Section III: Returnable Bidding Forms

**eSourcing reference**: RFQ/2020/13939

Note to Bidders: The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their quotation. Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Biding Forms as instructed and return them as part of your quotation by uploading them against their specific Document Checklist in the UNOPS eSourcing system.

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 the Tender Particulars section, 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 I: 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 this Price Schedule Form in accordance with the instructions indicated.

RFQ reference no: [insert RFQ reference No.]

Multiple Long Term Agreements (LTA) of one year (with possibility of extension of another one year) might result out of this process depending on the product quality and supplier capacity to take care of aftersales services.   
The LTAs may be established based on Geographical areas in four major cities of Yemen;   
- Sana'a  
- Aden  
- Al Hudaydah  
- Mukalla

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item No** | **Description** | **Qty** | **Total price for each location (DAP) in USD** | | | |
| **Sana’a** | **Aden** | **Al Hudaydah** | **Mukalla** |
| 1. | Multi-light kit with mobile phone charging | 0-250 | insert | insert | insert | insert |
| 251-500 | insert | insert | insert | insert |
| 501-1000 | insert | insert | insert | insert |
| 2. | Multi-light kit with mobile phone charging, radio and/or portable light | 0-250 | insert | insert | insert | insert |
| 251-500 | insert | insert | insert | insert |
| 501-1000 | insert | insert | insert | insert |
| 3. | Multi-light kit with mobile phone charging and a fan | 0-250 | insert | insert | insert | insert |
| 251-500 | insert | insert | insert | insert |
| 501-1000 | insert | insert | insert | insert |

|  |
| --- |
| Storage: The awarded bidder shall provide a written confirmation of the capacity of storing the goods at the bidder’s cost for till receipt of notification from UNOPS regarding the final point of delivery in above mentioned cities. |

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 authorized 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 II: Schedule of Requirements to demonstrate compliance with UNOPS requirements and inserted 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**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **UNOPS minimum technical requirements**  **(General for all categories)** | **Is quotation compliant?** Bidder to complete | **Details of goods offered.** Bidder to complete |
| 1 | Products in all three categories shall include the following:   * PV module suitable for outdoor installation * A central control unit with integrated battery designed for fixed indoor installation * Fixed light points that are designed for indoor installation * Other accessories such as cables and switches. | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 2 | The PV module maximum power point voltage and the working voltage of any other components in the kit shall not exceed 35V DC. AC inputs may exceed this limit. | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 3 | The kit shall support DC loads only. No inverters, systems with AC outputs/outlets, or AC appliances are accepted. | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 4 | The peak power rating of the PV module shall be less than 350 W. | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 5 | All connections shall be ‘plug-and-play’; no technicians or electricians are necessary to install and operate the system safely and successfully | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 6 | The products shall be Fee-for-service or Pay-as-you-go (PAYG) enabled. These shall be in “unlocked” mode initially, but can be activated if sold to end beneficiaries based on credit. Initially, the products shall be fully operational without the need for payment, entry of codes, network connectivity, etc. | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 7 | Qualifying products shall be Lighting Global quality-certified (i.e. meet the [Lighting Global Quality Standards](https://www.lightingglobal.org/quality-assurance-program/our-standards/)), and have a valid Verification Letter at the time of submission of bids. | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 8 | The minimum warranty period from the time of purchase by the end-user is at least:  • 2 years for the main system, including the PV module, control unit, cables and lights and the system battery. (Note that batteries included within appliances are only required to meet the 1-year warranty). The battery warranty is assumed to include a capacity retention figure of at least 80% at two years, benchmarked to the advertised battery capacity and/or the battery capacity presented in the Lighting Global test report, whichever is higher. | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 9 | One (1) year for all lighting appliances that include their own batteries (including pico-power lights), all non-lighting appliances, USB charging adaptors and similar accessories. | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 10 | The warranty must cover, at minimum, manufacturing defects that impede operation under normal use and protection from early component failure. | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 11 | The warranty certificates must be available to the end users in writing to understand the terms of warranty prior to purchase. The written information should be available in Arabic and English. Consumer-facing warranties could be included on the product box, or on a user agreement or warranty card that is easily accessed prior to purchase | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 12 | A statement must be provided detailing the bidder capability to handle warranty issues and after-sales service in the context of Yemen. This must include how users will access the warranty and the process involved (return to point of purchase/distributor/service center, call or SMS a number, etc.), how the warranty will be executed (repair, replacement, etc.) | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 13 | The user manual must present instructions for installation, use, and troubleshooting of the system. Installation instructions must include appropriate placement and installation of the PV module. Basic electrical safety and system maintenance must also be covered. Installation and operation instructions should be presented in Arabic and English with graphics that can be understood by the typical consumer. | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| **Item No** | **UNOPS minimum technical requirements (for Cat. (A) additional to the general requirements )** | **Is quotation compliant?** Bidder to complete | **Details of goods offered.** Bidder to complete |
| 14 | Lighting: System includes at least two (2) fixed light points intended for indoor use. | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 15 | Mobile Phone Charging: System capable of charging common models of basic mobile phones and smartphones | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| **Item No** | **UNOPS minimum technical requirements (for Cat. (B) additional to the general requirements )** | **Is quotation compliant?** Bidder to complete | **Details of goods offered. Bidder to complete** |
| 16 | Lighting: System includes at least three (3) fixed light points intended for indoor use. | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 17 | Mobile Phone Charging: System capable of charging common models of basic mobile phones and smartphones | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 18 | Included appliance(s) – Kit must include a radio and/or a portable lamp/torch  **Radio:** AM/FM functionality  Portable (includes internal battery)  Charged via main control unit  **Portable lamp or torch (flashlight):** Portable, hand-held (includes internal battery)  Charged via main control unit  Total light output (luminous flux) greater than 15 lumens | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| **Item No** | **UNOPS minimum technical requirements (for Cat. (C) additional to the general requirements )** | **Is quotation compliant?** Bidder to complete | **Details of goods offered. Bidder to complete** |
| 19 | Lighting: System includes at least three (3) fixed light points intended for indoor use. | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 20 | Mobile Phone Charging: System capable of charging common models of basic mobile phones and smartphones | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 21 | * **Fan:** Direct current (DC) only   Powered via main control unit | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| **Item No** | **General minimum requirements** | **Is quotation compliant?** Bidder to complete | **Details of goods offered. Bidder to complete** |
| 22 | * The bidder confirms their full understanding of the situation in Yemen and their ability to deliver the required products to the designated location with the full compliance to the incoterm  (DAP, unloaded, and customs cleared). UNOPS will only support the winner with the exempt documents for the goods. | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |

**Delivery requirements –– Comparative Data Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **UNOPS Requirements** | | **Is quotation compliant?** Bidder to complete | **Details**  Bidder to complete |
| **Delivery time** | Bidder shall deliver the goods [8-12 weeks] after Contract signature. | Yes  No | Insert details |
| **Express delivery time** | Bidder to offer shorter delivery period after contact signature |  |  |
| **Delivery place and Incoterms rules** | DAP as per Incoterms 2010  To multiple locations in Yemen as agreed | Yes  No | Insert details |
| **Consignee details** | Consignee details will be provided in each delivery | 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 |

**00ax: +45 45 33 75 01**

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

Yes  No

ANY DEVIATION MUST BE LISTED BELOW:

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

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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_