



Date: 18 May 2021

REQUEST FOR QUOTATION RFQ N^o UNFPA/IDN/RFQ/21/009

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

In-country Logistics Distribution (door-to-door delivery) Service Provider for UNFPA Indonesia

This Request for Quotation is open only to legally-constituted companies that located in Indonesia (local companies), that specialized in the business of freight forwarding / shipping.

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](#)

II. Service Requirements / Terms of Reference

Objective

The United Nations Population Fund in Indonesia intends to procure in-country logistics distribution (door-to-door delivery) services from qualified service providers that specialized in the business of freight forwarding / shipping. The exercise aims to set up a fixed rate until 31 December 2021, with service providers who offer the most competitive package price/rate while committed to provide the service as specifically stipulated here under.

Terms and conditions for Bidder

- The bidder is a legally-constituted company that located in Indonesia (local company), that specialized in the business of freight forwarding / shipping
- The bidder has at least 3 years of experience in providing services for company on freight forwarding / shipping (door-to-door delivery) related issues.

Deliverables

Door-to-door delivery services from "Jakarta Pusat" to locations/points as per Annex 2, including other related services such as packing etc, for duration up to 31 December 2021, with reference to the Purchase Order issued by UNFPA.



III. 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. Ira Novita</i>
Email address of contact person:	<i>ind.bids@unfpa.org</i>

The deadline for submission of questions is **Tuesday, May 25th 2021 at 23:59 Jakarta Time¹**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

IV. Content of quotations

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

- a) Price quotation, to be submitted strictly in accordance with the price quotation form.
- b) Copy of legal documents of establishment in Indonesia, and as evidence of the business area in freight forwarding / shipping services.

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

V. Instructions for submission

Quotations 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 ind.bids@unfpa.org no later than: **Sunday, June 13th 2021 at 23:59 Jakarta Time²**.

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N^o UNFPA/IDN/RFQ/21/009 - In-country Logistics Distribution (door-to-door) Service Provider for UNFPA Indonesia**. 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.
- 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.

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

² <http://www.timeanddate.com/worldclock/city.html?n=69>



VI. Overview of Evaluation Process

Quotations will be evaluated based on the compliance to the requirements stated in the RFQ document and the price quotation.

The evaluation will be carried out in a step by step process by an ad-hoc evaluation panel:

1. All documents set forth in Section IV received by the deadline.
2. Quotation validity stated in the price quotation form is up to 31 December 2021.
3. Price quotes will be evaluated only for bidders whose submission of the above (1) and (2) satisfied: rate/kg quoted in annex 2 will be evaluated/compared, with recommendation to top 4 bidders with lowest price quotation for each destination.

VII. Award Criteria

In case of a satisfactory result from the evaluation process, when in-country logistics distribution (door-to-door delivery) service(s) required during period up to 31 December 2021, UNFPA intends to award a Purchase Order to one of the recommended top 4 bidders with lowest price quotation for each destination.

VIII. 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 services specified in this RFQ without any change in unit prices or other terms and conditions.

IX. Payment Terms

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the Long Term Agreement.

X. 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](#).

XI. 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](#).



United Nations Population Fund
7th floor Menara Thamrin
Jl. MH Thamrin Kav.3, Jakarta 10250
E-mail: indn.bids@unfpa.org
Website: indonesia.unfpa.org

XII. 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 Representative, Ms. Anjali Sen at indonesia.office@unfpa.org. Should the supplier be unsatisfied with the reply provided by the UNFPA Representative, the supplier may contact the Chief, Procurement Services Branch at procurement@unfpa.org.

XIII. 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).



PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	Click here to enter a date.
Request for quotation N^o:	UNFPA/IDN/RFQ/21/009
Currency of quotation:	IDR
Validity of quotation: <i>(The quotation must be valid for a period until 31 December 2021)</i>	

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

TABLE 1: Price/Rate for Door-to-door Delivery:

[insert price/rate in the Annex 2]

TABLE 2: Price/Rate and Information for Other Services:

No	Description	Rate and Information	Remarks
1	Volume calculation	[insert rate and calculation information]	[insert additional information if needed]
2	Packing Cost	[insert rate and calculation information]	[insert additional information if needed]
3	Insurance Cost	[insert rate and calculation information]	[insert additional information if needed]
4	Surcharge	[insert rate and calculation information]	[insert additional information if needed]

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 as per the quoted in Table 1, with maximum delay two calendar days	[insert answer]	[insert answer]	[insert answer]
Validity of Quotation is up to 31 December 2021	[insert answer]	[insert answer]	[insert answer]
All Provisions of the UNFPA General Terms and Conditions	[insert answer]	[insert answer]	[insert answer]

Vendor's Comments:



I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/IDN/RFQ/21/009 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.

<p>[insert name, title, signature and company's seal/stamp]</p>	<p>[insert date and place]</p>
<p>Name and title</p>	<p>Date and place</p>



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ANNEX 1:
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](#)