**Section III: Returnable Bidding Forms**

**Note to RFQ 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 RFQbidders as part of their Quotation.

**Form A: Quotation submission form**

RFQ Bidders are requested to complete this form, sign it and return it as part of their bid submission. The **RFQ** 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: RFQ/2021/19995 – Supply of Forensic laboratory vehicles of the National Police of Ukraine**

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/Stop TB-GDF;
  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 RFQ Bidder***] to sign this quotation and bind [***insert full name of RFQ Bidder***] should UNOPS/Stop TB-GDF 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**

RFQ Bidders shall fill in this Price Schedule Form in accordance with the instructions indicated.

RFQ reference no: RFQ/2021/19995

**Bid Summary -** [insert currency]

| **Total Price of Goods DAP Customs cleared, Kyiv, Ukraine** (+offloading cost in final destination) | [insert amount and currency] |
| --- | --- |
| **Total Price of Related Services (if applicable)** | [insert amount and currency] |
| **Freight Cost (if applicable)** | [insert amount and currency] |
| **Customs clearance costs (if applicable)** | [insert amount and currency] |

**Prices for Goods**

| **Item** | **Description** | **Qty**  **(a)** | **Currency** [insert currency] | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Unit price FCA (b)** | **Unit price DAP (c)** | **Total price FCA (a)x(b)** | **Total price**  **DAP (a)x(c)** |
| 1. | Light and Sound Bars for Forensic laboratory vehicles of the National Police of Ukraine | 10 | insert currency | insert currency | insert currency | insert currency |
|  | Total |  |  |  | insert currency | insert currency |

**Bidder’s delivery data**

| **Country of origin of offered products** |  | | | |
| --- | --- | --- | --- | --- |
| **FCA point(s) of delivery for offered products** |  | | | |
| **Shipment dimensions of offered products (Including package)** | **Gross weight** | **Total volume** | ***Containers (if applicable)*** | |
| ***Number*** | ***Size*** |
|  |  |  |  |

\*Please note that the all “Price per unit” fields and “Total” should be filled.

Payment terms 30 days accepted: ☐ Yes

I, the undersigned, certify that I am duly authorized by [***insert full name of RFQ Bidder***] to sign this quotation and bind [***insert full name of RFQ Bidder***] should UNOPS accept this quotation:

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

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

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

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

**Form C: Technical Proposal Form**

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.

**B. Technical specifications for Goods and Comparative Data Tables**

| **N** | **UNOPS minimum technical requirements** | **Is quotation compliant?** Bidder to complete | **Details of goods offered.**  Bidder to complete |
| --- | --- | --- | --- |
|  | **General technical requirements for Light and Sound Bars** |  |  |
| 1 | Control of light and sound signals on the microphone SGU (Signal loud-speaker setup (SGU), speakers) | ☐ Yes ☐ No | Insert details |
| 2 | SGU | ☐ Yes ☐ No | Insert details |
| 2.1 | SGU (Signal loud-speaker) is located inside the light bar | ☐ Yes ☐ No | Insert details |
| 2.2 | SGU power: 140-150 W output | ☐ Yes ☐ No | Insert details |
| 3 | 4 types of siren: WAIL, YELP, HI-LO, AIRHORN | ☐ Yes ☐ No | Insert details |
| 4 | 5 operating modes | ☐ Yes ☐ No | Insert details |
| 5 | Number of LEDs - 84 pcs. | ☐ Yes ☐ No | Insert details |
| 6 | Voltage: 12V or 24V | ☐ Yes ☐ No | Insert details |
| 7 | Light panel color: blue / blue | ☐ Yes ☐ No | Insert details |
| 8 | Dimensions: Length not less than 1180 mm and not more than 1200 mm | ☐ Yes ☐ No | Insert details |
| 9 | Width: not less than 240 mm and not more than 250 mm | ☐ Yes ☐ No | Insert details |
| 10 | Height: not less than 45 mm. and not more than 50 mm | ☐ Yes ☐ No | Insert details |
| 11 | Compatibility requirements: to be installed on the RENAULT TRAFIC L2H1 vehicle | ☐ Yes ☐ No | Insert details |
| 12 | Services on installation and connection of the equipment on RENAULT TRAFIC L2H1 vehicle at the End User’s site - Service Center of the National Police of Ukraine (27 Svyatoshynska Street, Kyiv, Ukraine). | ☐ Yes ☐ No | Insert details |
| 13 | **The period of validity of the Warranty.** The warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination. The Warranty should include corrective maintenance, replacement of defective parts/equipment, repair of equipment, labour for equipment repair and/or parts replacement. | ☐ Yes ☐ No | Insert details |
| 14 | **Warranty service.** Within the warranty period, the Supplier or its authorized service centre shall provide maintenance and/or repair services and/or replacement of the equipment not later than 30 (thirty) calendar days from the date of receipt of written or E-mail notification from an authorized party. The name of the company, address, telephone- and fax numbers, e-mail address must be mentioned in the bid. All costs connected with warranty maintenance are covered by the Supplier. | ☐ Yes ☐ No | Insert details |
| 15 | **Bid includes brand/model of the equipment and manufacturer's technical literature/catalogue, all confirming that the offered items comply with required specifications. A picture/photo of the equipment needs to be submitted as a separate file if not already included in the manufacturer's technical literature/catalogue.** | ☐ Yes ☐ No | Insert details |

**C. Delivery requirements and Comparative Data Table**

| **UNOPS Requirements** | | **Is bid compliant?** Bidder to complete | **Details**  Bidder to complete |
| --- | --- | --- | --- |
| **Delivery time** | Bidder shall deliver the goods within **two months** after Contract signature. | ☐ Yes ☐ No | Insert details |
| **Delivery place and Incoterms rules** | DAP Customs cleared, Kyiv, Ukraine +  offloading of goods at final destination | ☐ Yes ☐ No | Insert details |
| **Consignee details** | UNOPS,  Service Center of the National Police of Ukraine (27, Svyatoshynska Street, Kyiv, Ukraine) | ☐ Yes ☐ No | Insert details |
| **Acceptance** | Bidder shall remain liable for consistency of the items supplied for the period of shipment and acceptance for use. Any items found unacceptable shall be returned and changed at no costs to UNOPS. | ☐ Yes ☐ No | Insert details |
| **Packing standards** | Bidder shall ensure the best international packing standards of goods supplied, including use of eco-friendly packing materials. | ☐ Yes ☐ No | Insert details |

**D. Sustainability Considerations**

| **UNOPS Requirements** | | **Is bid compliant?** Bidder to complete | **Details**  Bidder to complete |
| --- | --- | --- | --- |
| **Sustainability Requirements - Sustainable Packaging** | In accordance with the UN’s efforts to eliminate single use plastics from its operations, bidders are required to avoid any unnecessary packaging and/or to consider more sustainable alternatives which include but are not limited to using biodegradable or recycled packaging, recyclable packaging, offering a packaging take-back option, packaging in bulk or other means | ☐ Yes ☐ No | Insert details |
| **Sustainability Requirements - Supplier commitment to gender equality** | The bidder shall provide a response that demonstrates its commitment to support gender equality and women’s empowerment through its operations. The bidder must provide a clear statement and supporting documentation that outlines how gender is mainstreamed internally. This should include for example the organization's current or future plans/activities with regards to:  - gender diversity in the recruitment process (such as outreach to potential diverse candidates and equitable, non-biased interview practices)  - ensuring equal pay between men and women for the same roles by providing pay gap analysis or pay stubs  - opportunities for females to be empowered and promoted internally (e.g. mentorship, leadership/ management skills training for both junior and senior employees),  - prevention of sexual exploitation and abuse or any form of discrimination at work (e.g. zero-tolerance policy in place),  - paid parental leave policies for men and women,  - provide professional safety training and access to equal protection facilities for all staffs without discrimination  - Undertaken and awarded an independent gender audit certificate or equivalent (e.g. Edge Certificate, WEPs GAP analysis). | ☐ Yes ☐ No | Insert details |

I, the undersigned, certify that I am duly authorized by [***insert full name of Offeror***] to sign this Proposal and bind [***insert full name of Offeror***] should UNOPS accept this Proposal:

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

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

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

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

**Form D: Vendor Information Form**

The Vendor shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.

RFQ reference no: RFQ/2021/19995

Name of Vendor: [insert name of Vendor]

Date: [insert submission date]

1. **Background and Expertise of Organization:**

| **Full legal name of Vendor** | [complete] |
| --- | --- |
| **What year was your firm/organization established?** | [complete] |
| **Address of registered office** | [complete] |
| **Name of Vendor Representative** | complete] |
| **Has your firm/organization ever filed or petitioned for bankruptcy?** (If YES, explain in detail the reasons why, filing date, and current status.) | [complete] |

1. **UNGM Registration and UNOPS Vendors**

As part of the Proposal, it is desired that the Vendor goes to the United Nations Global Marketplace (UNGM) registration website: <https://www.ungm.org/Registration/RegisterSupplier.aspx> and fills out the registration.

If the Vendor is already registered with UNGM, please provide your UNGM registration number in the table below and please ensure that your firm’s information on UNGM is current.

The Vendor may still Proposal even if not registered with the UNGM. However, if the Vendor is selected for Contract award, the Vendor must register on the UNGM prior to Contract signature.

| **Are you a UNGM registered vendor?** | ☐ Yes ☐ No If yes, [insert UGNM vendor number] |
| --- | --- |
| **Are you a UNOPS vendor?** | ☐ Yes ☐ No If yes, [insert UNOPS vendor ID] |

1. **Contact details of persons that UNOPS may contact for requests for clarification during Proposal evaluation:**

| **Name/Surname** | [complete] |
| --- | --- |
| **Title** | [complete] |
| **Tel Number (direct)** | [complete] |
| **Email address (direct):** | [complete] |

PS: This person must be available during the next two weeks following receipt of Quotation

**Form E: Previous Experience Form**

RFQ reference no: RFQ/2021/19995

Name of **RFQ Bidder**: [insert name of **RFQ 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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_