| **Request for Quotation (RFQ) for Goods/Services** |
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| **Provision of Supply of Six Workstations** |
| RFQ Ref No: RFQ/2024/54552 |

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| Version: v2024 |
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**Invitation letter**

Dear Sir/Madam,

**Subject: Request for Quotations for the Supply of** Six Workstations ***in*** Kabul, Afghanistan *–* **RFQ Case No.:** RFQ/2024/54552

The United Nations Office for Project Services (hereinafter referred to as UNOPS) is pleased to invite prospective bidders to submit a quotation for the provision of goods/services in accordance with the UNOPS General Conditions of Contract and the Schedule of Requirements as set out in this Request for Quotation (RFQ).

The RFQ consists of the following:

* This RFQ Invitation Letter
* Section I: RFQ Particulars
* Section II: Instructions to Bidders
* Section III: Schedule of Requirements
* Section IV: Returnable Bidding Forms
  + Form A: Quotation Submission Form
  + Form B: Price Schedule Form
  + Form C: Technical Quotation Form
  + Form D: Previous Experience Form
  + Form E: Self Disclosure Form
  + Form F: Joint Venture Partner Information Form
  + Company Registration Licence

If you are interested in submitting a quotation in response to this RFQ, please prepare your quotation in accordance with the requirements and process as set out in this RFQ and submit it to UNOPS by the deadline for quotation submission set out in the Section I: RFQ Particulars.

We look forward to receiving your quotation.

**Approved by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Boureima TIMBO

Title: Procurement Specialist / Advisor

Date: Nov 3, 2024

**Section I: RFQ Particulars**

| Scope of Quotation | This RFQ refers to the provision of Supply of six workstationsin *Kabul, Afghanistan* as further described in Section III: Schedule of Requirements. |
| --- | --- |
| Contact person for correspondence, notifications and requests for clarifications | All correspondence, notifications and requests for clarifications in relation to this RFQ shall be sent to:  Samiullah Ajmal  United Nations Office for Project Services  Procurement Department  Samiullaha@unops.org  **ATTENTION: Quotations shall not be submitted to the above address but to the address for quotation submission as set out below.** |
| Bidder Eligibility | No nationalities are excluded from submitting a bid. However, it is required that a Bidder is registered as a legal entity in Afghanistan or represented locally (by a branch office, affiliate, joint venture or official representative) and registered legally as a commercial enterprise in Afghanistan. |
| Clarifications | Requests for clarification from bidders will not be accepted by any later than November 12, 2024.  Responses to requests for clarification will be communicated: United Nations Global Marketplace (UNGM) under RFQ case No [insert case] (open competition)] |
| Quotation validity period | Quotations shall remain valid for acceptance by UNOPS for 60 daysfrom the Deadline for Quotation Submission. |
| Quotation Currency(ies) | Quotations shall be quoted in United States Dollars |
| Duties and Taxes | All quotations shall be submitted net of any direct taxes |
| Language of quotations | All quotations, information, documents and correspondence exchanged between UNOPS and the Bidders in relation to this RFQ process shall be in English. |
| Deadline for Quotation Submission | All quotations must be submitted by 04:00 pm, Kabul, Afghanistan Time on November 16, 2024. |
| Quotation submission | Quotations must be submitted as follows:  ***E-Sourcing System*** |
| Evaluation method and criteria | Quotations shall be evaluated to determine the lowest price most technically acceptable offer. Evaluation shall be conducted as follows:   1. **Preliminary Examination.** The following eligibility and formal criteria will be reviewed for compliance:  * Bidder is eligible as defined in Instructions to Bidders, Article 3, including each member of the Joint Venture, consortium, or association and/or Subcontractor (as applicable) * Completeness of the Quotation. All Returnable Bidding Forms and other documentation requested have been provided and are complete * Bidder accepts UNOPS General Conditions of Contract * Bidder should accept delivery of the goods within 3 weeks after Purchase Order Signature Date * Offer validity period from the date of offer submission 60 days.  1. **Qualifications of the Bidder** will be assessed as per below qualification criteria:  * Bidder should possess a valid registration licence. * Previous Experience: Bidder must list at least 1 contract for the last 5 years to demonstrate that the bidder has the relevant experience as requested. The bidder must provide the details of the contracts along with valid reference contact details. UNOPS will do the reference check for the previous contracts provided in the list and bidders must submit evidence (contracts, POs etc.) confirming experience in supplying the offered or equivalent goods performed by them in the last 5 years prior to this bid opening.  1. **Technical compliance of the offered goods/services.** The following technical criteria will be reviewed for compliance compared to UNOPS requirements:  * Goods/services offered in the quotation are compliant compared to the requirements in Section III: Schedule of Requirements. * The bidder shall demonstrate that its products to be supplied meet the most recent energy certification e.g. Energy Star criteria and/or energy eco-labels e.g. EPEAT, national or regional eco-labels for energy performance.  1. **Financial evaluation.** Quotations that are found to be technically acceptable shall be evaluated based on price and UNOPS will award the contract as per the lowest priced, most technically acceptable offer evaluation methodology.   At any time during the evaluation process UNOPS may request clarification or further information in writing from Bidders. The Bidder’s responses shall not contain any changes regarding the substance, including the technical and financial part of their quotation. UNOPS may use such information in interpreting and evaluating the relevant quotation. |
| Partial quotations | Partial quotations shall not be allowed. Bidders must quote prices for the total goods and/or services for the total requirement requested under Section III: Schedule of Requirements. Evaluation will be done for the total requirement. |
| Alternative quotations | Alternative quotations are not accepted. |
| Documents comprising the Quotation | Bidders shall include the following documents in their quotation:   * Form A: Quotation Submission Form * Form B: Price Schedule Form * Form C: Technical Quotation Form * Form D: Previous Experience Form * Form E: Self DIsclosure Form * Form F: Joint Venture Partner Information Form (if applicable) * Valid Company Registration Licence |
| Type of Contract to be awarded | UNOPS will sign the following contract with the awarded Bidder(s): Purchase Order |
| General Conditions of Contract | In the event of an order, the following conditions of contract will apply:  UNOPS General Conditions of Contract for the provision of Goods  The General Conditions of Contract are available at: [https://www.unops.org/business-opportunities/how-we-procure](https://www.unops.org/business-opportunities/supplier-resource-centre#PopupLinkId_popupshowweprocure) |
| Signing of Contract | UNOPS plans to award the Contract by Nov 21, 2024 |
| UNGM registration | Any Contract resulting from this RFQ exercise will be subject to the supplier registration on United Nations Global Marketplace (UNGM) website. Vendors can register their company by accessing the website at [www.ungm.org](http://www.ungm.org).  The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to Contract signature |

**Section II: Instructions to Bidders**

### SCOPE OF QUOTATION

Bidders are invited to submit a quotation for the goods and/or services specified in Section III: Schedule of Requirements, in accordance with this RFQ.

### INTERPRETATION OF THE RFQ

This RFQ is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitutionary rights.

This RFQ is conducted in accordance with the applicable provisions of UNOPS Procurement Manual (latest version of which can be accessed at: <https://www.unops.org/business-opportunities/how-we-procure>) and other relevant Operational Directives and Operational Instructions that are referred to in the Procurement Manual. In case of contradictions between this RFQ and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

### BIDDER ELIGIBILITY

Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with UNOPS.

A Bidder, and all parties constituting the bidder, may have the nationality of any country with the exception of the nationalities, if any, listed in **Section I: RFQ Particulars**. A Bidder shall be deemed to have the nationality of a country if the Bidder is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.

A Bidder shall not have a conflict of interest. A bidder shall be considered to have a conflict of interest if:

* A Bidder (and its personnel) has a close business or family relationship with a UNOPS personnel or with personnel of the UNOPS partner who engaged UNOPS and who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract;
* A Bidder is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods, services or works required in the present procurement process;
* A Bidder has an interest in other bidders, for the same procurement activity, including when they have common ownership and/or management. Bidders shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Bidder is involved. This includes situations where a firm is the Bidder in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid. In the case of procurement processes with lots, this provision shall apply on a lot by lot basis;
* A Bidder does not comply with any other conflict of interest situation relevant to the specific procurement process as specified in the solicitation document.
* A Bidder that has an owner, partner, board member, officer, who is a current member of UNOPS personnel (regardless of the UNOPS personnel contract modality), or in which a current member of UNOPS personnel has a direct financial interest in any capacity.

Bidders must disclose any actual or potential conflict of interest in the Quotation Submission Form and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UNOPS. Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned further to [UNOPS policy on vendor sanctions](https://unopsprocurement.page.link/OI-Vendor-Sanctions).

A Bidder shall not be eligible to submit a quotation if and when at the time of quotation submission, the Bidder:

* is included in the Ineligibility List, hosted by [UNGM](https://www.ungm.org/), that aggregates information disclosed by UNOPS ([UNOPS Ineligibility List​)](https://www.unops.org/business-opportunities/vendor-sanctions) and other Agencies, Funds or Programs of the UN System;
* is included in the [Consolidated United Nations Security Council Sanctions List​](https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list), including the [UN Security Council Resolution 1267/1989 list](https://www.un.org/sc/suborg/en/sanctions/1267/aq_sanctions_list);
* is included in the [World Bank Corporate Procurement Listing of Non-Responsible Vendors](http://www.worldbank.org/en/about/corporate-procurement/business-opportunities/non-responsible-vendors) and[World Bank Listing of Ineligible Firms and Individuals](https://www.worldbank.org/en/projects-operations/procurement/debarred-firms).
* is included in any other Ineligibility List from a UNOPS partner and if so listed in **Section I: RFQ Particulars**.
* is currently suspended from doing business with UNOPS and removed from its vendor database(s), for reasons other than engaging in proscribed practices as defined in the UNOPS Procurement Manual.

All Bidders are expected to embrace the principles of the [United Nations Supplier Code of Conduct](https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct), given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](http://www.unglobalcompact.org/).

If a bidder does not have all the expertise required for the provision of the goods/services to be provided under the Contract, such bidder may submit a bid in association with other entities, particularly with an entity in the country where the goods and/or services are to be provided. In the case of a joint venture, consortium or association:

(i) All parties of such joint venture, consortium or association shall be jointly and severally liable to UNOPS for any obligations arising from their bid and the Contract that may be awarded to them as a result of this ITB;

(ii) The bid shall clearly identify the designated entity designated to act as the contact point to deal with UNOPS. The duly filled Form D: Joint Venture Partner Information Form must be included with the Bid. Such entity shall have the authority to make decisions binding upon the joint venture, association or consortium during the bidding process and, in the event that a contract is awarded, during the duration of the contract; and

(iii) The composition or the constitution of the joint venture, consortium or association shall not be altered without the prior consent of UNOPS.

(iv) Each joint venture, consortium or association members must meet the bidder eligibility conditions.

The eligibility conditions for the bidders under this article also apply to any sub-contractor.

### CLARIFICATION OF THE RFQ

Bidders may request clarification in relation to the RFQ by submitting a written request to the contact stated in the **Section I: RFQ Particulars**, until the time stated in **Section I: RFQ Particulars**. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.

### REMUNERATION FOR AND COSTS OF QUOTATIONS

Bidders shall not be entitled to any remuneration or compensation for the preparation and submission of their quotation.

### QUOTATION CURRENCY(IES)

The quotation shall be made in the currency(ies) stated in **Section I: RFQ Particulars**. If applicable, for comparison and evaluation purposes, UNOPS will convert the quotations into USD at the official United Nations rate of exchange in force at the time of the deadline for quotation Submission.

UNOPS reserves the right not to reject any quotation submitted in a currency other than the mandatory bidding currency(ies). UNOPS may accept quotation s submitted in another currency than stated above if the Bidder confirms during clarification of quotations in writing that it will accept a Contract issued in the mandatory quotation currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in Section I: RFQ Particulars shall apply. Regardless of the currency of quotations received, the Contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

Rates in quotations shall be fixed. Quotations with adjustable rates shall be disqualified.

### DUTIES AND TAXES

Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNOPS as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in **Section I: RFQ Particulars**.

### PAYMENT TERMS

UNOPS will ordinarily effect payment within 30 days after receipt of the goods/services and on submission of payment documentation. Time in connection with discounts offered for accelerated payment will be computed from the date of receipt of payment documents by UNOPS. Payment discounts will not be considered in the financial evaluation.

### PUBLICATION OF CONTRACT AWARD AND DEBRIEFING PROCEDURES

UNOPS shall publish in its website (<https://data.unops.org>) and/or the UNGM website (<https://www.ungm.org/Public/ContractAward/Index/ContractAwards)> information regarding the purchase order(s) or contract(s) awarded as a result of this RFQ.

UNOPS may debrief unsuccessful bidders upon receipt of a written request. The request for debrief must be received within 10 calendar days of the notification by UNOPS of the tender results to unsuccessful bidders and is a prerequisite for a bidder to file a bid protest, further to Article 12 below. UNOPS shall promptly respond in writing to any unsuccessful Bidder who requests a debriefing.

### ETHICS AND PROSCRIBED PRACTICES

UNOPS requires that all Bidders observe the highest standard of ethics during the entire RFQ process, as well as the duration of any Contract that may be signed as a result of this process. Therefore, all Bidders shall represent and warrant that they:

1. have not unduly obtained, or attempted to unduly obtain, any confidential information in connection with the RFQ process and any Contract that may be signed as a result of this RFQ process;
2. have no conflict of interest that would prevent them from entering into a Contract with UNOPS, and shall have no interest in other parties involved in this RFQ process or in the project underlying this RFQ process;
3. have not engaged, or attempted to engage, in any Proscribed Practices in connection with this RFQ process or the Contract that may be awarded as a result of this RFQ process. For the purposes of this provision, Proscribed Practices are defined in the [UNOPS policy on vendor sanctions](https://unopsprocurement.page.link/OI-Vendor-Sanctions), and include: corrupt practice, fraudulent practice, coercive practice, collusive practice, unethical practice and obstruction.

### AUDIT

UNOPS may conduct investigations relating to any aspect of the Contract award at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor’s obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNOPS access to the Contractor’s premises at reasonable times and on reasonable conditions in connection with such access to the Contractor’s personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor’s attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNOPS hereunder

### BID PROTEST

Any bidder that believes to have been unjustly treated in connection with this solicitation process may submit a complaint to UNOPS’ Director of Implementation Practices and Standards through the [bid.protest@unops.org](mailto:bid.protest@unops.org) email address. For a bid protest to be received and substantially assessed, the vendor must have requested a debrief further to Article 9 and submits the bid protest within 10 calendar days of UNOPS providing the debrief. In the unlikely event that UNOPS does not provide a debrief within 15 calendar days of the vendor’s request further to Article 9 above the vendor may present a bid protest within 10 calendar days of the expiry of said 15 calendar day period. For further details on bid protests, please refer to the UNOPS Procurement Manual.

### CONFIDENTIALITY

#### All information and documents provided to the bidders by UNOPS shall be treated as confidential by the bidders and shall:

#### remain the property of UNOPS;

#### not be used for any purpose other than the purpose of preparing a bid; and

#### be immediately returned to UNOPS in the event the bidder declines to respond to this ITB, or, in the event of a rejected or an unsuccessful bid, within fifteen days of being notified by UNOPS that its bid was rejected or unsuccessful.

All information and documents provided to the bidders by UNOPS shall not be disclosed to any third party, except:

#### with the prior written consent of UNOPS;

#### where the third party is assisting a bidder in preparing the bid, provided the bidder has previously ensured that party's adherence to this duty of confidentiality;

#### if the information or documents is/are at the time of this ITB lawfully in the possession of the bidder through a party other than UNOPS;

#### if required by law, and provided that the bidder has previously informed UNOPS in writing of its obligation to disclose the information or documents; or

#### if the information is generally and publicly available other than as a result of breach of confidence by the person receiving the information.

### DATA PROTECTION

1. UNOPS will handle Personal Data that it obtains from the bidders, and all parties constituting the bidder, (hereinafter the “Bidder ”) as a result of, or in connection with, the solicitation and award process, solely in accordance with its own legal framework.
2. For purposes of this Article, “Personal Data” shall mean any information relating to an identified or identifiable natural person, including any information the disclosure of which could harm such identified or identifiable natural person, and “UNOPS Personal Data” shall mean Personal Data that is obtained by the Bidder from UNOPS in connection with, or related to, the solicitation and award process.
3. By engaging in the solicitation and award process, the Bidder acknowledges and consents to UNOPS’s collection, use, disclosure, transfer and storage of the Bidder’s Personal Data as outlined at <https://www.unops.org/privacy> .
4. Unless otherwise provided in the Contract, the Bidder shall take all appropriate measures, consistent with applicable laws, that have a bearing on the Bidder, to safeguard UNOPS Personal Data.
5. Unless otherwise more specifically provided in the Contract, the Bidder shall, at a minimum:
   1. process UNOPS Personal Data solely and exclusively in accordance with the requirements of the solicitation and award process, and shall not use UNOPS Personal Data for the Bidder’s research, marketing, sales, promotional, or any other purposes;
   2. implement appropriate technical and organizational measures, including appropriate access-control measures, to ensure that UNOPS Personal Data is accessed on a “need-to-know”, least privilege basis by authorized personnel only;
   3. implement appropriate data security measures to preserve the integrity of UNOPS Personal Data and prevent any corruption, tampering, loss, damage, unauthorized access and improper disclosure of UNOPS Personal Data;
   4. process UNOPS Personal Data in a manner that is adequate, relevant and limited to what is necessary for the purposes of the solicitation and award process, and ensure that UNOPS Personal Data is kept for no longer than is necessary to participate in the solicitation /award process;
   5. as and when requested by UNOPS, update or rectify UNOPS Personal Data to ensure its accuracy;
   6. transfer UNOPS Personal Data to third parties, including the Bidder’s agents or proposed sub-contractors, only for the specific purposes of the solicitation and award process, and on terms and conditions equivalent to those set forth in this Article and Article 13: Confidentiality;
   7. immediately notify UNOPS in writing upon becoming aware of any data or security breach; take immediate mitigating and/or remedial action, including mitigating and/or remedial action as directed by UNOPS; and inform and update on a regular basis UNOPS of any measures taken by the Bidder to address such data or security breach;
   8. as instructed by UNOPS in writing, return, delete or destroy UNOPS Personal Data and, upon written request by UNOPS, provide substantiating evidence of such destruction to UNOPS; and
   9. consult with, and follow the instructions of, UNOPS with respect to handling any requests and/or complaints by third parties in respect of UNOPS Personal Data made to or received by the Bidder .
   10. The provisions of this Article shall survive any termination or expiration of the solicitation and award process.

**Section III: Schedule of Requirements**

**Technical specifications for Goods and Comparative Data Table:**

| **Item No** | **UNOPS minimum technical requirements** | **Quantity** | **Is quotation compliant?** Bidder to complete | **Details of goods offered.** Bidder to complete |
| --- | --- | --- | --- | --- |
| 1 | **Tech specs:**  ***Processor:***  ● 13th Gen Intel Core i7-13700H Processor Built on the Intel Evo platform  ● Intel Gen3 Movidius 3700VC VPU AI Accelerator  ***Graphics:***  ● NVIDIA GeForce RTX™ 4060 Laptop GPU with 8GB GDDR6 vRAM 2010 MHz boost clock speed, 80W maximum graphics power  ***Memory and storage:***  ● Memory: 64GB LPDDR5x RAM  ● Storage: 1TB  ***Display:***  ● Touchscreen: 14.4” PixelSense Flow Display ● Resolution: 2400 x 1600 (200 PPI)  ***Battery capacities:***  ● Battery Capacity Nominal (WH) 58 ● Battery life: Intel Iris Xe graphics model: up to 19 hours of typical device usage  ***Video/Cameras:***  ● Full HD front-facing Studio camera:  ○ 1080p Full HD camera with wide field of view  ○ Windows Studio Effects with auto framing, eye contact, and background blur  ● Windows Hello 2.0 face authentication camera  ***Audio:***  ● Quad Omnisonic, speakers with Dolby, Atmos  ***Mics:***  ● Dual Studio Mics with Voice Clarity, enabling super-wideband and natural full-duplex conversations  ***Connections (Ports):***  ● 2 x USB-C with USB4 Thunderbolt 4 (with DisplayPort and Power Delivery)  ● USB-A 3.1  ● MicroSDXC card reader  ● 3.5 mm headphone jack  ● Surface Connect port  ***Network and connectivity:***  ● Wi-Fi 6E: 802.11ax compatible  ● Bluetooth Wireless 5.3 technology  ***Pen and accessories compatibility:***  ● Designed for Surface Slim Pen 2  ● and supports tactile signals  ● Integrated Surface Slim Pen 2  ● storage for charging under the keyboard  ● Supports Microsoft Pen Protocol (MPP)  ***Keyboard layout:***  ● Backlight  ***Warranty:***  ● 1-year limited hardware warranty  ***What’s in the box:***  ● Surface Laptop Studio 2  ● Power supply:  ○ Intel Iris Xe graphics model: 102W  ○ NVIDIA graphics models: 120W  ● Quick start guide  ● Safety and warranty documents  Or Equivalent | 6 | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |

**Delivery requirements and Comparative Data Table:**

| **UNOPS Requirements** | | **Is quotation compliant?** Bidder to complete | **Details**  Bidder to complete |
| --- | --- | --- | --- |
| **Delivery time** | Bidder shall deliver the goods in three (3) weeks after Contract signature. | ☐ Yes ☐ No | Insert details |
| **Resource Efficiency-Energy Efficiency measures** | The bidder shall demonstrate that its products to be supplied meet the most recent energy certification e.g. Energy Star criteria and/or energy eco-labels e.g. EPEAT, national or regional eco-labels for energy performance. | ☐ Yes ☐ No | Insert details |
| **Delivery place and Incoterms rules** | DAP to UNOPS CRLP Office in Kabul | ☐ Yes ☐ No | Insert details |
| **Consignee details** | UNOPS AFCO, UNOCA Compound, Jalalabad Road, Kabul, Afghanistan. | ☐ Yes ☐ No | Insert details |
| **UNOPS Right to vary requirements** | At the time the Contract is awarded, UNOPS reserves the right to vary the quantity of the goods and associated services specified above, provided this does not exceed +/- 20% , without any change in the unit prices or other terms and conditions of the RFQ. | ☐ Yes ☐ No | Insert details |

**Section IV: Returnable Bidding Forms**

**Note to Bidders:** **Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Bidding Forms as instructed** **and return them as part of your quotation.**

The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their Quotation.

**Form A: Quotation submission form**

Bidders are requested to complete this form, sign it and return it as part of their bid submission. The bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Date: [Insert submission date]

**Subject: Quotation for the supply of** [***Insert a brief description of goods/services*]****in**[***Name of country/city*],** RFQ Case No. [Insert RFQ ref. number], dated **[insert date]**

We, the undersigned, declare that:

* 1. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract;
  2. Our quotation shall be valid for the period of time of [insert number of days which shall not be less than the specified in Section I: RFQ Particulars, Period of Validity of Quotations] from the date fixed for the submission deadline as set out in the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
  3. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS. [If you have any actual or potential conflict of interest as defined in Article 3 of Section II: Instructions to Bidders, please disclose it here];
  4. Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
  5. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the Contract—has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/PD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 3, Eligibility;
  6. We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact;
  7. We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgement or pending legal action against them that could impair their operations in the foreseeable future;
  8. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any Contract awarded.

I, the undersigned, certify that I am duly authorised by [***insert full name of bidder***] to sign this quotation and bind [***insert full name of bidder***] should UNOPS accept this quotation:

Name: [complete]

Title: [complete]

Date: [complete]

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide the name and contact information for the primary contact from your company for this quotation:

Name: [complete]

Title: [complete]

Email address: [complete]

Telephone: [complete]

# Form B: Price Schedule Form

Bidders shall fill in this Price Schedule Form in accordance with the instructions indicated.

RFQ reference no: [insert RFQ reference No.]

| **Currency** | USD |
| --- | --- |

| **Item No** | **Description** | **Qty** | **Unit price DAP** | **Total price DAP** |
| --- | --- | --- | --- | --- |
| 1. | Work Stations as per the schedule of requirement | 6 | insert | insert |
| **Total Price** | | | |  |

Payment terms 30 days accepted: ☐ Yes

**Bidder’s discount for accelerated payment:** \_\_\_\_% of total firm price for each calendar day less than thirty (30) days

**List of subcontractors or suppliers**

Bidder must identify the names of all subcontractors/suppliers who will be providing good/services under this Contract and the type of work being subcontracted, if applicable.

1. \_[Full legal name and address of subcontractors]\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, the undersigned, certify that I am duly authorised by [***insert full name of Bidder***] to sign this quotation and bind [***insert full name of Bidder***] should UNOPS accept this quotation:

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Form C: Technical Quotation Form

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of Bidder]

Bidders are required to complete the **Comparative Data Tables** included in Section III: Schedule of Requirements to demonstrate compliance with UNOPS requirements and insert them below. Bidders are NOT allowed to make any change in the “UNOPS requirements” columns of the Comparative Data Tables. Such changes might disqualify your quotation.

**Technical specifications for goods – Comparative Data Table**

[Insert table here]

**Delivery requirements –– Comparative Data Table**

[Insert table here]

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in **Section III: Schedule of Requirements**.

☐ Yes ☐ No

ANY DEVIATION MUST BE LISTED BELOW:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If subcontracting is anticipated in the performance by the contractor, Procurement Official should insert the following:

List of subcontractors or suppliers

Bidder must identify the names of all subcontractors/suppliers who will be providing goods/services under this contract and the type of work being subcontracted, if applicable.

1. \_[Full legal name and address of subcontractors]\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(C)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, the undersigned, certify that I am duly authorised by [insert full name of bidder] to sign this bid and bind [insert full name of bidder] should UNOPS accept this bid:

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Form D: Previous experience form

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of Bidder]

| **Description of services/goods** | **Country** | **Total amount of Contract** | **Contract Identification and Title and**  **Contact details of Client**  **(Name, Address, telephone, email, fax)** | **Year project was undertaken** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Form E: Self Disclosure Form

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of Bidder]

| **Ref.** | **Critical area** | **Response** | **Comments** |
| --- | --- | --- | --- |
| **1** | Has the entity or individual declared bankruptcy, or been involved in bankruptcy or receivership proceedings, or is there any judgement or pending legal action against them, which could impair operations in the foreseeable future; | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **2** | Has the entity or individual been found (or is awaiting a judgement or administrative decision) in breach of their obligations relating to the payment of taxes or social security contributions? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **3** | Has the entity or individual been found (or is awaiting a judgement or administrative decision) guilty of misconduct for the violation of applicable laws, regulations or ethical standards of the profession to which they belong? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **4** | Has the entity or individual engaged, or attempted to engage, in any Proscribed Practices in the past?  For the purposes of this provision, “Proscribed Practices” are defined in the UNOPS Operational Instruction on [Vendor Sanctions](https://content.unops.org/documents/libraries/policies-2020/operational-directives-and-instructions/procurement-framework/en/OI.PG-Vendor-Sanctions-2021.pdf) and include the following:   * A corrupt practice: the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party; * A fraudulent practice: any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation; * A coercive practice: an act or omission that impairs or harms, or threatens to impair or harm, directly or indirectly, any party or the property of the party to improperly influence the actions of a party; * A collusive practice: an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party; * An unethical practice: Conduct or behaviour that is contrary to the conflict of interest, gifts and hospitality, post-employment provisions or other published requirements of doing business with UNOPS; and * Obstruction: Acts or omissions by a Vendor that prevent or hinder UNOPS from investigating instances of possible Proscribed Practices. | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **5** | Has the entity or individual unduly obtained, or attempted to unduly obtain, any confidential information in connection with this procurement process and any agreement that may be awarded as a result of this process? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **6** | Does the entity or individual have a conflict of interest, as provided in the Instructions to bidders, Article 3 “Bidder eligibility”, that may prevent them from entering into an agreement with UNOPS, or that may in any way jeopardise their performance in carrying out their obligations under the agreement? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **7** | Has the entity or individual been found (or is awaiting a judgement or administrative decision) to be involved in any of the following:   * Fraudulent practice; * Corrupt practice; * Affiliation with a criminal organisation; * Money laundering; * Terrorist financing; * Child labour; or * Human trafficking? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **8** | Has the entity or individual had significant performance issues in the past that led to the early termination of a legal commitment or the application of damages or other contractual penalties, or that were discovered following inspections, audits or investigations? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **9** | Has the entity or individual committed any financial irregularity, resulting from an act or omission or the inclusion of an unjustified item of expenditure outside a contractual engagement that had the effect of prejudicing their use of public funds? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| **10** | Has the entity or individual been found (or is awaiting a judgement or administrative decision) to have created an entity in a different jurisdiction with the intent of circumventing fiscal, social or any other legal obligations in the jurisdiction of their registered office, central administration or principal place of business? | Select | [If the response is ‘Yes’, provide an explanation here.] |

I, the undersigned, hereby declare that the information provided is true and correct. I also understand that any willful dishonesty may result in the refusal of this submission. I understand that engagement in any of the above critical areas may, at the discretion of UNOPS, automatically result in the exclusion from this procurement process.

| **Name:** |  |
| --- | --- |
| **Title** |  |
| **Date:** | **Sep 20, 2024** |
| **Signature** |  |

[Stamp this form with the official stamp of the bidder]

**Form F: Joint Venture Partner Information Form**

[The Bidder shall fill in this Form in accordance with the instructions indicated below].

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

| **JV / Consortium/ Association Information** | |
| --- | --- |
| **Name** | [complete] |
| **Names of each partner and contact information**  (address, telephone numbers, fax numbers, e-mail address) | [complete] |
| **Name of leading** partner (with authority to bind the JV, Consortium, Association during the Bidding process and, in the event a Contract is awarded, during contract execution) | [complete] |
| **Proposed proportion of responsibilities between partners (in %) with indication of the type of the goods/services to be delivered by each** | [complete] |

**Signatures of all partners of the JV:**

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNOPS for the fulfilment of the provisions of the Contract.

Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_