**Section III: Returnable Bidding Forms**

**eSourcing reference**: RFQ/2020/15906

**RFQ reference no**: UNOPS-NORPRO-2020-G-008

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 Bidding 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** **chemicals, lab ware and consumables for the Institute for Chemistry****in**[**Skopje],** RFQ Case No. **[UNOPS-NORPRO-2020-G-008]**, 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 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 this Price Schedule Form in accordance with the instructions indicated.

RFQ reference no: RFQ/2020/15906

|  |  |
| --- | --- |
| **Currency** | USD, excluding VAT |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LOT No.** | **Item No.** | **Element** | **Description** | **Total price DAP**  **for LOT 1**  (USD, VAT free)  (Insert) |
| 1 | 1-4 | Proficiency testing, CRM | in accordance with detailed requirement as described in Section II: Schedule of Requirements and Detailed breakdown of prices document |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LOT No.** | **Item No.** | **Element** | **Description** | **Total price DAP**  **for LOT 2**  (USD, VAT free)  (Insert) |
| 2 | 1-40 | Reagents | in accordance with detailed requirement as described in Section II: Schedule of Requirements and Detailed breakdown of prices document |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LOT No.** | **Item No.** | **Element** | **Description** | **Total price DAP**  **for LOT 3**  (USD, VAT free)  (Insert) |
| 3 | 1-24 | Apparatus | in accordance with detailed requirement as described in Section II: Schedule of Requirements and Detailed breakdown of prices document |  |

Invoicing term: upon delivery

Payment terms: 30 days from receipt of invoice

Terms accepted: ☐ Yes ☐ No

**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.

Bid for:

LOT 1 ☐

LOT 2 ☐

LOT 3 ☐

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

**List of legal entities associated to the Bidder**

Bidder must also identify and disclose any information regarding all legal entity/s associated to it, by providing their full legal name and address:

1. \_[Full legal name and address of the associated legal entity\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In case of no related entities, the Bidder must sign the following statement to that effect:

[***Delete or cross out if not applicable]:***

I, the undersigned, certify that there are no legal entities associated to the [***insert full name of Bidder***]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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: [RFQ/2020/15906]

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.

Bid for:

LOT 1 ☐

LOT 2 ☐

LOT 3 ☐

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LOT No.** | **Item No.** | **Element** | **UNOPS minimum technical requirements** | **Is quotation compliant?**  Bidder to complete |
| 1 | 1-4 | Proficiency testing, CRM | in accordance with detailed requirement as described in Section II: Schedule of Requirements and *Detailed technical offer document* | ☐ Yes ☐ No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LOT No.** | **Item No.** | **Element** | **UNOPS minimum technical requirements** | **Is quotation compliant?**  Bidder to complete |
| 2 | 1-40 | Reagents | in accordance with detailed requirement as described in Section II: Schedule of Requirements and *Detailed technical offer document* | ☐ Yes ☐ No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LOT No.** | **Item No.** | **Element** | **UNOPS minimum technical requirements** | **Is quotation compliant?**  Bidder to complete |
| 3 | 1-24 | Apparatus | in accordance with detailed requirement as described in Section II: Schedule of Requirements and *Detailed technical offer document* | ☐ Yes ☐ No |

**Delivery requirements –– Comparative Data Table**

Bid for:

LOT 1 ☐

LOT 2 ☐

LOT 3 ☐

|  |  |  |  |
| --- | --- | --- | --- |
| **UNOPS Requirements** | | **Is quotation compliant?** Bidder to complete | **Details**  Bidder to complete  Insert details |
| **Delivery time** | LOT1:  Ordering: at the beginning of 2021  Delivery: during February/March 2021  LOT2:  Ordering: in September 2020  Delivery: as soon as possible, maximum 30 days from order  LOT3:  Ordering: in September 2020  Delivery: as soon as possible, maximum 30 days from order | ☐ Yes ☐ No |  |
| **Delivery place and Incoterms rules** | DAP (Delivered at Place, as per Incoterms 2010) to one Consignee (Beneficiary) in Skopje, North Macedonia, net of any direct taxes, customs duties, indirect taxes and VAT.    All costs including provision, transportation, delivery and offload (3rd floor without elevator), installation and training on the Beneficiary’s premises, of the equipment, must be included in the price. Supplier will also cover the costs of forwarder and the custom clearance agency, if needed.  Bidder shall facilitate all the necessary logistical arrangements related to provision of goods/services. | ☐ Yes ☐ No |  |
| **Consignee details** | Address of the delivery:  Institute of chemistry, Arhimedova 5, 1000 Skopje, Republic of North Macedonia | ☐ 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, without any change in the unit prices or other terms and conditions of the RFQ. | ☐ Yes ☐ No |  |

1. Partial quotations - offering individual items from one lot shall not be allowed. Bidders are required to quote prices for one or more lots in their entirety. Evaluation will be done for the total requirement for each lot.
2. UNOPS reserves the right to conclude separate agreements for each lot.
3. Expenses of transportation, delivery and offload of the goods on the beneficiaries’ premises must be included in the quoted price.
4. The offered equipment/material must comply with requirements laid down in the Technical specifications (Form C: Technical Quotation Form - Technical specifications for goods – Comparative Data Table). The required specifications present minimum requirements. Bidders may offer items with more advanced specs and such offers are accepted as appropriate.
5. Manufacturer's technical literature submitted with the offer must comply with the written specifications of the Bidder. In the event that there are differences between the submitted manufacturers’ literature and written Bidder specification reasons for that must be explained in the Bidder specifications. Manufacturer's technical literature (brochures, booklets, instructions, etc.) should be submitted. The manufacturers’ technical literature should be marked in an appropriate manner (i.e. model number).
6. Bidder warrants that offered equipment is new and unused. Bidder shall further warrant that none of the supplies have any defect arising from design, materials or workmanship.
7. The Contractor will be responsible for providing after sales support through the standard manufacturer’s warranty.
8. *The Contractor will be responsible for ensuring that the treatment of the delivered equipment/material, including all import and trading procedures, complies with the mandatory legal requirements applicable in the Republic of North Macedonia.*

**Compliance with specifications and requirements**

Bid for:

LOT 1 ☐

LOT 2 ☐

LOT 3 ☐

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: RFQ/2020/15906

Name of Bidder: [insert name of Bidder]

Bid for:

LOT 1 ☐

LOT 2 ☐

LOT 3 ☐

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_