**Section III: Returnable Bidding Forms**

**eSourcing: RFQ/2021/25276**

**Procurement of ICT equipment for the National Police of Ukraine Detective Units (UNOPS-PRAVO2-2021-G-003)**

**Note to RFQ 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 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/2021/25276 - Procurement of ICT equipment for the National Police of Ukraine Detective Units**

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;
  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**

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

RFQ reference no: **RFQ/2021/25276**

| **Currency** | USD |
| --- | --- |
| **INCOTERMS** | **DAP INCOTERMS 2020**  ***To be shipped and unloaded to the SIX addresses / SEVEN Detectives Units in the Main Departments of the National Police in the following regions: Lviv, Kharkiv, Donetsk (Mariupol), Zakarpattia, Khmelnytskyi, Kyiv and Main Investigation Department - an accordance with the attached Delivery List*** |

**Prices for Goods**

| **Item No** | **Description** | **Qty** | **Unit price excl. VAT, USD** | **Total price excl. VAT, USD** |
| --- | --- | --- | --- | --- |
| **1.** | **Notebook computer**  OS – Windows 10 Pro  CPU – min Intel Core i3 8 generation or newer  RAM – min 8 GB DDR4  Laptop keyboard – English keyboard with Russian or Ukrainian alternative character set  HD – SSD min 240GB  Screen – 15,6” Full HD 1920x1080, IPS or VA  Bluetooth  Microphone  Stereo speakers  Wi-Fi – 802.11 a/b/g/n/ac  LAN (RJ-45) – Yes  USB – min 1 USB 2.0; min 1 USB 3.1  Web camera – min 720p  Battery – min 35 Watt/hour  Graphics – Built-in  Warranty: minimum 1 year | **56** | insert | insert |
| 2. | **Portable HDD**  2000 GB USB 3.0 (Micro-B), extern 2,5"  Standard warranty applied (minimum 1 year) | **80** | insert | insert |
| 3. | **Router**  Open Source Firmware – Developed for use with OpenWRT  Wireless speed – up to 1900Mbps,  Wireless technology – 802.11 a/b/g/n/ac, 2.4 and 5 GHz  CPU – dual-core at least 1.3 GHz  Antennas – 4, external  Ports – 1 Gbit Ethernet WAN port; 4 Gbit Ethernet LAN ports; USB;  Warranty: Standard warranty applied (minimum 1 year) | **8** | insert | insert |
| **Total Price in USD, excl. VAT** | | | | insert |

Payment terms 30 days accepted: ☐ Yes

**Bidder’s delivery data**

| **Country/s of origin of offered products** | [complete] | | | |
| --- | --- | --- | --- | --- |
| **Shipment dimensions of offered products (Including package)** | **Gross weight** | **Total volume** | ***Containers (if applicable)*** | |
| ***Number*** | ***Size*** |
| [complete] | [complete] | [complete] | [complete] |

**List of subcontractors or suppliers**

RFQ 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 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.

**Technical specifications for Goods and Services – Comparative Data Table**

| **Item No** | **UNOPS minimum technical requirements** | **Qty** | **Is quotation compliant?** Bidder to complete | **Details of goods offered.** Bidder to complete |
| --- | --- | --- | --- | --- |
| **1.** | **Notebook computer**  Brand - International brand name manufacturer  OS – Windows 10 Pro  CPU – min Intel Core i3 8 generation or newer  RAM – min 8 GB DDR4  Laptop keyboard – English keyboard with Russian or Ukrainian alternative character set  HD – SSD min 240GB  Screen – 15,6” Full HD 1920x1080, IPS or VA  Bluetooth  Microphone  Stereo speakers  Wi-Fi – 802.11 a/b/g/n/ac  LAN (RJ-45) – Yes  USB – min 1 USB 2.0; min 1 USB 3.1  Web camera – min 720p  Battery – min 35 Watt/hour  Graphics – Built-in  Warranty: minimum 1 year | **56** | ☐ Yes  ☐ No | Insert details of goods offered, including specifications and brand/model |
| 2. | **Portable HDD**  2000 GB USB 3.0 (Micro-B), extern 2,5"  Standard warranty applied (minimum 1 year) | **80** | ☐ Yes  ☐ No | Insert details of goods offered, including specifications and brand/model |
| 3. | **Router**  Brand - International brand name manufacturer  Open Source Firmware – Developed for use with OpenWRT  Wireless speed – up to 1900Mbps,  Wireless technology – 802.11 a/b/g/n/ac, 2.4 and 5 GHz  CPU – dual-core at least 1.3 GHz  Antennas – 4, external  Ports – 1 Gbit Ethernet WAN port; 4 Gbit Ethernet LAN ports; USB;  Warranty: Standard warranty applied (minimum 1 year) | **8** | ☐ Yes  ☐ No | Insert details of goods offered, including specifications and brand/model |

**Delivery requirements and Comparative Data Table**

| **UNOPS Requirements** | | **Is quotation compliant?** Bidder to complete | **Details**  Bidder to complete |
| --- | --- | --- | --- |
| **Delivery period** | Bidder shall deliver the goods **as soon as possible but not later than 6 (six) months** after the contract signature. | ☐ Yes ☐ No | Insert details |
| **Delivery place** | **DAP INCOTERMS 2020 (shipping and unloading at final destinations included)**    Shipped and Unloaded to the following addresses in accordance with the DAP incoterms and the attached Delivery Schedule:   1. Service Center of the National Police of Ukraine (27 Svyatoshynska Street, Kyiv, Ukraine) 2. *Main department of NPU in Zakarpatska oblast - Uzhgorod city, F. Rakotsi str. 13, Ukraine Delivery to address #1( Service Center of NPU)* 3. *Main department of National Police of Ukraine (NPU) in Kyivska oblast plus Kyiv city, Volodymyrska str. 15, Ukraine* 4. Main department of NPU in Lvivska oblast – Lviv city, General Grygorenko sqr. 3, Ukraine 5. Main department of NPU in Kharkivska oblast - Kharkiv city, Zhon Mironosets str. 5, Ukraine 6. Main department of NPU in Khmel'nyts'ka oblast - Khmelnitskiy city, Zarichanska str. 7, Ukraine 7. Main Department of National Police in Donetsk region, (Address Nakhimova Ave, 86, Mariupol', Donetsk Oblast, Ukraine) | ☐ Yes ☐ No | Insert details |
| **Consignee** | Service Centers of the Ministry of Internal Affairs of Ukraine | ☐ Yes ☐ No | Insert details |
| **Shipment** | Bidder shall ensure the best international packing standards of goods supplied, including use of eco-friendly packing materials.  Bidder shall remain liable for the packing and 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** | 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 |

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/2021/25276

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:

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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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