



Date: 6<sup>th</sup> September 2019

**REQUEST FOR QUOTATION**  
**RFQ N° UNFPA/BKK/RFQ/19/006**  
**Procurement of One Unit of Van Vehicle**

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following items: One unit of Van Vehicle

Item N°	Product Name	Product Description	Unit of Measure	Quantity
1	Van Vehicle	<p>Minimum requirement for the Van</p> <p>Vehicle Type: Van Seats (incl. Driver): Minimum 10 seats Dashboard language: English Drive: Right hand drive</p> <p>Engine Type: 4 Cylinders DOHC 16-Valve Engine Size/Displacement (cc): 2,400 cc. or above Transmission: MT Fuel Type: Diesel Fuel Capacity (litres): Minimum 65 litres</p> <p>Dimension (LxWx H (mm): Minimum 5,200 x 1800 x 1900 Wheelbase (mm.): Minimum 2,900 Minimum turning radius (m): During 5.5-6 m</p> <p>Brake system: Anti-Lock Braking System (ABS) &amp; Brake Assit (BA) System Front Break: Disc Brake with Ventilated Disc Rear Brake: Drum Break</p> <p>Steering System: Rack and Pinion, power steering wheel</p> <p>Safety: - Pre safe system - Dual Airbag (Driver and Front Passenger) - Stability control - Auto door lock - Front Fog Lamp - High mounting stop lamp - Rear window defogger</p> <p>Anti- Thief system</p> <p>Exterior color: White</p>	EA	1

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		<p>Interior:</p> <ul style="list-style-type: none"><li>- Seat material: Leather/ Fabric</li><li>- All seats must have headrests.</li><li>- All seats must be equipped with seatbelts</li><li>- Filmed on all windows – Front 40%, Side &amp; Back 60%</li><li>- Dual Zone Air conditioner for both zone Driver &amp; Front Passenger zone and Rear Passengers Zone.</li><li>- Dual Zone Floor Rubber Mat for both (Driver &amp; Front Passenger zone) and Rear Passengers Zone.</li><li>- Radio system</li></ul> <p>Other services:</p> <ul style="list-style-type: none"><li>- Warranty: At least 3-years warranty or 100,000 km. whichever comes first.</li><li>- Maintenance: Must have authorized service maintenance in Bangkok.</li><li>- After-sales services: In country (Bangkok)</li><li>- Spare parts supply: In country (Bangkok)</li><li>- Third party Insurance: UNFPA APRO will arrange our own third party insurance</li><li>- Plate Registration: UNFPA APRO will arrange our own Plate Registration.</li></ul> <p>Delivery Time: Within 30 days after PO confirmation</p> <p>Price: Price Quotation must be:</p> <ul style="list-style-type: none"><li>- VAT Exclusive</li><li>- UNFPA will facilitate obtaining of the TAX/VAT Exemption from the Ministry of Foreign Affairs (MoFA).</li><li>- Price for Delivery Incoterms: Delivery At Place (DAP) at United Nations Building, Bangkok, Thailand.</li></ul>		
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This Request for Quotation is open to all legally-constituted companies that can provide the requested products and have legal capacity to deliver the goods to The United Nations Population Fund Asia and Pacific Regional Office (UNFPA APRO), 4th Floor United Nations Service Building, Rajdamnern Nok Avenue, Bangkok, 10200 Thailand.

## I. About UNFPA

UNFPA, the United Nations Population Fund (UNFPA), is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](#)

### Objective:

The objective of the RFQ is to identify a supplier who can provide UNFPA with the Van Vehicle. The selected vendor is expected to provide such product, based on specific Purchase Orders submitted to the vendor.

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## II. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of contact person at UNFPA:	<i>Ms. Jarintorn Kiatniyomrung</i>
Tel N°:	+66 2 687 0159
Email address of contact person:	<i><a href="mailto:kiatniyomrung@unfpa.org">kiatniyomrung@unfpa.org</a></i>

The deadline for submission of questions is **Tuesday 17<sup>th</sup> September 2019 at 17:00 hours, Bangkok time.** Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

## III. Content of quotations

Quotations should be submitted in a single e-mail whenever possible, depending on file size. Quotations must contain:

- a) Technical proposal, in response to the requirements outlined in the specifications should comply with:
  - Brand/model of the offered vehicle.
  - Technical Specification of the offered vehicle.
  - Company profile and the company registration certificate
- b) Price quotation, to be submitted strictly in accordance with Price Quotation Form.

Both parts of the quotation must be signed by the company's relevant authority and submitted in PDF format.

## IV. Instructions for submission

Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to Email address for bid submission at **[apro-procurement@unfpa.org](mailto:apro-procurement@unfpa.org)** no later than: **Tuesday 24<sup>th</sup> September 2019 at 17:00 hours, Bangkok time.**

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/BKK/RFQ/19/006 – Procurement of One Unit of Van Vehicle** Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed **20 MB (including e-mail body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.

## V. Overview of Evaluation Process

Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (price quote).

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated for technical compliance prior to the comparison of price quotes.

## VI. Award

UNFPA shall award a **Purchase Order** to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

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**VII. Right to Vary Requirements at Time of Award**

UNFPA reserves the right at the time of award of Contract to increase or decrease by up to 20% the volume of goods specified in this RFQ without any change in unit prices or other terms and conditions.

**VIII. Payment Terms**

UNFPA payment terms are **net 30 days** upon receipt of shipping documents, invoice and other documentation required by the contract.

**IX. Fraud and Corruption**

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA's Policy regarding fraud and corruption is available here: [Fraud Policy](#). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA's list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](#).

**X. Zero Tolerance**

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](#).

**XI. RFQ Protest**

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Designated staff to receive procurement related complaints: Ms. Annette Sachs Robertson, Deputy Regional Director, UNFPA Asia and the Pacific Regional Office in Bangkok at [robertson@unfpa.org](mailto:robertson@unfpa.org). Should the supplier be unsatisfied with the reply provided by the UNFPA Designate Official, the supplier may contact the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

**XII. Disclaimer**

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

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**PRICE QUOTATION FORM**

<b>Name of Bidder:</b>	
<b>Date of the quotation:</b>	Click here to enter a date.
<b>Request for quotation N°:</b>	UNFPA/BKK/RFQ/19/006
<b>Currency of quotation:</b>	Thai Baht (THB)
<b>Validity of quotation:</b> (The quotation shall be valid for a period of at least 3 months after the submission deadline.)	

**Quoted rates must be exclusive of all taxes, since UNFPA is exempt from taxes.**

**Price Quotation Form**

Item	Product Name & Description	UOM	Unit Price	Number of Units	Total (THB)
1	Please indicate vehicle brand/model	Each	xxx	1	
	Delivery Charges based on the following 2010 Incoterm, to: DAP <b>United Nations Building, Bangkok, Thailand</b>	Each	xxx	1	
<b>GRAND TOTAL</b>					

*Vendor's Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/BKK/RFQ/19/006 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

	Click here to enter a date.
Name and title	Date and place

**ANNEX I:  
 General Conditions of Contracts:  
 De Minimis Contracts**

This Request for Quotation is subject to UNFPA's General Conditions of Contract: De Minimis Contracts, which are available in: [English](#), [Spanish](#) and [French](#)