



## REQUEST FOR QUOTATION (RFQ) (Goods)

NAME & ADDRESS OF FIRM	DATE: October 23, 2019
	REFERENCE: PRC/ZWE/RFQ/0039/23/10/2019 Request for Quotation for the supply and delivery of a Toyota Minibus

Dear Sir / Madam:

We kindly request you to submit your quotation for **the supply and delivery of a Toyota Minibus**, 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 30, 2019** and via  *e-mail* to the address below:

[Procurement.zw@undp.org](mailto:Procurement.zw@undp.org)

Quotations submitted by email must be limited to a maximum of **15** MB, 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:

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP UNDP Harare, Zimbabwe
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> UNDP or its appointed agent

Exact Address/es of Delivery Location/s	United Nations Development Programme Block 10 Arundel Office Park Norfolk Road Mount Pleasant Harare, Zimbabwe	
Latest Expected Delivery Date and Time ( <i>if delivery time exceeds this, quote may be rejected by UNDP</i> )	<input checked="" type="checkbox"/> 60 days from the issuance of the Purchase Order (PO)	
Delivery Schedule	<input checked="" type="checkbox"/> Required	
Mode of Transport	<input type="checkbox"/> AIR	<input type="checkbox"/> LAND
	<input type="checkbox"/> SEA	<input checked="" type="checkbox"/> OTHER - Bidder to suggest and organize
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes – <i>Zimbabwean VAT Registered bidders must show the VAT component separately.</i>	
After-sales services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 3 years or 100,000 Km <input checked="" type="checkbox"/> Technical Support Required ( <i>Indicate dealer closest to Harare where vehicle can be serviced/maintained</i> )	
Deadline for the Submission of Quotation	COB, <i>Wednesday, October 30, 2019 and Harare Local Time</i>	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English	
Documents to be submitted <sup>1</sup>	<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"/> A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; <input checked="" type="checkbox"/> Confirmation that 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 Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Documentation to prove/confirm that the supplier is an authorized dealer for the vehicle offered.	

	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> 120 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% within 30 days upon complete delivery of goods
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <sup>2</sup> <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order
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 <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements <input checked="" type="checkbox"/> Others – Completion of PDI

<sup>2</sup> 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.

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: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>  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) <sup>3</sup>	<i>Procurement Unit</i> <a href="mailto:Procurement.zw@undp.org">Procurement.zw@undp.org</a>  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.

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

---

<sup>3</sup> 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.

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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

**Sincerely yours,**  
*Tazvidya Chivende*  
*Procurement Associate*

## Technical Specifications

Item #	Qty	Description / Specifications of Goods	Latest Delivery Date
1	1	<p><b>MINIBUS, 15-SEATER, TOYOTA QUANTUM OR SIMILAR TOYOTA VEHICLE MEETING THE FOLLOWING SPECIFICATIONS</b>  <i>Please note that only Toyota Vehicles are acceptable in order to meet fleet standardization requirements)</i></p> <p><b>Technical</b></p> <ul style="list-style-type: none"> <li>➤ Engine Capacity: 2400 – 3500 cc</li> <li>➤ Fuel Type: Diesel;</li> <li>➤ Fuel Tank (Litres): 70 or able to give a range of at least 500Km</li> <li>➤ Fuel consumption maximum (l/100km): 14;</li> <li>➤ CO2 emissions Maximum (g/km): 340;</li> <li>➤ Warranty: Minimum 3 Years/100 000 km</li> <li>➤ Transmission: Automatic or 5 Speed Manual acceptable</li> <li>➤ Ground clearance minimum (mm): 185;</li> <li>➤ Drive: 2-wheel drive, rear;</li> <li>➤ Doors 4 including Passenger side sliding door (left side);</li> <li>➤ Towing capacity w/o brake: minimum 400kgs;</li> <li>➤ Power steering</li> <li>➤ Power exterior mirrors</li> </ul> <p><b>Wheels and Tyres</b></p> <ul style="list-style-type: none"> <li>➤ Wheel/Tyre Size: At least 15”;</li> <li>➤ Full Size Spare wheel required;</li> </ul> <p><b>Body and Styling</b></p> <ul style="list-style-type: none"> <li>➤ Body Colour – White</li> <li>➤ Front and rear bumper – black</li> </ul> <p><b>Interior, Comfort and Convenience</b></p> <ul style="list-style-type: none"> <li>➤ Seats: 16 (including driver) with adequate leg room</li> <li>➤ High back seats with adjustable head rests and adequate headroom</li> <li>➤ Fold down centre seat - front.</li> <li>➤ Air Conditioning front and rear;</li> <li>➤ Multi Information Display (MID);</li> <li>➤ Audio System – AM, FM, CD, Bluetooth, USB, RDS</li> <li>➤ Speaker – Required both front and rear</li> <li>➤ Antenna as necessary</li> </ul> <p><b>Safety</b></p> <ul style="list-style-type: none"> <li>➤ High Mount Stop Lamp: LED</li> <li>➤ Antilock braking system (ABS)</li> </ul>	60 days from date of PO issuance

Item #	Qty	Description / Specifications of Goods	Latest Delivery Date
		<ul style="list-style-type: none"> <li>➤ Brake assist (BAS/EBA)</li> <li>➤ Driver and front passenger airbags</li> </ul> <p><b>Security</b></p> <ul style="list-style-type: none"> <li>➤ Power Door Lock: Driver &amp; Passenger Side Key Linked</li> <li>➤ Wireless / Remote central locking:</li> <li>➤ Anti-theft System: Immobiliser</li> </ul> <p><b>Dimensions and Capacities</b></p> <ul style="list-style-type: none"> <li>➤ Indicative Length (mm): 4800 – 5400;</li> <li>➤ High roof for maximum head room (Indicative Height (mm): +/-2100;</li> <li>➤ Overall Width (mm) – Indicative width (mm): 1800</li> </ul>	

## FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>4</sup>

**(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>5</sup>)**

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. **PRC/ZWE/RFQ/0039/23/10/2019 Request for Quotation for the supply and delivery of a Toyota Minibus:**

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

Item No.	Description/Specification of Goods	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
1	15-seater Toyota Quantum Minibus or similar Toyota vehicle meeting the UNDP specifications and as per attached detailed specifications for the offered vehicle.	1			
<b>Total Prices of Goods<sup>6</sup></b>					
Add : Cost of Transportation					
Add : Cost of Insurance					
Add : Other Charges (pls. specify)					
<b>Total Final and All-Inclusive Price Quotation</b>					US\$

**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

<sup>4</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>5</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<sup>6</sup> Pricing of goods should be consistent with the INCO Terms indicated in the RFQ

**TABLE 3 : 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>
Delivery Lead Time			
Estimated weight/volume/dimension of the Consignment:			
Country/ies Of Origin <sup>7</sup> :			
Warranty and After-Sales Requirements			
a) Minimum two (3) years or 100,000 Km warranty			
b) Brand new replacement if Purchased Unit is beyond repair			
c) Name and Address of dealer closet to Harare where vehicle can be taken for maintenance			
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]*

<sup>7</sup> If the country of origin requires Export License for the goods being procured, or other relevant documents that the country of destination may require, the supplier must submit them to UNDP if awarded the PO/contract.