



**REQUEST FOR QUOTATION (RFQ)
(Goods)**

REFERENCE: K-200513	DATE: May 14, 2020
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Dear Sir / Madam:

We kindly request **Vietnam-based suppliers** to submit your quotation for **Rice, cooking oil, masks and handwashing liquid** as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2 (Nhà thầu nộp báo giá theo mẫu Phụ lục 2 đính kèm).

Quotations may be submitted on or before **May 20, 2020** and via *e-mail or courier mail* to the address below

United Nations Development Programme
304 Kim Ma, Ba Dinh, Hanoi
Tel: (+84 24) 38500100;
Email for quotation submission: bidding.vn@undp.org

Quotations submitted by email must be limited to **a maximum of 30MB**, virus-free and no more than 05 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:

Delivery address/ Địa chỉ giao hàng	<u>Annex 2/Xem phụ lục 2)</u> <u>Phase 1 in Quang Bình; Phase 2 in Binh Dinh (subject to agreement of project and Binh Dinh province later)</u> <u>Giai đoạn 1 tại Quảng Bình; Giai đoạn 2 tại Bình Định phụ thuộc vào thỏa thuận của dự án và tỉnh Bình Định, sẽ được xác nhận sau.</u>
Latest Expected Delivery Date and Time/Ngày giao hàng (if delivery time exceeds this, quote may be rejected by UNDP)	<input checked="" type="checkbox"/> 02-15 days since the date of contract signing /02-15 ngày sau khi ký hợp đồng
Delivery Schedule	<input checked="" type="checkbox"/> Required – in the Annex 2 <input type="checkbox"/> Not Required
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> Local Currency : Vietnamese dong
Value Added Tax on Price Quotation ²	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	<input type="checkbox"/> Warranty on Parts as per producers' policy. <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others
Deadline for the Submission of Quotation	COB, Wednesday, May 20, 2020 and Hanoi time
All documentations, including catalogs, instructions and operating	<input checked="" type="checkbox"/> English Vietnamese for catalogs, instructions, manuals

¹ Local vendors must comply with any applicable laws regarding doing business in other currencies. Conversion of currency into the UNDP preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of UNDP's issuance of Purchase Order.

² This must be reconciled with the INCO Terms required by the RFQ. Furthermore, VAT exemption status varies from one country to another. Pls. tick whatever is applicable to the UNDP CO/BU requiring the goods.

manuals, shall be in this language	
Documents to be submitted <i>Hồ sơ chào giá yêu cầu nộp bao gồm</i>	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1 (<i>Mẫu gửi báo tại Phụ lục 2 được điền đầy đủ theo yêu cầu hướng dẫn</i>);
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	Acceptance of payment terms: FOR QUANG BINH: 100% contract value to be paid upon receiving the official invoice, satisfactory completion of the delivery and acceptance report of the ordered items certified by authorized person of DOLISA Quang Binh FOR BINH DINH: 100% contract value to be paid upon receiving the official invoice, satisfactory completion of the delivery and acceptance report of the ordered items certified by authorized person of DOLISA Binh Dinh
Liquidated Damages	N/A
Evaluation Criteria <i>[check as many as applicable]</i>	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price ³ <input checked="" type="checkbox"/> Acceptance of payment terms <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <i>[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]</i> <input type="checkbox"/> Earliest Delivery / Shortest Lead Time ⁴
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier Contract will be signed for phase 1 for goods for Quang Binh

³ UNDP reserves the right not to award the contract to the lowest priced offer, if the second lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 10%, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications.

⁴ This shall be used for time-critical and/or exigent requirements (e.g., post-crisis emergencies, elections, etc.).

	<p>Contract for phase 2 will only be signed subject to receiving agreement between the project and Binh Dinh Province.</p> <p>Hợp đồng sẽ được ký cho giai đoạn 1 ở Quảng Bình. Hợp đồng cho giai đoạn 2 sẽ chỉ được ký sau khi có sự thống nhất giữa dự án và tỉnh Bình Định</p>
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
Conditions for Release of Payment	<input checked="" type="checkbox"/> Official Invoice <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Annexes to this RFQ ⁵	<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 (Annex 3). 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) ⁶	<p><i>Le Thi Kim Dung</i> Procurement Consultant <i>le.kim.dung@undp.org</i> 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.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

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 herein attached as Annex 3.

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,

Tran Thi Hong
Head of Procurement Unit
May 14, 2020

ANNEX 1

TECHNICAL SPECIFICATION REQUIREMENTS

Item No.	DESCRIPTION	Image	Quantity	Unit
I	PHASE I: QUẢNG BÌNH			
1	A package of following items/Một gói gồm các vật phẩm sau:		4810	Package/Gói
	5 kgs of Bac Huong rice at good quality, hygiene, safety condition in a sealed plastic, has at least a 03-month shelf life beginning with the day of delivery date/ <i>Túi Gạo Bắc Hương trắng đảm bảo chất lượng và an toàn vệ sinh thực phẩm đóng túi 5kg được đóng trong bao nylon kín chống ẩm, chống mốc, còn thời hạn sử dụng ít nhất 03 tháng tính từ thời điểm cung cấp hàng.</i>		4810	Package/Gói
	A 1 liter bottle of Neptune Gold oil has at least a 12-month shelf life beginning with the day of delivery date / <i>Dầu ăn Neptune can 1 lít với thời hạn sử dụng còn tối thiểu 12 tháng tính từ thời điểm cung cấp hàng.</i>		4810	Package/Gói
	A pack of 10 4-layer antibacterial white cotton masks, size L/ <i>Một gói 10 chiếc khẩu trang vải 4 lớp kháng khuẩn cỡ L, màu trắng, có thể giặt nhiều lần.</i>		4810	Package/Gói
	A bottle of 500ml Handwashing liquid Lifebouy has at least a 12-month shelf life beginning with the day of delivery date / <i>Một chai sữa rửa tay Lifebouy 500ml có vòi ấn được sản xuất, còn thời hạn sử dụng ít nhất 12 tháng tính từ thời điểm cung cấp hàng</i>		4810	Package/Gói
2	Packing and delivery cost: <i>Đóng gói và giao hàng:</i>			
	Department of Labor, War Invalids and Social Affairs in Quang Binh province <i>Sở Lao động Thương Binh Xã hội tỉnh Quảng Bình</i>		01	Package/Trọn Gói

	Delivery time: 02 days from contract signing date in Quang Binh (no later than 25 May 2020)/Trong vòng 2 ngày kể từ ngày ký hợp đồng (không muộn hơn ngày 25/05/2020)			
II	PHASE II - BÌNH ĐỊNH: <i>The contract will be signed if there is a request from Department of Labor, War Invalids and Social Affairs in Binh Dinh province. Hợp đồng mua sắm sẽ chỉ được ký kết sau khi có sự thống nhất giữa dự án và Sở LĐTBXH tỉnh Bình Định.</i>			
1	A package of following items/Một gói gồm các vật phẩm sau:		4750	Package/Gói
	5 kgs of Bac Huong rice at good quality, hygiene, safety condition in a sealed plastic, has at least a 03-month shelf life beginning with the day of delivery date/ <i>Túi Gạo Bắc Hương trắng đảm bảo chất lượng và an toàn vệ sinh thực phẩm đóng túi 5kg được đóng trong bao nylon kín chống ẩm, chống mốc, còn thời hạn sử dụng ít nhất 03 tháng tính từ thời điểm cung cấp hàng.</i>		4750	
	A 1liter bottle of Neptune Gold oil has at least a 12-month shelf life beginning with the day of delivery date / <i>Dầu ăn Neptune can 1 lít với thời hạn sử dụng còn tối thiểu 12 tháng tính từ thời điểm cung cấp hàng.</i>		4750	
	A pack of 10 4-layer antibacterial white cotton masks, size L/ <i>Một gói 10 chiếc khẩu trang vải 4 lớp kháng khuẩn cỡ L, màu trắng, có thể giặt nhiều lần.</i>		4750	
	A bottle of 500ml Handwashing liquid Lifebuoy has at least a 12-month shelf life beginning with the day of delivery date / <i>Một chai sữa rửa tay Lifebuoy 500ml có vòi ấn được sản xuất, còn thời hạn sử dụng ít nhất 12 tháng tính từ thời điểm cung cấp hàng</i>		4750	
2	Packing and delivery cost: <i>Đóng gói giao hàng:</i>			
	Department of Labor, War Invalids and Social Affairs in Binh Dinh province Sở Lao động Thương Binh Xã hội tỉnh Bình Định		01	Package/Trọn Gói
	Delivery time: within 15 days from contract signing date in Binh Dinh/trong vòng 15 ngày kể từ ngày ký hợp đồng			