

## Section III: Returnable Bidding Forms

**eSourcing reference:** RFQ/2020/16291, (MMOC/B5506/RFQ/2020-139)

**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 [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:

- a. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract;
- b. 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;
- c. 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];;
- d. 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;
- e. 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;
- f. We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact;
- g. 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;
- h. 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. According to the consideration of vehicle conditions, UNOPS proposes to maintain our offered sum value and calculate based on that.

RFQ reference no: RFQ/2020/16291, (MMOC/B5506/RFQ/2020-139)

<b>Currency</b>	MMK
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### Lot -1 Motorcycles insurance for one year

No.	Description	Sum Insured (MMK)	Percentage	Offered Price (MMK)
<b>1</b>	<b>Motorcycle _ Kenbo Super Wave II (125cc)</b>	<b>770,295</b>		
	Basic Premium			
	Third Party Liability			
	SRCC (Strike, Riot, Civil Commission)			
	Acts of Gods			
	War Risks			
	Theft			
	Nil Excess (Private)			
	No Claim Bonus for year-1			
	No Claim Bonus for year-2			
	No Claim Bonus for year-3			
	<b>Total Amount for 1 motorcycle</b>			
<b>2</b>	<b>Motorcycle _ TVS NEO XR</b>	<b>1,129,030</b>		
	Basic Premium			
	Third Party Liability			
	SRCC (Strike, Riot, Civil Commission)			
	Acts of Gods			
	War Risks			
	Theft			
	Nil Excess (Private)			
	No Claim Bonus for year-1			
	No Claim Bonus for year-2			
	No Claim Bonus for year-3			
	<b>Total Amount for 1 motorcycle</b>			
	<b>Total Amount for 9 motorcycles</b>			
<b>3</b>	<b>Motorcycle _ TVS NEO XR</b>	<b>1,148,940</b>		
	<b>Basic Premium</b>			

	Third Party Liability			
	SRCC (Strike, Riot, Civil Commission)			
	Acts of Gods			
	War Risks			
	Theft			
	Nil Excess (Private)			
	No Claim Bonus for year-1			
	No Claim Bonus for year-2			
	No Claim Bonus for year-3			
	<u>Total Amount for 1 motorcycle</u>			
	<u>Total Amount for 2 motorcycles</u>			
4	Motorcycle _ TVS NEO XR	1,165,320		
	Basic Premium			
	Third Party Liability			
	SRCC (Strike, Riot, Civil Commission)			
	Acts of Gods			
	War Risks			
	Theft			
	Nil Excess (Private)			
	No Claim Bonus for year-1			
	No Claim Bonus for year-2			
	No Claim Bonus for year-3			
	<u>Total Amount for 1 motorcycle</u>			
5	Motorcycle _ TVS NEO XR	1,403,780		
	Basic Premium			
	Third Party Liability			
	SRCC (Strike, Riot, Civil Commission)			
	Acts of Gods			
	War Risks			
	Theft			
	Nil Excess (Private)			
	No Claim Bonus for year-1			
	No Claim Bonus for year-2			
	No Claim Bonus for year-3			
	<u>Total Amount for 1 motorcycle</u>			
	<u>Total Amount for 5 motorcycles</u>			

<b>6</b>	<b>Motorcycle _ Honda Wave - 110</b>	<b>1,790,400</b>		
	Basic Premium			
	Third Party Liability			
	SRCC (Strike, Riot, Civil Commission)			
	Acts of Gods			
	War Risks			
	Theft			
	Nil Excess (Private)			
	No Claim Bonus for year-1			
	No Claim Bonus for year-2			
	No Claim Bonus for year-3			
	<u>Total Amount for 1 motorcycle</u>			
<b>7</b>	<b>Motorcycle _ Honda Wave - 110</b>	<b>1,686,171</b>		
	Basic Premium			
	Third Party Liability			
	SRCC (Strike, Riot, Civil Commission)			
	Acts of Gods			
	War Risks			
	Theft			
	Nil Excess (Private)			
	No Claim Bonus for year-1			
	No Claim Bonus for year-2			
	No Claim Bonus for year-3			
	<u>Total Amount for 1 motorcycle</u>			
<b>8</b>	<b>Motorcycle _ Honda Wave - 110</b>	<b>1,680,000</b>		
	Basic Premium			
	Third Party Liability			
	SRCC (Strike, Riot, Civil Commission)			
	Acts of Gods			
	War Risks			
	Theft			
	Nil Excess (Private)			
	No Claim Bonus for year-1			
	No Claim Bonus for year-2			
	No Claim Bonus for year-3			
	<u>Total Amount for 1 motorcycle</u>			

	<b>Total Amount for 40 motorcycles</b>			
9	<b>Motorcycle _ Honda Wave - 110</b>	<b>1,966,000</b>		
	Basic Premium			
	Third Party Liability			
	SRCC (Strike, Riot, Civil Commission)			
	Acts of Gods			
	War Risks			
	Theft			
	Nil Excess (Private)			
	No Claim Bonus for year-1			
	No Claim Bonus for year-2			
	No Claim Bonus for year-3			
	<b>Total Amount for 1 motorcycle</b>			
10	<b>Motorcycle _ TVS NEO XR</b>	<b>1,554,413</b>		
	Basic Premium			
	Third Party Liability			
	SRCC (Strike, Riot, Civil Commission)			
	Acts of Gods			
	War Risks			
	Theft			
	Nil Excess (Private)			
	No Claim Bonus for year-1			
	No Claim Bonus for year-2			
	No Claim Bonus for year-3			
	<b>Total Amount for 1 motorcycle</b>			
	<b>Total Amount for 2 motorcycles</b>			
11	<b>Motorcycle _ TVS NEO XR</b>	<b>1,547,216</b>		
	Basic Premium			
	Third Party Liability			
	SRCC (Strike, Riot, Civil Commission)			
	Acts of Gods			
	War Risks			
	Theft			
	Nil Excess (Private)			
	No Claim Bonus for year-1			

	No Claim Bonus for year-2			
	No Claim Bonus for year-3			
	<u>Total Amount for 1 motorcycle</u>			
	<u>Total Amount for 2 motorcycles</u>			
12	Motorcycle _ SUZUKI (Shogun 125)	1,649,702		
	Basic Premium			
	Third Party Liability			
	SRCC (Strike, Riot, Civil Commission)			
	Acts of Gods			
	War Risks			
	Theft			
	Nil Excess (Private)			
	No Claim Bonus for year-1			
	No Claim Bonus for year-2			
	No Claim Bonus for year-3			
	<u>Total Amount for 1 motorcycle</u>			
	Total Cost for Lot 1 (66 Motorcycles)			

**Lot - 2 Motor Vehicles insurance for one year**

No.	Descriptions	Sum Insured (MMK)	Percentage	Offered Price (MMK)
1	Toyota Corolla, Saloon_UN-15/21	7,500,000		
	Wind Screen Value	375,000		
	Engine Capacity - 1798 CC			
	Year of Manufactured 2010			
	Private Use			
	Basic Premium			
	Third Party Premium			
	SRCC Premium			
	Acts of God			
	War Risk			
	Theft			
	Nil Excess			
	Wind Screen			
	No Claim Bonus for year -1			
	No Claim Bonus for year -2			
	No Claim Bonus for year -3			

	<b>Total Amount for 1 Vehicle</b>			
<b>2</b>	<b>Toyota Hiace, Micro Bus_UN-15/20</b>	<b>10,000,000</b>		
	<b>Windscreen Value</b>	<b>500,000</b>		
	<b>Engine Capacity - 2986 CC</b>			
	<b>Year of Manufactured - 2010</b>			
	<b>Private Use</b>			
	<b>Basic Premium</b>			
	<b>Third Party Premium</b>			
	<b>SRCC Premium</b>			
	<b>Acts of God</b>			
	<b>War Risk</b>			
	<b>Theft</b>			
	<b>Nil Excess</b>			
	<b>Wind Screen</b>			
	<b>No Claim Bonus for year -1</b>			
	<b>No Claim Bonus for year -2</b>			
	<b>No Claim Bonus for year -3</b>			
	<b>Total Amount for 1 Vehicle</b>			
<b>3</b>	<b>Toyota Corolla Sedan_UN15/5</b>	<b>10,000,000</b>		
	<b>Windscreen Value</b>	<b>500,000</b>		
	<b>Engine Capacity - 1794 CC</b>			
	<b>Year of Manufactured - 2013</b>			
	<b>Private Use</b>			
	<b>Basic Premium</b>			
	<b>Third Party Premium</b>			
	<b>SRCC Premium</b>			
	<b>Acts of God</b>			
	<b>War Risk</b>			
	<b>Theft</b>			
	<b>Nil Excess</b>			
	<b>Wind Screen</b>			
	<b>No Claim Bonus for year -1</b>			
	<b>No Claim Bonus for year -2</b>			
	<b>No Claim Bonus for year -3</b>			
	<b>Total Amount for 1 Vehicle</b>			
<b>4</b>	<b>Toyota Camry, Saloon_UN-15/1</b>	<b>10,000,000</b>		
	<b>Windscreen Value</b>	<b>500,000</b>		
	<b>Engine Capacity - 2362 CC</b>			



	Year of Manufactured 2010			
	Private Use			
	Basic Premium			
	Third Party Premium			
	SRCC Premium			
	Acts of God			
	War Risk			
	Theft			
	Nil Excess			
	Wind Screen			
	No Claim Bonus for year -1			
	No Claim Bonus for year -2			
	No Claim Bonus for year -3			
	<u>Total Amount for 1 Vehicle</u>			
5	Toyota Camry,Saloon_UN-15/15	10,000,000		
	Windscreen Value	500,000		
	Engine Capacity - 2362 CC			
	Year of Manufactured - 2007			
	Private Use			
	Basic Premium			
	Third Party Premium			
	SRCC Premium			
	Acts of God			
	War Risk			
	Theft			
	Nil Excess			
	Wind Screen			
	No Claim Bonus for year -1			
	No Claim Bonus for year -2			
	No Claim Bonus for year -3			
	<u>Total Amount for 1 Vehicle</u>			
6	Toyota Corolla, Sedan_UN-15/30	10,000,000		
	Windscreen Value	500,000		
	Engine Capacity - 1598 CC			
	Year of Manufactured - 2011			
	Private Use			
	Basic Premium			
	Third Party Premium			
	SRCC Premium			

	Acts of God			
	War Risk			
	Theft			
	Nil Excess			
	Wind Screen			
	No Claim Bonus for year -1			
	No Claim Bonus for year -2			
	No Claim Bonus for year -3			
	<u>Total Amount for 1 Vehicle</u>			
7	Toyota Parado, Station Wagon_UN-15/16	12,000,000		
	Windscreen Value	600,000		
	Engine Capacity - 2694 CC			
	Year of Manufactured - 2005			
	Private Use			
	Basic Premium			
	Third Party Premium			
	SRCC Premium			
	Acts of God			
	War Risk			
	Theft			
	Nil Excess			
	Wind Screen			
	No Claim Bonus for year -1			
	No Claim Bonus for year -2			
	No Claim Bonus for year -3			
	<u>Total Amount for 1 Vehicle</u>			
8	Toyota Landcruiser, Station Wagon_UN-15/3, 15/4, 15/8	13,000,000		
	Windscreen Value	650,000		
	Engine Capacity - 4164 CC			
	Year of Manufactured 2007			
	Private Use			
	Basic Premium			
	Third Party Premium			
	SRCC Premium			
	Acts of God			
	War Risk			
	Theft			
	Nil Excess			

	Wind Screen			
	No Claim Bonus for year -1			
	No Claim Bonus for year -2			
	No Claim Bonus for year -3			
	<u>Total Amount for 1 Vehicle</u>			
	<u>Total Amount for 3 Vehicles</u>			
9	Nissan Patrol, Station Wagon_UN-15/25, 15/26, 15/27, 15/28, 15/29	15,000,000		
	Windscreen Value	750,000		
	Engine Capacity - 4169 CC			
	Year of Manufactured 2011			
	Private Use			
	Basic Premium			
	Third Party Premium			
	SRCC Premium			
	Acts of God			
	War Risk			
	Theft			
	Nil Excess			
	Wind Screen			
	No Claim Bonus for year -1			
	No Claim Bonus for year -2			
	No Claim Bonus for year -3			
	<u>Total Amount for 1 Vehicle</u>			
	<u>Total Amount for 5 Vehicles</u>			
10	Toyota Land Cruiser, Station Wagon_UN-15/2	18,000,000		
	Windscreen Value	900,000		
	Engine Capacity - 2986 CC			
	Year of Manufactured 2013			
	Private Use			
	Basic Premium			
	Third Party Premium			
	SRCC Premium			
	Acts of God			
	War Risk			
	Theft			
	Nil Excess			
	Wind Screen			
	No Claim Bonus for year -1			

	No Claim Bonus for year -2			
	No Claim Bonus for year -3			
	<u>Total Amount for 1 Vehicle</u>			
11	Toyota Land Cruiser, Station Wagon_UN-15/19	23,000,000		
	Windscreen Value	1,150,000		
	Engine Capacity - 4461 CC			
	Year of Manufactured - 2010			
	Private Use			
	Basic Premium			
	Third Party Premium			
	SRCC Premium			
	Acts of God			
	War Risk			
	Theft			
	Nil Excess			
	Wind Screen			
	No Claim Bonus for year -1			
	No Claim Bonus for year -2			
	No Claim Bonus for year -3			
	<u>Total Amount for 1 Vehicle</u>			
12	Toyota Landcruiser, Station Wagon_UN-15/6, UN-15/7	24,000,000		
	Windscreen Value	1,200,000		
	Engine Capacity - 4461 CC			
	Year of Manufactured - 2013			
	Private Use			
	Basic Premium			
	Third Party Premium			
	SRCC Premium			
	Acts of God			
	War Risk			
	Theft			
	Nil Excess			
	Wind Screen			
	No Claim Bonus for year -1			
	No Claim Bonus for year -2			
	No Claim Bonus for year -3			
	<u>Total Amount for 1 Vehicle</u>			
	<u>Total Amount for 2 Vehicles</u>			

13	Toyota Landcruiser Prado _ UN 15/12	25,000,000		
	Windscreen Value	1,250,000		
	Engine Capacity - 2985 CC			
	Year of Manufactured - 2016			
	Private Use			
	Basic Premium			
	Third Party Premium			
	SRCC Premium			
	Acts of God			
	War Risk			
	Theft			
	Nil Excess			
	Wind Screen			
	No Claim Bonus for year -1			
	No Claim Bonus for year -2			
	No Claim Bonus for year -3			
	<u>Total Amount for 1 Vehicle</u>			
	<b>Total Cost for Lot 2 (20 Vehicles)</b>			

**Lot – 3 Insurance of Office Equipment for one year**

No.	Descriptions	Sum Insured (MMK)	Percentage	Offered Price (MMK)
	Basic Coverage: Fire and Lightning; Accidental Fire, Negligence Fire, Cooking Gas Fire, Spread Fire, Lightning Fire	1,753,567,927 (details in Section II)		
	Riot Fire, Riot & Strike Damage including Fire and Malicious Damage (RSMD)			
	Storm, Cyclone, Typhoon, Hurricane, Tempest – Stocks			
	Theft			
	Earthquake fire and shock damage			
	Explosions			
	Spontaneous Combustions			
	Flood and Inundation			
	Burglary Premium			
	No Claim Bonus			
	<b>Total Amount for Office Equipment</b>			

	<b>Total Cost for Lot 3</b>			

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 services under this Contract and the type of work being subcontracted, if applicable.

(A) [Full legal name and address of subcontractors]

(B) \_\_\_\_\_

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

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/2020/16291, (MMOC/B5506/RFQ/2020-139)

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.

### Comparative Data Table

Lot No	UNOPS minimum technical requirements	Is quotation compliant? Bidder to complete	Details of services offered. Bidder to complete
1	<b>Insurance coverage for Motorcycles</b> <ul style="list-style-type: none"> <li>• Basic Premium</li> <li>• Third Party Liability</li> <li>• SRCC (Strike, Riot, Civil Commission)</li> <li>• Acts of Gods</li> <li>• Theft</li> <li>• War Risks</li> <li>• Nil Excess (Private)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>[insert details]</b>
2	<b>Insurance coverage for Vehicles</b> <ul style="list-style-type: none"> <li>• SRCC (Strike, Riot, Civil Commotion)</li> <li>• Acts of Gods</li> <li>• War Risks</li> <li>• Theft</li> <li>• Nil Excess (Private)</li> <li>• Wind Screen</li> <li>• Accidental collision or overturning</li> <li>• Impact damage caused by falling objects</li> <li>• Fire, external explosion</li> <li>• Malicious act</li> <li>• Third Party Liability</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>[insert details]</b>
3	<b>Insurance Coverage for office equipment</b> <ul style="list-style-type: none"> <li>• Fire due to lightning,accidental Fire, negligence Fire, cooking gas fire, etc.</li> <li>• Riot, Strike Malicious Damage</li> <li>• Storm, Cyclone, Typhoon, Hurricane, Tempest – Stocks</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>[insert details]</b>

	<ul style="list-style-type: none"> <li>• Theft</li> <li>• Earthquake fire and shock damage</li> <li>• Explosions</li> <li>• Spontaneous Combustions</li> <li>• Flood and Inundation</li> <li>• Burglary Premium</li> </ul>		
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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:

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

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

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

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



**Form D: Previous Experience Form**

RFQ reference no: RFQ/2020/16291, (MMOC/B5506/RFQ/2020-139)

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- Bidder Information Form

Name of the Bidder's Firm	
Location and address of the office	
Phone numbers	
If the bidder is the sole proprietor or a partnership firm or a company?	
Is the bidder registered/incorporated under the laws of the country? ( provide details of registration)	
Name of the Owner/proprietor/ directors of the Firm/company	
Contact persons during evaluation and their email IDs	
UNGM registration number	