**Section III: Returnable Bidding Forms**

eSourcing reference: RFQ-2020-18208

Title: Request for Quotation for Supply and delivery of office supplies for UNOPS- RSHQ Project.

Note to Bidders:

The following returnable forms are part of this RFQ and must be completed, sign, stamp 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.

This Section comprises the following Returnable Bidding Forms:

* Form A: Quotation Submission Form
* Form B: Price Schedule Form
* Form C: Technical Quotation Form
* Form D: Previous Experience Form

**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 Quotation for Supply and delivery of office supplies for UNOPS- RSHQ Project. .

RFQ Case No. RFQ/2020/18208.

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 bid 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;
  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 any 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]

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/2020/18208

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No** | **Description** | **UoM** | **Qty** | **Unit price USD DAP** | **Total price USD DAP** |
| 1 | Supply and delivery of Roller Blind (40"W x 70"L). | EA | 3 |  |  |
| 2 | Supply and delivery of White Board (47"H x 98"L) | EA | 1 |  |  |
| 3 | Supply and delivery of Dry Erase Magnetic Whiteboard | EA | 30 |  |  |
| 4 | Supply and delivery of Rued Round Trash Can | EA | 30 |  |  |
| 5 | Supply and delivery of Roller Blind. Length: 100" Width: 120” | EA | 60 |  |  |
| 6 | Supply and delivery of World and Afghanistan Maps (Political) | EA | 60 |  |  |
| 7 | Supply and delivery of Class Panel | EA | 30 |  |  |
|  | **Total PriceUSD – DAP to UNOPS UNOCA Compound Kabul Jalalabad Road Kabul , Afghanistan** | | | |  |

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 goods/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: RFQ/2020/18208

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 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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **UNOPS minimum technical requirements** | **Qty** | **Is Bid compliant? Bidder to complete** | **Details of goods offered. Bidder to complete** |
| 1 | **Supply and delivery of Roller Blind.**  • Fabric: Non-woven polyester, blackout  • Wall bracket: Steel, Polycarbonate plastic, Pigmented powder coating  • Top rail/ Bottom rail: Aluminum, Powder coating  • Size : Length: 70" Width: 40" | 3 | ☐ Yes ☐ No | Insert details of goods offered. |
| 2 | **Supply and delivery of White Board**  • Dry Erase Board, White  • Dimensions: 47"H x 98"L  • Aluminum Frame, Laminate Styrene Surface,  • Four-Comer Mount. | 1 | ☐ Yes ☐ No | Insert details of goods offered. |
| 3 | **Supply and delivery of Dry Erase Magnetic Whiteboard**  • Includes Aluminum Frame and Pen Tray 118 x 48 x 0.6 inches - | 30 | ☐ Yes ☐ No | Insert details of goods offered. |
| 4 | **Supply and delivery of Rued Round Trashcan**  • Capacity: 26 gallons  • Color: Black or Closed Color  • Material: Plastic | 30 | ☐ Yes ☐ No | Insert details of goods offered. |
| 5 | **Supply and delivery of Roller Blind.**  • Fabric: Non-woven polyester, blackout  • Size: Length: 100" Width: 120 | 60 | ☐ Yes ☐ No | Insert details of goods offered. |
| 6 | **Supply and delivery of World and Afghanistan Maps (Political)**  • Height: 120 cm  • Width: 150 cm  • Material: Wooden, glass frame | 60 | ☐ Yes ☐ No | Insert details of goods offered. |
| 7 | **Supply and delivery of Class Panel**  •Material: Metal frame, colored fabric •Size: 180L x 90H cm •Color: Green or dark coloring | 30 | ☐ Yes ☐ No | Insert details of goods offered. |

**Delivery requirements –– Comparative Data Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **Delivery time** | The contractor shall deliver and  install the goods within to 10 Consecutive days from day of issuing of the Purchase order | ☐ Yes ☐ No | Insert details |
| **Delivery place and Incoterms rules** | Delivery place and Incoterms rules: DAP at UNOPS UNOCA Compound Kabul Jalalabad Road. The supplier will be responsible for the procurement of the goods including transportation to the nominated location including loading, offloading and installation at delivery site. | ☐ Yes ☐ No | Insert details |
| **Physical sample check** | UNOPS will check the physical samples of materials during the evaluation stage. Failure to provide the product for physical sample check or the sample not meeting UNOPS minimum requirements will lead to disqualification of the bidder's bid | ☐ Yes ☐ No | Insert details |
| **Packaging Requirement** | Vendors shall ensure that all goods are properly packed to withstand export shipment by surface, sea, and other modes as well as rough handling during transportation from origin to the final destination. Vendor shall supply and deliver all goods with a first wrapping made of environmental-friendly plastic film, and in lots, where applicable, and secondly packed in minimum dual-layers corrugated boxes with opening “ears'' or with strap for easy carrying, handling and storage which shall withstand palletized packaging. Vendors shall ensure all products are clearly labeled and identifiable. English language shall be used for that purpose. Vendors shall ensure that, in addition to commercial labeling, each part (lots and boxes) is clearly marked in red: NOT FOR SALE for UN USE ONLY. Vendor shall supply and deliver all corrugated boxes palletized and all pallets shrunk wrapped from top up to the bottom layer of the pallet for safe transportation and easy unloading and storage. | ☐ 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 +/- 50%, without any change in the unit prices or other terms and conditions of the RFQ. | ☐ Yes ☐ No | Insert details |
| **Physical sample check** | UNOPS will check the samples of materials during the evaluation stage. Failure to provide the product for physical sample check or the sample not meeting UNOPS minimum requirements will lead to disqualification of the bidder's bid. | ☐ Yes ☐ No | Insert details |
| **Inspection of Goods:** | UNOPS will verify the offered products by opening the goods. Poor quality and Fake products will not be accepted. | ☐ Yes ☐ No | Insert details |

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in this Technical Quotation Form.

☐ Yes ☐ No

ANY DEVIATION MUST BE LISTED BELOW:

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

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

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

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

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

# **Form D: Previous Experience Form**

Supply and delivery of office supplies for UNOPS- RSHQ Project.

RFQ reference no: RFQ/2020/18208

Name of Bidder: [insert name of Bidder]

Bidder must have at least one (1) similar contract in the last 2 years to demonstrate that the bidder has the relevant experience in supply and delivery of offered items.

Bidders must provide the details of the contracts along with valid reference contact details. UNOPS will conduct the reference check for the previous contracts provided in the below list.

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