**Section IV: 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: Quotation for the supply of [Insert a brief description of goods/services] in [Name of country/city],** RFQ Case No. [RFQ - 2021- 18567, 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 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 maybe 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 favors 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]

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 - 2021-18567

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No** | **Description** | | **UoM** | **Qty** | **Unit price DAP** | **Total price DAP** | **Remarks** |
| 01 | SAP2000 (2 Users) with 3 years new license.  Level: advance version  License type: Network  Software with annual support for upgrades and including a 1-year maintenance fee. new license | | Users | 2 | insert | insert |  |
| 02 | Revit (1 User) with 3 years new license. | | Users | 1 | insert | insert |  |
| 03 | Autodesk AutoCAD 2021, (5 Users) with 3 years new license  License type: Standalone. | | Users | 5 | insert | insert |  |
| 04 | Autodesk Revit 2021. (1 User) with 3 years new license  Multidisciplinary BIM software for higher-quality, coordinated designs | | Users | 1 | insert | insert |  |
| 05 | Google sketch up (1 User) with 3 years new license with the pro edition   * Building energy analysis * Daylight analysis * HVAC sizing * Thermal comfort analysis * Carbon Emissions | | Users | 1 | insert | insert |  |
| 06 | Revit MEP (2 Users) with 3 years new license | | Users | 2 | insert | insert |  |
| 07 | Electrical Auto CAD (2 Users) with 3 years new license | | Users | 3 | insert | insert |  |
| 08 | WaterCAD (For water distribution network analysis and design) (1 User) with 3 years new license basic perpetual new license. the application is an OpenFlow with a default version. | | Users | 1 | insert | insert |  |
| 09 | ArcGIS Version 10.4.1 (For Data preparation) (1 User) with 3 years new license   * Visualize, analyze, and manage data * Combine 3D, CAD, imagery, and other data on a single map * Connect people and data with ArcGIS Online and ArcGIS Living Atlas of the World | | Users | 1 | insert | insert |  |
| 10 | Autodesk Civil 3D 2021 (1 User) with 3 years new license | | Users | 1 | insert | insert |  |
|  | | **Total Price – DAP to UNOPS Office in 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**

Bidders 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 - 2021-18567

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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No** | **UNOPS minimum technical requirements** | | **Is quotation compliant?** Bidder to complete | **Details of goods offered.** Bidder to complete |
| 01 | SAP2000 (2 Users) with 3 years new license.  Level: advance version  License type: Network  Software with annual support for upgrades and including a 1-year maintenance fee. new license | | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 02 | Revit (1 User) with 3 years new license. | | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 03 | Autodesk AutoCAD 2021, (5 Users) with 3 years new license  License type: Standalone. | | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 04 | Autodesk Revit 2021. (1 User) with 3 years new license  Multidisciplinary BIM software for higher-quality, coordinated designs | | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 05 | Google sketch up (1 User) with 3 years new license with the pro edition   * Building energy analysis * Daylight analysis * HVAC sizing * Thermal comfort analysis * Carbon Emissions | | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 06 | Revit MEP (2 Users) with 3 years new license | | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 07 | Electrical Auto CAD (2 Users) with 3 years new license | | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 08 | WaterCAD (For water distribution network analysis and design) (1 User) with 3 years new license basic perpetual new license. the application is an OpenFlow with a default version. | | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 09 | ArcGIS Version 10.4.1 (For Data preparation) (1 User) with 3 years new license   * Visualize, analyze, and manage data * Combine 3D, CAD, imagery, and other data on a single map * Connect people and data with ArcGIS Online and ArcGIS Living Atlas of the World | | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 10 | * Autodesk Civil 3D 2021 (1 User) with 3 years new license | | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |

**Delivery requirements –– Comparative Data Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **Delivery time** | Within 3-4 weeks After Purchase Order. | ☐ Yes ☐ No | Insert details |
| **Delivery place and Incoterms rules** | DAP at UNOPS Office, UNOCA Compound, Kabul, Afghanistan (Electronically or as proposed by supplier). | ☐ Yes ☐ No | Insert details |
| **Consignee details** | Will be advised | ☐ 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. The 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 a 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. Vendors 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 will issue a Purchase order to UNOPS dedicate to Kabul Office without any change in the unit prices or other terms and conditions of the RFQ.  UNOPS reserved the right to increase or decrease the quantity of the products prior to award the contracts. | ☐ 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**

RFQ reference no: RFQ - 2021-18567

Name of Bidder: [insert name of Bidder]

Experience: Bidder must have at least one (1) similar contract in the last 3 years to demonstrate that the bidder has the relevant experience in the supply and delivery of software. The Bidder 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 form D.

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