



Date: 12 October 2021

REQUEST FOR QUOTATION
RFQ N° UNFPA/LAO/RFQ/21/03

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the SUV Vehicle as the following specifications

ITEM	DESCRIPTIONS	QUANTITY
I.	4000-4500CC, 5/6 SPEED M/T, DIESEL, 32-VALVE DOHC, LHD, INTERCOOLER, TURBO ENGINE, COMMON RAIL, SUV 4WD	1
	1. FUEL TANK (93L MAIN+45L SUB) 2. HALOGEN HEADLAMP 3. MANUAL HEADLAMP LEVELING 4. LED CLEARANCE LAMP 5. LED FRONT FOG LAMP 6. FRONT ELECTRIC WINCH 7. REAR PINTLE HOOK 8. SIDE STEP 9. 285/65R17 17X8J ALLOY WHEEL 10. REAR WINDOW DEFOGGER 11. GLASS ANTENNA 12. GROUND SPARE TIRE W/ LOCK 13. FR & RR TOWING HOOK 14. POWER DOOR LOCK 15. FR & RR DOOR POCKET 16. COAT HOOK 17. SRS DUAL AIRBAG 18. PUSH START SYSTEM 19. CRUISE CONTROL 20. ABS WITH BA, EDB, VSC 21. USER MANUAL 22. FRONT DOUBLE WISHBONE SUSPENSION 23. REAR FOUR LINK WITH COIL SPRING SUSPENSION 24. FRONT VENTILATED DISC BRAKE WITH FIXED CALIPER 25. REAR VENTILATED DISC BRAKE WITH FLOATING CALIPER 26. INSIDE REAR VIEW MIRROR W/ AUTO DAY & NIGHT 27. POWER WINDOW W/ ALL DR 1 TOUCH UP/DOWN+JAM PROTECTION 28. MANUAL REAR AIR CONDITIONER W/ HEATER 29. AM/FM/CD/USB 30. SNORKEL 31. ROOF RACK 32. COLOR: WHITE	
II.	WARRANTY ON SITE, 1 YEARS	1

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III.	LOCAL AUTHORIZED DEALERSHIP ON AFTER SALE SERVICES	1
IV.	VEHICLE AND PLATE REGISTRATION ALIGNED WITH LAO LAWS AND REGULATIONS	1
V.	INSTALL FLAG POLE SERVICE	1

This Request for Quotation is open to all legally-constituted companies that can provide the requested products and services and have legal capacity to deliver in the country, or through an authorized representative.

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 all the above mentioned products and services. The selected vendor is expected to provide such products and services, based on specific Purchase Orders submitted to the vendor.

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>Souksavanh Saiyabouth</i>
Tel N°:	<i>00856-21-267635</i>
Email address of contact person:	Saiyabouth@unfpa.org

The deadline for submission of questions is **27 October 2021 at 16:00 hrs.** (<https://www.timeanddate.com/worldclock/laos/vientiane>). 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 email whenever possible, depending on file size. Quotations must contain:

- Technical proposal, in response to the requirements outlined in the specifications should comply with:
 - The bidder shall be required to quote for all items.
- 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 III above, along with a properly filled out and signed price quotation form, and are to be sent by email to the contact person indicated below no later than: **02 November 2021 at 17:00hrs.** (<https://www.timeanddate.com/worldclock/laos/vientiane>)¹.

Name of contact person at UNFPA:	<i>Vongdara Souphanouvong</i>
Tel N°:	00856-21-267633
Email address of contact person:	laos.office@unfpa.org

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UNFPA/LAO/RFQ/21/03 – SUV Vehicle**. Proposals that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total email size may not exceed **20 MB (including email 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.
- Any quotation submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any quotation by UNFPA. UNFPA is under no obligation to award a contract to any bidder as a result of this RFQ.

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

In case of a satisfactory result from the evaluation process, UNFPA shall award a Purchase Order to the lowest priced bidder whose bid has been determined to be substantially compliant with the bidding documents.

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 divided into two instalments. First payment will be made upon receipt of shipping documents, invoice and other documents required within 30 days in years 2021. Second payment will be made in the first quarter, in year 2022.

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.

¹ <http://www.timeanddate.com/worldclock/city.html?n=69>



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 Head of the Business Unit **Ms. Mariam A. Khan, Representative** at email address: mkhan@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.

XII. Disclaimer

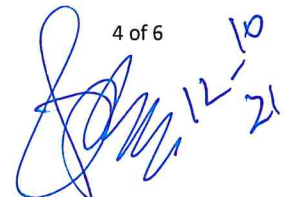
Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).



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Vilaykham LASASIMMA
Operations Manager
Date: 12 Oct 2021

Vilaykham LASASIMMA
Operations Manager



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PRICE QUOTATION FORM

Name of Bidder:

Date of the quotation:

[Click here to enter a date.](#)

Request for quotation N°:

UNFPA/LAO/RFQ/21/03

Currency of quotation:

USD

Validity of quotation:

*(The quotation shall be valid for a period of
at least 3 months after the submission
deadline.)*

Example Price Schedule below:


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Price Quotation Form					
Item	Product Name & Description	UOM	Unit Price	Number of Units	Total (USD)
1	SUV Vehicle	Unit	1		
2	Install flag pole, right side	Unit	1		
3	1 years warranty onsite	Unit	1		
4	Local authorized dealership on after sale services	Unit	1		
5	Vehicle and Plate registration align with Lao law and regulations	Unit	1		
6	Delivery Charges based on the following 2010 Incoterm, to: CPT	Unit	1		
	United Nations Population Fund Ban Hatsady, Lane Xang Avenue, P.O. Box 345, Vientiane, Lao PDR				
GRAND TOTAL					

Vendor's Comments:

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ N° UNFPA/LAO/RFQ/21/03 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

 12-10-21



United Nations Population Fund
Ban Hatsady, Lane Xang Avenue,
P.O. Box 345, Vientiane, Lao PDR
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Fax: [+856 \(0\) 21 267 799](tel:+85621267799)
www.lao.unfpa.org

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](#).

A handwritten signature in blue ink is located in the bottom right corner. To the right of the signature, the date '12/10/21' is written in blue ink.