

## Section III: Returnable Bidding Forms

eSourcing reference: RFQ/2021/22687

Title: **Request for Quotation (RFQ) for the Provision of Rental Vehicles for the purpose of transportation services of staff within Kabul and Herat Cities for UNOPS-RSHQ Program.**

### 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:

Failed to provide below forms will result in disqualification of bidder's quotation.

- 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]**

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Title: **Request for Quotation (RFQ) for the Provision of Rental Vehicles for the purpose of transportation services of staff within Kabul and Herat Cityis for UNOPS-RSHQ Program.**

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 **60 days** 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/DPD, 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 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]**

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]**

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Bidders shall fill in this Price Schedule Form in accordance with the instructions indicated.  
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| Currency        |   |         |                   |     | USD                                      |                                  |
|-----------------|---|---------|-------------------|-----|--|----------------------------------|
| Item No         | Description   | UoM     | Duration (Months) | Qty | Unit price per vehicle per month DAP USD | Total price for 3 months DAP USD |
| 1               | Provision of Rental Pick up vehicles manufacturing year between 2010-2015 or equivalent as per the Section II: Schedule of Requirements. (Kabul City) | Vehicle | 3                 | 3   |  |                                  |
| 2               | Provision of Rental Corolla vehicles manufacturing year between 2007-2012 or equivalent as per the Section II: Schedule of Requirements. (Herat City) | Vehicle | 3                 | 3   |  |                                  |
| 3               | Provision of Rental Corolla vehicles manufacturing year between 2007-2012 or equivalent as per the Section II: Schedule of Requirements. (Kabul City) | Vehicle | 3                 | 3   |  |                                  |
| Total Price USD |   |         |                   |     |  |                                  |

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.

(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**

**See Attached Section II: Schedule of Requirements**

## Form D: Previous Experience Form

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Vendors must have at least one similar experience (Rental Vehicles Services Contract) in the last 3 years. Copy of similar contract to be provided. to demonstrate that the bidder has the relevant experience as requested.

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 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 : \_\_\_\_\_