**BRAVO INVESTMENTS LIMITED** TAX SALES INVOICE 0000 - 78538825 Х 06/09/2017 Date: 4 1/2 mls. George Price Highway BELIZE CITY Order #: 0001 0051205 Tax ID: Phone: (501) 222-4984 / 223-1587 (501) 501-223-2637 Gross Income Tax Fax: VAT: GTS RESPONSIBLE Other Tax #: ID **VEHICLES** Customer: 3031 U.N.D.P BLISS PARADE LAWRENCE NICHOLAS BUILDING 3RD FLOOR Related Voucher: Related Repair Order: 0002 BELMOPAN CITY ID COMPANIES: VAT: GTS RESPONSIBLE **CURRENT ACCOUNT** Quantity Location Base Price Discount Surcharge Price VAT Total ID Description ISUZU D-MAX 4X4 (2.5L) 56,500.00 0.00 56,500.00 ICL3012 1.00 Due Date Amount 56,500.00 21/09/2017 SUBTOTAL 56,500.00 Discount Surcharge Rebate **BRAVO MOTORS** Voucher Printed by: 56,500.00 NET: TOTAL LINES: UNIT TOTAL: ORIGINAL Reprinting Freight: Tax 7 Tax 8 PHONE Fax: Tax 9 Tax 13 PAC Nº: Due Date: Salesperson: 25 Tax 6 TOTAL 56,500.00 Remarks: BALANCE TO FINANCE BZ\$56500.00 Customer signature:

Sales Representative:

## RFQ Matrix for (1) new Diesel Pickup Truck

Minimum Technical Specifications		Belize Diesel & Equipment Co.		RGM Trading	20000000	Bravo Motors
New 2017 Diesel Pickup Truck For JCCCP Project	Meet	2018 Toyota Hilux	Meet	2017 Mazda BT 50 PRO	Meet	2017 Isuzu D-Max
	Specs		Specs		Specs	
Price		\$ 64,266.67		\$ 57,000.00		56,500.00
Manual Transmission	Ø	Manual	Ø	Manual	Ø	Manual
4 WD	Ø	4WD	Ø	4WD	Ø	4WD
Diesel Fuel	Ø	Diesel	Ø	Diesel	Ø	Diesel
Seating Capacity: 5	Ø	5	Ø	5	Ø	5
Fuel tank capacity – minimum 76liters	Ø	76 liters	Ø	76 liters	Ø	76 liters
Minimum 2.0 L	Ø	3.0L Turbo Intercool	図	3.2L Turbo	Ø	3.0 Turbo Diesel
4 Doors - crew cab	Ø	4 Doors - crew cab	Ø	4 Doors - crew cab	Ø	4 Door - crew cab
Front bucket seats	Ø	Front bucket seats	Ø	Front bucket seats	Ø	Front Bucket seats
Tires Minimum: 16", wheel size 265 70R, full size spare tire	Ø	255/70 R16, 16" , Full Size Spare Tire, Steel Wheel	Ø	255/70 R16, 16" , Full Size Spare Tire, Steel Wheel	Ø	245/70 R16, 16" , Full Size Spare Tire, Steel Wheel
Warranty: 3 Years / 100,000KM	Ø	5 Years / 100,000KM	Ø	3 Years / 100,000KM	Ø	5 Years / 100,000KM
Delivery: 5 days	Ø	Immediate	Ø	Immediate	Ø	Immediate
Terms: 30Days Credit	Ø	30 Days Credit	Ø	30 Days Credit		30 Days Credit
FOB: Belize	Ø		Ø		Ø	
GST						
Price BZD	Ø	\$ 64,266.67	Ø	\$ 57,000.00	Ø	\$ 56,500.00
Price USD	Ø	\$ 32,133.34	☑	\$ 28,500.00	Ø	\$ 28,250.00

#### **Best Value For Money**

The Request for Quotation was sent to all suppliers of new vehicles in the telephone directory and 3 suppliers submitted quotations for 4WD vehicles. 3 quotations were received and they all met the techincal requirements. 2 companies submitted quotations for vehicles from year 2017 which are readily available, one company only had 2018 for a comparable price. The Best Value for Money is therfore the quotation submitted by Bravo Motors for the 2017 Isuzo D-Max.

Reviewed By:

Approved By



# REQUEST FOR QUOTATION (RFQ) (Goods)

Salesperson Caribbean Motors Belize City DATE: 4 August 2017

REFERENCE: JCCCP 2017/001

Dear Salesperson:

We kindly request you to submit your quotation for **ONE NEW 2017 PICKUP TRUCK**, 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 17<sup>th</sup> August 2017 and via  $\boxtimes e$ -mail or  $\boxtimes c$ ourier mail to the address below:

United Nations Development Programme
3<sup>rd</sup> Floor Lawrence Nicholas Building
South Ring Road
Belmopan
Email: procurement.bz@undp.org
Fax: 501-822-3364

Quotations submitted by email must be limited to a maximum of 1 MB, virus-free and no more than one 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	⊠DAP			
[INCOTERMS 2010]	DAP			
(Pls. link this to price				
schedule)				
Customs clearance, if	MC			
l .	⊠Supplier/Offeror			
needed, shall be done by:	United Nations Davids	annant Dragramma		
Exact Address/es of Delivery	United Nations Develo	-		
Location/s (identify all, if	Lawrence Nicholas Bu	liding		
multiple)	South Ring Road			
LINDD Duefermed Freight	Belmopan			
UNDP Preferred Freight	N/A			
Forwarder, if any	NI/A			
Distribution of shipping	N/A			
documents (if using freight				
forwarder)		uana of the Durchase Order (DO)		
Latest Expected Delivery	□ 5 days from the issuance of the Purchase Order (PO)			
Date and Time (if delivery				
time exceeds this, quote may				
be rejected by UNDP)				
Delivery Schedule	⊠Not Required			
Packing Requirements	N/A	MAND		
Mode of Transport	□ AIR	⊠LAND		
	□SEA	□OTHER [pls. specify]		
Preferred	☐ Local Currency: BZI	)		
Currency of Quotation				
Value Added Tax on Price	│ 凶 Must be exclusive o	of GST and other applicable indirect taxes		
Quotation	57			
After-sales services required		and Labor for minimum period of 1 year		
Deadline for the Submission	COB, 17 August 2017			
of Quotation				
All documentations, including	□ English			
catalogs, instructions and				
operating manuals, shall be				
in this language				
Documents to be submitted <sup>1</sup>	☑ Duly Accomplished Form as provided in Annex 2, and in			
	accordance with the list of requirements in Annex 1;			
	□ Latest Business Reg	gistration Certificate;		
Period of Validity of Quotes	⊠ 30 days			
starting the Submission Date	In exceptional circums	stances, 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			
1	indicated in this RFQ.	The Proposal shall then confirm the extension		
		The Proposal shall then confirm the extension modification whatsoever on the Quotation.		

 $<sup>^{\</sup>it l}$  First 2 items in this list are mandatory for the supply of imported goods

	$\square$ Permitted [pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in
	lots, etc.)]
Payment Terms	□ 100% upon complete delivery of goods
Liquidated Damages	Liquidated damages will be imposed at 0.5% of contract price for
	every day of delay for a maximum of 5 calendar days. Thereafter,
	UNDP will terminate the contract.
Evaluation Criteria	☐ Technical responsiveness/Full compliance to requirements and
[check as many as applicable]	lowest price <sup>2</sup>
	□ Full acceptance of the PO/Contract General Terms and Conditions
	[this is a mandatory criteria and cannot be deleted regardless of the nature of services required]
UNDP will award to:	□ One and only one supplier
Type of Contract to be Signed	☑ Purchase Order
Special conditions of Contract	oxtimes Cancellation of PO/Contract if the delivery/completion is delayed by 10 days
Conditions for Release of	☐ Passing all Inspection and Testing
Payment	
	requirements
Annexes to this RFQ	Specifications of the Goods Required (Annex 1)
	☑ Form for Submission of Quotation (Annex 2)
	☐ 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	Hector Alpuche
(Written inquiries only)	Procurement Associate
	<u>hector.alpuche@undp.org</u> or 501-822-2688
	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.

<sup>&</sup>lt;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.

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 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: <a href="http://www.un.org/depts/ptd/pdf/conduct\_english.pdf">http://www.un.org/depts/ptd/pdf/conduct\_english.pdf</a>

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Hector Alpuche Procurement Associate 4<sup>th</sup> August, 2017

## **Technical Specifications**

One new 2017	Description / Specifications of Goods
Pickup Truck	
MECHANICAL	Minimum 2.0 liter turbo diesel
	Direct Fuel injection with Common Rail
	Minimum 16" - wheel size 255 70R/16 – alloy wide rims with full
	size spare tire
	4 cylinder
	4 wheel drive (activated from inside)
	5 speed manual transmission
	Power steering
	Heavy duty suspension & shock absorbers
INTERIOR	5 passenger capacity
	4 door double cab
SAFETY	ABS – anti-skid brakes for all wheels
	Height adjustable Seat Belts – front & rear including center rear
	seat
	Front airbags
	Fog Lights
WARRANTY	3 years or 100,000 km bumper to bumper Warranty

Hector Alpuche Procurement Associate 4<sup>th</sup> August, 2017

## FORM FOR SUBMITTING SUPPLIER'S QUOTATION<sup>3</sup>

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery<sup>4</sup>)

, , , , , , , , , , , , , , , , , , , ,	y accept in full the UNDP General Terms and Conditions, and below in conformity with the specification and requirements:

**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
		-	······································		
	Total Prices of Goods <sup>5</sup>				
	Add: Cost of Transportation				
	Add : Cost of Insurance				
	Add: Other Charges (pls. specify)	·			
	Total Final and All-Inclusive Price Quota	ation			

### **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>&</sup>lt;sup>3</sup> This serves as a guide to the Supplier in preparing the quotation and price schedule.

<sup>&</sup>lt;sup>4</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<sup>&</sup>lt;sup>5</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	Your Responses				
Quotation are as follows :	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal		
Delivery Lead Time		,			
Estimated weight/volume/dimension of the Consignment:					
Country/ies Of Origin <sup>6</sup> :					
Warranty and After-Sales Requirements					
<ul> <li>a) Minimum three (3) years warranty on both parts and labor</li> </ul>					
b) Brand new replacement if Purchased Unit is beyond repair					
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>&</sup>lt;sup>6</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.