**Section III: 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: Request for Quotations (RFQ) for the Supply and Delivery of Anti Psychotic, Anti Seizures/Epilepsy, Anti Gastric Acid, Blood Thinner, Bronchodilators drugs for the Ministry of Health, The Gambia. RFQ Ref No. RFQ/2025/56492**

*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 60 days 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 judgment 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 authorized 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 these Price Schedule Forms in accordance with the instructions indicated.

RFQ reference no: RFQ/2025/56492

Name of Bidder:

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

**Prices for Goods**

| **Lot No.** | **Product Description** | **Qty (units)** | **Currency: USD** | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **FCA Unit price**  **(b)** | **CPT Unit price**  **(c)** | **Total FCA price**  **(a)x(b)** | **Total CPT price**  **(a)x(c)** |
| Lot 1 | Chlorpromazine 50mg/2ml Injection 2ml per ampoule | 5,250 ampoules |  |  |  |  |
| Lot 2 | Carbamazepine 200mg tablets Pack size; 1000tablets bulk / container package  **or**  Pack size of 100 tabs of 200mg each | 3,000 Packs of 1000tbs |  |  |  |  |
| Lot 3 | Fluphenazine decanoate 25mg/ml injection  1ml per ampoule | 11,250 ampoules |  |  |  |  |
| Lot 4 | Haloperidol 50mg/ml injection (Decanoate)  1 ml per ampoule | 3,000 ampoules |  |  |  |  |
| Lot 5 | Phenobarbital 100mg/ml injection, 2ml per ampoule | 7,500 ampoules |  |  |  |  |
| Lot 6 | Esomeprazole 40mg/5ml, Injection 5ml per vial | 4,500 vials |  |  |  |  |
| Lot 7 | Enoxaparin sodium 40mg/0.4ml injection  Pre-filled syringes | 4,500 syringes |  |  |  |  |
| Lot 8 | Salbutamol 5mg/ml nebulizer solution,  20ml bottle | 7,400 bottles |  |  |  |  |
| Lot 9 | Salbutamol inhaler 100 micrograms/dose  200 dose pack/bottle | 3,375 bottles |  |  |  |  |
| Lot 10 | Aminophylline hydrate 25mg/ml inj, 10ml per ampoule | 3,750 ampoule |  |  |  |  |
| Lot 11 | Ipratropium Bromide 250 micrograms /ml nebulizer solution 20ml per bottle | 2,250 bottle |  |  |  |  |

**Bid Summary**

**Lot 1**

| Total Price of Goods FCA | [insert amount in USD] |
| --- | --- |
| Air Freight Cost | insert amount in USD] |
| Total Price of Goods CPT (Banjul International Airport) | insert amount in USD] |

**Lot 2**

| Total Price of Goods FCA | [insert amount in USD] |
| --- | --- |
| Air Freight Cost | insert amount in USD] |
| Total Price of Goods CPT (Banjul International Airport) | insert amount in USD] |

**Lot 3**

| Total Price of Goods FCA | [insert amount in USD] |
| --- | --- |
| Air Freight Cost | insert amount in USD] |
| Total Price of Goods CPT (Banjul International Airport) | insert amount in USD] |

**Lot 4**

| Total Price of Goods FCA | [insert amount in USD] |
| --- | --- |
| Air Freight Cost | insert amount in USD] |
| Total Price of Goods CPT (Banjul International Airport) | insert amount in USD] |

**Lot 5**

| Total Price of Goods FCA | [insert amount in USD] |
| --- | --- |
| Air Freight Cost | insert amount in USD] |
| Total Price of Goods CPT (Banjul International Airport) | insert amount in USD] |

**Lot 6**

| Total Price of Goods FCA | [insert amount in USD] |
| --- | --- |
| Air Freight Cost | insert amount in USD] |
| Total Price of Goods CPT (Banjul International Airport) | insert amount in USD] |

**Lot 7**

| Total Price of Goods FCA | [insert amount in USD] |
| --- | --- |
| Air Freight Cost | insert amount in USD] |
| Total Price of Goods CPT (Banjul International Airport) | insert amount in USD] |

**Lot 8**

| Total Price of Goods FCA | [insert amount in USD] |
| --- | --- |
| Air Freight Cost | insert amount in USD] |
| Total Price of Goods CPT (Banjul International Airport) | insert amount in USD] |

**Lot 9**

| Total Price of Goods FCA | [insert amount in USD] |
| --- | --- |
| Air Freight Cost | insert amount in USD] |
| Total Price of Goods CPT (Banjul International Airport) | insert amount in USD] |

**Lot 10**

| Total Price of Goods FCA | [insert amount in USD] |
| --- | --- |
| Air Freight Cost | insert amount in USD] |
| Total Price of Goods CPT (Banjul International Airport) | insert amount in USD] |

**Lot 11**

| Total Price of Goods FCA | [insert amount in USD] |
| --- | --- |
| Air Freight Cost | insert amount in USD] |
| Total Price of Goods CPT (Airfreight - Banjul International Airport) | insert amount in USD] |

**NOTE: UNOPS reserves the right to award either FCA price or CPT Banjul International Airport price**

I, the undersigned, certify that I am duly authorized 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 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 IV: 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**

**Supply of Medicines**

| **Lot No.** | **Product Description** | **Quantity** | **Is quotation compliant?** Bidder to complete | **Details of goods offered.** Bidder to complete |
| --- | --- | --- | --- | --- |
| Lot 1 | Chlorpromazine 50mg/2ml Injection 2ml per ampoule | 5,250 ampoules | ☐ Yes ☐ No | insert pack size details |
| Lot 2 | Carbamazepine 200mg tablets Pack size; 1000tablets bulk / container package  **or**  Pack size of 100 tabs of 200mg each | 3,000 packs of 1000tabs | ☐ Yes ☐ No | insert pack size details |
| Lot 3 | Fluphenazine decanoate 25mg/ml injection  1ml per ampoule | 11,250 ampoules | ☐ Yes ☐ No | insert pack size details |
| Lot 4 | Haloperidol 50mg/ml injection (Decanoate)  1 ml per ampoule | 3,000 ampoules | ☐ Yes ☐ No | insert pack size details |
| Lot 5 | Phenobarbital 100mg/ml injection, 2ml per ampoule | 7,500 ampoules | ☐ Yes ☐ No | insert pack size details |
| Lot 6 | Esomeprazole 40mg/5ml, Injection 5ml per vial | 4,500 vials | ☐ Yes ☐ No | insert pack size details |
| Lot 7 | Enoxaparin sodium 40mg/0.4ml injection  Pre-filled syringes | 4,500 syringes | ☐ Yes ☐ No | insert pack size details |
| Lot 8 | Salbutamol 5mg/ml nebulizer solution,  20ml bottle | 7,400 bottles | ☐ Yes ☐ No | insert pack size details |
| Lot 9 | Salbutamol inhaler 100 micrograms/dose  200 dose pack / bottle | 3,375 bottles | ☐ Yes ☐ No | insert pack size details |
| Lot 10 | Aminophylline hydrate 25mg/ml inj, 10ml per ampoule | 3,750 ampoules | ☐ Yes ☐ No | insert pack size details |
| Lot 11 | Ipratropium Bromide 250 micrograms /ml nebulizer solution 20ml per bottle | 250 bottles | ☐ Yes ☐ No | insert pack size details |

**Minimum Quality Requirements**

| **No.** | **General Specifications for each medicine product** | **Bidder Compliance**  **(tick applicable box)** | **Bidder to share any further details** |
| --- | --- | --- | --- |
| 1 | **Pack size**; Bidder to indicate the pack size offered however prices will be based on individual pack/ ampoule/vial/bottle | ☐ Yes ☐ No |  |
| 2 | **Product Information Leaflet** with English as one of the languages used | ☐ Yes ☐ No |  |
| 3 | **Special Transport** Requirements to be applied (where applicable) | ☐ Yes ☐ No |  |
| 4 | **At least 75% shelf life** remaining at the time of delivery at port of entry in Gambia | ☐ Yes ☐ No |  |

| **No.** | **Minimum Quality Criteria for each Lot / medicine requested**  **Note: Products that do not meet this quality criteria will be disqualified** | **Bidder Compliance** | **Bidder to share any further details or Notify attachment requested** |
| --- | --- | --- | --- |
| 1 | Provide Product Registration license in the country of manufacture | ☐ Yes ☐ No |  |
| 2 | [Provide GMP certificate issued by either ML4 country or WLA country or , WHOPrequalified or an SRA country or PIC/S country](https://cdn.who.int/media/docs/default-source/medicines/regulatory-systems/wla/list-of-nras-operating-at-ml3-and-ml4.pdf?sfvrsn=ee93064f_18&download=true)  [Relevant Links](https://cdn.who.int/media/docs/default-source/medicines/regulatory-systems/wla/list-of-nras-operating-at-ml3-and-ml4.pdf?sfvrsn=ee93064f_18&download=true)  [WHO List of Countries operating at ML3 or ML4](https://cdn.who.int/media/docs/default-source/medicines/regulatory-systems/wla/list-of-nras-operating-at-ml3-and-ml4.pdf?sfvrsn=ee93064f_18&download=true)  [NRAs of Reference for the Americas and SRAs](https://cdn.who.int/media/docs/default-source/medicines/regulatory-systems/wla/list-of-nras-operating-at-ml3-and-ml4.pdf?sfvrsn=ee93064f_18&download=true)  [PIC/S participating authorities](https://cdn.who.int/media/docs/default-source/medicines/regulatory-systems/wla/list-of-nras-operating-at-ml3-and-ml4.pdf?sfvrsn=ee93064f_18&download=true)  [WHO prequalified products](https://cdn.who.int/media/docs/default-source/medicines/regulatory-systems/wla/list-of-nras-operating-at-ml3-and-ml4.pdf?sfvrsn=ee93064f_18&download=true) | ☐ Yes ☐ No |  |
| 3 | Provide Product Marketing Authorization from either ML4 country or WLA country or , WHO Prequalified or an SRA country | ☐ Yes ☐ No |  |
| 4 | Provide Certificate of Analysis (CoA) of a recent batch or  Acceptable recent laboratory quality control test results indicating Pharmacopoeia used for production | ☐ Yes ☐ No |  |
| 5 | Provide Product Registration in Gambia (OPTIONAle)  Registration will be waived for non-registered products | ☐ Yes ☐ No |  |
| 6 | **For Distributors**  a) Provide Manufacturer’s authorisation or that of their Authourised Legal Representative  b) Provide license to import, store, distribute, and sell (if the supplier is not the manufacturer)  c) Provide either of the following Quality Management Systems certifications; ISO 9001 or GDP or GSP or SOP or Inspection | ☐ Yes ☐ No |  |

**Delivery requirements**

| **UNOPS Requirements** | | **Is Bid compliant?** Bidder to complete | **Details**  Bidder to complete |
| --- | --- | --- | --- |
| **Delivery time** | Bidder shall deliver the goods Four (4)- twelve (12) weeks after contract signing | Lot 1 ☐ Yes ☐ No  Lot 2 ☐ Yes ☐ No  Lot 3 ☐ Yes ☐ No  Lot 4 ☐ Yes ☐ No  Lot 5 ☐ Yes ☐ No  Lot 6 ☐ Yes ☐ No  Lot 7 ☐ Yes ☐ No  Lot 8 ☐ Yes ☐ No  Lot 9 ☐ Yes ☐ No  Lot 10 ☐ Yes ☐ No  Lot 11 ☐ Yes ☐ No | **Lot 1** Insert delivery details  **Lot 2** Insert delivery details  **Lot 3** Insert delivery details  **Lot 4** Insert delivery details  **Lot 5** Insert delivery details  **Lot 6** Insert delivery details  **Lot 7** Insert delivery details  **Lot 8** Insert delivery details  **Lot 9** Insert delivery details  **Lot 10** Insert delivery details  **Lot 11** Insert delivery details |
| **Delivery place and Incoterms rules** | Airfreight, Banjul International Airport | CPT as per Incoterms 2020 | ☐ Yes ☐ No |  |
| **Consignee details** | Ministry of Health, Banjul, The Gambia | ☐ Yes ☐ No |  |
| **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 |  |

**Form D: Previous Experience Form**

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

Bidders are required to provide at least two past experiences in supplying specific/ similar services.

| **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: Manufacturer’s Authorization Form**

A letter issued by the manufacturer authorizing the applicant to participate in this particular ITB must be submitted with the bid in the format provided in this Form.

To be eligible for delivery of goods, the bidder must be either the manufacturer of the offered goods or a sole representative of the manufacturer to the United Nations. Should offers for a particular make and model be received from more than one appointed representative, UNOPS reserves the right to select only one.

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

To: UNOPS

**WHEREAS**

We ***[insert complete name of manufacturer***], who are official manufacturers of [***insert type of goods manufactured],*** having factories at ***[insert full address of manufacturer’s factories***], do hereby authorize ***[insert complete name of bidder]*** to submit a bid the purpose of which is to provide the following goods, manufactured by us ***[insert name and or brief description of the goods]***, and to subsequently negotiate and sign the contract.

We hereby extend our full guarantee and warranty in accordance with Clause 4.5 of the General Conditions of Contract for the Provision of Goods, with respect to the goods offered by the above firm.

Signed: [***insert signature(s) of authorized representative(s) of the manufacturer]***

Name***: [insert complete name(s) of authorized representative(s) of the manufacturer]***

Title: ***[insert title]***

Dated on \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ ***[insert date of signing]***

**Sustainability criteria - to be evaluated as part of technical evaluation based on Pass/Fail**

**Sustainability criteria** - Bidders should provide supporting documentation which outlines its procedure or the manufacturer’s procedure for waste management & disposal. The plan should explain the formal plan for waste management which outlines how waste will be minimised, sorted, stored, and disposed of;