**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. [Insert RFQ ref. number], 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: RFQ Particulars, 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;
  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. [If you have any actual or potential conflict of interest as defined in Article 3 of Section II: Instructions to Bidders, please disclose it here];
  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]

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.

RFQ reference no: RFQ/2021/25086

| **Currency** | XOF |
| --- | --- |

**Lot 1: Eight 08 Airway disinfection apparatus**

| **Item No** | **Description** | **Qty (a)** | **Unit price, FCA**  **(b)** | **Unit price DAP Bamako, MALI (c)** | **Total price, FCA**  **(a)x(b)** | **Total price DAP Bamako, MALI (a)x(c)** |
| --- | --- | --- | --- | --- | --- | --- |
| 1.1 | Mobile and fully automatic aerosol generator intended for the disinfection of surfaces of previously cleaned medical devices. Use with disinfection products.   * Maximum volume to be treated: 220 - 250 m3 * Average flow rate: 950 - 1000 ml / h; * Sealed membrane compressor; * Helical fan: 230 - 270 m3 / h; * Reserve capacity: 5 liter container; * Empty weight: 25 - 32 kg; * Power supply: 220 V - 50 Hz; * Power: 500 - 700 VA   Warranty: minimum 2 years  Manual available in french | 8 | insert | insert | insert | insert |
| **Total Price** |  | | | |  |  |

**Lot 2: Twelve 12 Airway disinfection apparatus**

| **Item No** | **Description** | **Qty (a)** | **Unit price, FCA**  **(b)** | **Unit price DAP Bamako, MALI (c)** | **Total price, FCA**  **(a)x(b)** | **Total price DAP Bamako, MALI (a)x(c)** |
| --- | --- | --- | --- | --- | --- | --- |
| 2.1 | Mobile and fully automatic aerosol generator intended for the disinfection of surfaces of previously cleaned medical devices. Use with disinfection products.   * Maximum volume to be treated: 220 - 250 m3 * Average flow rate: 950 - 1000 ml / h; * Sealed membrane compressor; * Helical fan: 230 - 270 m3 / h; * Reserve capacity: 5 liter container; * Empty weight: 25 - 32 kg; * Power supply: 220 V - 50 Hz; * Power: 500 - 700 VA   Warranty: minimum 2 years  Manual available in french | 12 | insert | insert | insert | insert |
| **Total Price** |  | | | |  |  |

**Lot 3: Sixteen 16 Airway disinfection apparatus**

| **Item No** | **Description** | **Qty (a)** | **Unit price, FCA**  **(b)** | **Unit price DAP Bamako, MALI (c)** | **Total price, FCA**  **(a)x(b)** | **Total price DAP Bamako, MALI (a)x(c)** |
| --- | --- | --- | --- | --- | --- | --- |
| 3.1 | Mobile and fully automatic aerosol generator intended for the disinfection of surfaces of previously cleaned medical devices. Use with disinfection products.   * Maximum volume to be treated: 220 - 250 m3 * Average flow rate: 950 - 1000 ml / h; * Sealed membrane compressor; * Helical fan: 230 - 270 m3 / h; * Reserve capacity: 5 liter container; * Empty weight: 25 - 32 kg; * Power supply: 220 V - 50 Hz; * Power: 500 - 700 VA.   Warranty: minimum 2 years  Manual available in french | 16 | insert | insert | insert | insert |
| **Total Price** |  | | | |  |  |

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 Quotation Form**

RFQ reference no: RFQ/2021/25086

Name of Bidder: [insert name of Bidder]

Bidders are required to complete the Comparative Data Tables included in Section III: 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**

**Lot 1: Eight 08 Airway disinfection apparatus**

| **Item No** | **UNOPS minimum technical requirements** | **Quantity** | **Is quotation compliant?** Bidder to complete | **Details of goods offered.** Bidder to complete |
| --- | --- | --- | --- | --- |
| 1.1 | Mobile and fully automatic aerosol generator intended for the disinfection of surfaces of previously cleaned medical devices. Use with disinfection products.   * Maximum volume to be treated: 220 - 250 m3 * Average flow rate: 950 - 1000 ml / h; * Sealed membrane compressor; * Helical fan: 230 - 270 m3 / h; * Reserve capacity: 5 liter container; * Empty weight: 25 - 32 kg; * Power supply: 220 V - 50 Hz; * Power: 500 - 700 VA.   Warranty: minimum 2 years  Manual available in french | 8 | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |

**Lot 2: Twelve 12 Airway disinfection apparatus**

| **Item No** | **UNOPS minimum technical requirements** | **Quantity** | **Is quotation compliant?** Bidder to complete | **Details of goods offered.** Bidder to complete |
| --- | --- | --- | --- | --- |
| 2.1 | Mobile and fully automatic aerosol generator intended for the disinfection of surfaces of previously cleaned medical devices. Use with disinfection products.   * Maximum volume to be treated: 220 - 250 m3 * Average flow rate: 950 - 1000 ml / h; * Sealed membrane compressor; * Helical fan: 230 - 270 m3 / h; * Reserve capacity: 5 liter container; * Empty weight: 25 - 32 kg; * Power supply: 220 V - 50 Hz; * Power: 500 - 700 VA.   Warranty: minimum 2 years  Manual available in french | 12 | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |

**Lot 3: Sixteen 16 Airway disinfection apparatus**

| **Item No** | **UNOPS minimum technical requirements** | **Quantity** | **Is quotation compliant?** Bidder to complete | **Details of goods offered.** Bidder to complete |
| --- | --- | --- | --- | --- |
| 3.1 | Mobile and fully automatic aerosol generator intended for the disinfection of surfaces of previously cleaned medical devices. Use with disinfection products.   * Maximum volume to be treated: 220 - 250 m3 * Average flow rate: 950 - 1000 ml / h; * Sealed membrane compressor; * Helical fan: 230 - 270 m3 / h; * Reserve capacity: 5 liter container; * Empty weight: 25 - 32 kg; * Power supply: 220 V - 50 Hz; * Power: 500 - 700 VA.   Warranty: minimum 2 years  Manual available in french | 16 | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |

**Delivery requirements –– Comparative Data Table**

| **UNOPS Requirements** | | **Is quotation compliant?** Bidder to complete | **Details**  Bidder to complete |
| --- | --- | --- | --- |
| **Delivery time** | Bidder shall deliver the goods 6 weeks FCA + 2 weeks DAP, after Contract signature. | ☐ Yes ☐ No | Insert details |
| **Delivery place and Incoterms rules** | Delivery should be made in Bamako, MALI and Incoterms rules as per DAP Incoterms 2020. | ☐ Yes ☐ No | Insert details |
| **Consignee details** | Organisation Mondiale de la Santé (OMS) au Mali  Bureau de Représentation du Mali  Quartier N'Tomikorobougou (en face de la Direction Générale de la Santé),  BP 99 Bamako, Mali | ☐ 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: RFQ/2021/25086

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: Sustainability Commitment Form**

RFQ reference no: RFQ/2021/25086

Name of Bidder: [insert name of bidder]

Since 2015, UNOPS has been a leader in sustainable procurement. UNOPS gives great importance to sustainability and strives to partner with suppliers who share the same values.

I, the undersigned [insert name of tenderer], formally declare to commit to:

* 1. Integrate sustainability (social, economic and environmental) into my own activities.
  2. Respect human rights and labor concerns (for example, fundamental principles and rights at work, health and safety at work, fair trade products, etc.)
  3. Deliberately reduce or limit unnecessary travel during the execution of the contract, and give priority to teleworking as much as possible to minimize the creation of emissions. If travel is required, I agree to prioritize where possible.
  4. Practice recycling (and/or reuse) in my company.
  5. Manage hazardous materials and chemicals (monitored, handled, transported, stored, recycled, reused and / or disposed appropriately).
  6. Manage solid (non-hazardous) waste (monitored, handled, transported, stored, recycled, reused and / or disposed appropriately).
  7. Monitor water consumption as an appropriate resource.
  8. Monitor electricity consumption as an appropriate resource.
  9. Set documented goals to reduce the impact on the environment (this includes, for example, emissions and energy consumption).
  10. In accordance with the UN’s efforts to eliminate single use plastics from its operations, formally declare that I will 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.

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

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

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

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

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