**Section III: Returnable Bidding Forms**

**Note to Bidders:** **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.**

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/2021/21183***, 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 Section I: Bid Particulars, Period of Validity of Bids] 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 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/2021/21183**

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ser** | **VRN** | **Vehicle type** | **Chassis No** | **Year** | **Vehicle value** | **Policy/Admin Charges for each unit** | **Percentage of the vehicle value** | **Total cost (USD)** |
| **Fully Comprehensive Vehicle insurance** | | | | | |  |  |  |
| 1 | UN 13 5 SSD | B6 Armd Land Cruiser GLX VDJ200L | JTMHV01J3H4219512 | 2018 | $113,330.77 |  |  |  |
| 2 | UN 13 6 SSD | B6 Armd Land Cruiser GLX VDJ200L | JTMHV01J2H4220619 | 2018 | $113,330.77 |  |  |  |
| 3 | UN 13 181 SSD | B6 Armd Land Cruiser Hardtop 76L | JTEEB71J-307044948 | 2019 | $91,364.50 |  |  |  |
| 4 | UN 13 414 SSD | B6 Armd Land Cruiser Hardtop 76L | JTEEB71J-307044951 | 2019 | $91,364.50 |  |  |  |
| 5 | UN 13 602 SSD | Land Cruiser Hardtop 76L | JTEEB71J20F004978 | 2019 | $30,127.26 |  |  |  |
| 6 | UN 13 603 SSD | Land Cruiser pickup | JTFLB71J864319373 | 2018 | $15,045.36 |  |  |  |
| 7 | UN 13 614 SSD | B6 Armd Land Cruiser Hardtop 76L | JTEEB71J-307044903 | 2019 | $91,364.50 |  |  |  |
| 8 | New | Toyota Land Cruiser 76L | JTEEB71J30F010420 | 2020 | $40,691.84 |  |  |  |
| 9 | New | Toyota Land Cruiser 76L | JTEEB71J30F010479 | 2020 | $40,691.84 |  |  |  |
| 10 | New | Toyota Land Cruiser 76L | JTEEB71J30F010482 | 2020 | $40,691.84 |  |  |  |
| 11 | New | Toyota Land Cruiser 76L | JTEEB71J40F010362 | 2020 | $40,691.84 |  |  |  |
| 12 | New | Toyota Land Cruiser 76L | JTEEB71J40F010443 | 2020 | $40,691.84 |  |  |  |
| 13 | UN 13 676 SSD | Forklift | 19003 | 2020 | $18,454.58 |  |  |  |
| 14 | UN 13 407 SSD | Land Cruiser Hardtop 76L | JTEEB71JX07044705 | 2019 | $28,478.35 |  |  |  |
| 15 | UN 13 615 SSD | Land Cruiser Hardtop 76L | JTEEB71J30F004956 | 2019 | $30,127.26 |  |  |  |
| 16 | UN 13 601 SSD | Land Cruiser Hardtop 76L | JTEEB71J20F004995 | 2019 | $30,127.26 |  |  |  |
| 17 | UN 13 418 SSD | Land Cruiser Hardtop 76L | JTEEB71J907044680 | 2019 | $27,919.95 |  |  |  |
| 18 | UN 13 1 SSD | B6 Armd Land Cruiser GLX VDJ200L | JTMHV09J1F4164195 | 2015 | $99,287.96 |  |  |  |
| 19 | UN 13 2 SSD | B6 Armd Land Cruiser GLX VDJ200L | JTMHV09J0F5032376 | 2015 | $99,287.96 |  |  |  |
| 20 | UN 13 49 SSD | B6 Armd Land Cruiser GLX VDJ200L | JTMHV01JH4211284 | 2017 | $97,353.12 |  |  |  |
| 21 | UN 13 59 SSD | B6 Armd Land Cruiser GLX VDJ200L | JTMHV01J4H5037482 | 2017 | $97,353.12 |  |  |  |
|  | **Total Price** | | | | |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Ser** | **VRN** | **Vehicle type** | **Chassis No** | **Year** | **Policy/Admin Charges for each unit** | **Amount in USD** | **Total cost (USD)** |
| **Third Party vehicle insurance** | | | | |  |  |  |
| 1 | UN 13 164 SSD | Land Cruiser Hardtop 78L | JTERB71J900064034 | 2012 |  |  |  |
| 2 | UN 13 165 SSD | Land Cruiser Hardtop 78L | JTERB71J500064130 | 2012 |  |  |  |
| 3 | UN 13 170 SSD | Prado | JTEBD9FJ80K007750 | 2012 |  |  |  |
| 4 | UN 13 173 SSD | Prado | JTEBD9FJ80K007747 | 2012 |  |  |  |
| 5 | UN 13 236 SSD | Land Cruiser Hardtop 78L | JTERB71J800069001 | 2012 |  |  |  |
| 6 | UN 13 240 SSD | Land Cruiser Hardtop 78L | JTERB71J400068928 | 2012 |  |  |  |
| 7 | UN 13 530 SSD | Hiace Minibus | JTFJK02P3G5011488 | 2015 |  |  |  |
| 8 | UN 13 529 SSD | Hiace Minibus | JTFJK02P7G0029019 | 2015 |  |  |  |
| 9 | UN 13 246 SSD | Hilux | AHTFR22G906066035 | 2012 |  |  |  |
| 10 | UN 13 486 SSD | Kawasaki | JK1AF950GGB601481 | 2014 |  |  |  |
| 11 | UN 13 03 SSD | Kawasaki | JKAAT00BBB600523 | 2017 |  |  |  |
| 12 | UN 13 404 SSD | Nissan Water Truck | JNCWBPOL54AS03676 | 2009 |  |  |  |
| 13 | UN 13 233 SSD | Land Cruiser Hardtop 78L | JTERB71J100068871 | 2012 |  |  |  |
| 14 | UN 13 237 SSD | Land Cruiser Hardtop 78L | JTERB71J200068930 | 2012 |  |  |  |
| 15 | UN 13 239 SSD | Land Cruiser Hardtop 78L | JTERB71J000068893 | 2012 |  |  |  |
| 16 | UN 13 166 SSD | Land Cruiser Hardtop 78L | JTERB71J700064114 | 2012 |  |  |  |
| 17 | UN 13 217 SSD | Land Cruiser Hardtop 78L | JTERB71J000065282 | 2012 |  |  |  |
| 18 | UN 13 169 SSD | Land Cruiser Hardtop 78L | JTERB71J400064152 | 2012 |  |  |  |

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 Requirement Form**

RFQ reference no: **RFQ/2021/21183**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **UNOPS/ UNMAS minimum technical requirements** | **Is quotation compliant?** Bidder to complete | **Details of goods offered.** Bidder to complete |
| 1 | Bidder’s quotation complies with requested standards of the services as indicated in the SOW such as Death/disability benefit, injury limits, property damage | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 2 | Bidder’s quotation complies with requested standards of the services as indicated in the SOW such as theft of parts or the insured cars/motor vehicles; effect of ignition and fire; Malicious damages to the insured cars; Replacement of windscreen and other declared car accessories of the insured cars; Recoveries or towing of the insured car from accident site to repair w/shop; | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 3 | Bidder’s Representatives/agents is fluent in English and Arabic Language | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 4 | Bidder’s Offices to be equipped with good communication facilities such as internet, fixed/mobile phones or mobility plan to meet this requirement | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 5 | Bidder confirms that the motor third party liability insurance coverage offered is the one mandatory in the Republic of South Sudan | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 6 | Vendor will deliver certificates within 5 days from the date of request | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 7 | Vendor will handle insurance claims within 14 days | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |

**Delivery requirements and Comparative Data Table:**

|  |  |  |  |
| --- | --- | --- | --- |
| **UNOPS Requirements** | | **Is quotation compliant?** Bidder to complete | **Details**  Bidder to complete |
| **Delivery time** | Bidder shall deliver the services after Contract signature as stated in the Contract. | ☐ Yes ☐ No | Insert details |
| **Delivery place and Incoterms rules** | Service based on Incoterm DAP at UNMISS Tomping Compound, nearJuba Airport, Juba South Sudan as per Incoterms 2010. | ☐ Yes ☐ No | Insert details |
| **Consignee details** | United Nations Office Project Services  UNMAS South Sudan,  C/o UNMISS , Tomping Coumpound  Juba , Central Equatoria State  South Sudan SS | ☐ 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 |

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in **Section III: 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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_