotation validity period	Quotations shall remain valid for 90 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	☒ Not permitted

	☐ Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
Alternative Quotes	☒ Not permitted ☐ Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"
Payment Terms	☒ 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. ☐Other Click or tap here to enter text.
Conditions for Release of Payment	☐ Passing Inspection [specify method, if possible] Complete Installation ☐ Passing all Testing [specify standard, if possible] ☐ Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible ☒ Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements ☐ Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	E-mail address: procurement.st@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 5 days before the submission deadline. Responses to request for clarification will be communicated procurement.st@undp.org by 01 December 2022
Evaluation method	☒The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer ☐ Other Click or tap here to enter text.
Evaluation criteria	☒Full compliance with all requirements as specified in Annex 1 ☒Full acceptance of the General Conditions of Contract ☐Comprehensiveness of after-sales services ☐Earliest Delivery /shortest lead time ☐Others Click or tap here to enter text.
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, Click or tap here to enter text. 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	☐ Purchase Order ☒ Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) ☐ Contract for Works ☐ Other Type/s of Contract [pls. specify]
Expected date for contract award.	01 January 2023

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.

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TERMOS DE REFERENCIA
Estabelecimento de LTAs para Serviços de Despacho Aduaneiro

Destinatário: **Prestadores de Serviços de Despacho Aduaneiro**

Objeto do Contratação: Fornecimento de serviços de despacho aduaneiro

Período: 12 meses

Data do Início: 01 de Janeiro de 2023

Local: São Tomé e Príncipe

A. CONTEXTO

A equipa do Escritório do País (UNCT) em São Tomé e Príncipe tem apoiado o governo, parceiros e a sociedade civil na implementação das suas atividades de desenvolvimento, e a fim de responder de forma mais eficaz aos desafios atinentes ao alcançe dos Objetivos de Desenvolvimento Sustentável (ODS), a UNCT tem envidado esforços para trabalhar em conjunto de forma coordenada e harmonizada, para fortalecer sua eficácia. Isto envolve o fortalecimento dos serviços comuns, um sistema de gestão baseado em resultados com serviços de apoio integrados e uma boa relação custo-benefício, com o objetivo de garantir a execução eficaz e eficiente das operações, no apoio as atividades programáticas das Agências do Sistema das Nações Unidas no país.

Nestes termos, a Equipa de Gestão Operacional da Casa das Nações Unidas (OMT) foi orientada a estabelecer um conjunto de acordos de longo termo (LTA-sigla inglesa) com diferentes fornecedores de serviços.

O objetivo desta contratação é estabelecer sob a orientação e supervisão da Equipa de Gestão Operacional da Casa das Nações Unidas (OMT), um acordo de longo termo (LTA) com fornecedores de serviços especificados na tabela 1, sob condições de preços fixos estabelecidos para o período inicial de 1 (um) ano, com possibilidade de renovação de contrato para mais 1 ano, com base no desempenho satisfatório do contrato.

Pretende-se com este Termo de Referência (TDR), estabelecer acordos de longo termo com fornecedores de serviços de despachante oficial, conforme especificado na tabela 1, e de acordo com as necessidades das Agências do Sistema das Nações Unidas em São Tomé e Príncipe.

B. ESCOPO DO TRABALHO E DESCRIÇÃO DE TAREFAS

Espera-se que os despachantes oficiais selecionados no âmbito deste acordo, após a receção de toda a documentação necessária (B/L, AWB, factura e documento de isenção), obtenham as devidas autorizações junto das autoridades competentes para permitir o

desalfandegamento dos materiais e produtos recebidos tanto por via aeroportoária como portoária. Estes serviços serão solicitados conforme a necessidade de cada agência, e os preços devem ser cotados em STD e mantidos durante a vigência do contrato.

Tabela 1 - Proposta de preço

Item	Descrição	Qtde	Preço Unitário	Total
1	Taxa de agenciamento do despachante cobrada em cada despacho alfandegário por via aeroportuária (AWB).	1		
2	Taxa de agenciamento do despachante cobrada em cada despacho alfandegário por via portoária (B/L).	1		
3	Outros encargos (se aplicável)	1		

As propostas técnicas e financeiras relativas à presente serviço deverão ser remetidas até ao dia 06 de Dezembro de 2022 para o seguinte endereço: bidsstp@undp.org contendo as seguintes menções:'' Proposta para serviços de Despacho Aduaneiro''

C. TERMOS DE PAGAMENTO

Após a realização bem sucedida de cada serviço e após receção das faturas oficiais do fornecedor, cada Agência do Sistema das Nações Unidas deverá proceder o pagamento das respectivas facturas por meio de transferência bancária, num período máximo de trinta (30) dias a contar da data do recebimento da factura.

D. RESPONSABILIDADES E REQUISITOS

O despachante aduaneiro fornecerá os seguintes serviços às Agências do Sistema das Nações Unidas numa base prioritária durante a vigência do contrato:

- ✓ O despachante aduaneiro deve estar dotado de equipamentos, instalações, pessoal qualificado, conhecimentos especializados e outros meios necessários para a realização do desalfandegamento aduaneiro dos materiais e produtos, em conformidade com as melhores práticas comerciais.

- ✓ Conforme instruído pelas agências do Sistema das Nações Unidas, o despachante aduaneiro deve preparar todos os documentos aduaneiros necessários exigidos pelas autoridades visando o desalfandegamento solicitado.

- ✓ O desalfandegamento deve ser feito de forma célere, nao excedendo 15 dias após a entrega dos BLs e demais documentaçoes necessárias.

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E. QUALIFICAÇÕES E OUTROS REQUISITOS EXIGIDOS

✓ **Qualificações**

- A entidade proponente deverá apresentar o documento legal requerido para o exercício de atividade em referência.

✓ **Experiência**

- A entidade proponente deverá possuir no mínimo 3 anos de experiência na área dos serviços especificados na tabela 1;
- A entidade proponente deverá provar que os seus funcionários (as) estão dotados (as) de capacidade técnica na área supracitada;

✓ **Outros Requisitos**

- A empresa deverá apresentar uma declaraçao de capacidade financeira para pré-financiar despachos até ao montante máximo de STD 100,000 (cem mil dobras).
- Todos os materiais necessários para a boa execução dos serviços acima referidos devem estar a cargo da entidade fornecedora de serviço.

F. INFORMAÇÕES COMPLEMENTARES

Em caso de dúvidas para a apresentação de propostas, os interessados poderão contactar os serviços Administrativos do PNUD na Casa das Nações Unidas, durante os dias e as horas normais de expediente, através dos contactos telefónicos 2241000/ 2221122 ou através do e-mail: procurement.st@undp.org .