**Section III: Returnable Bidding Forms**

**eSourcing reference**: RFQ/2022/40627

Note to Bidders: The following returnable forms are part of this RFQ and must be completed 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.

**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 [30 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;
  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 I: 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/2022/40627

| Currency | USD/ THB |
| --- | --- |

| **Item No** | **Description** | **Unit price per quantity of item ordered (DAP Incoterms)** | | | | | | **Average unit price DAP**  **(This amount will be used for evaluation\*)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **a** | **b** | **c** | **d** | **e** | **f** | **(a+b+c+d+e+f)/6** |
| **1 - 10** | **11 - 20** | **21 - 30** | **31 - 40** | **41 - 50** | **51 and above** |
| 1. | Computer Laptop (English Keyboard Layout) | insert | insert | insert | insert | insert | insert | insert |
| 2. | Computer Monitor 24" | insert | insert | insert | insert | insert | insert | insert |
| 3. | Mobile Wireless Mouse - Multi Mode | insert | insert | insert | insert | insert | insert | insert |
| 4. | USB Computer Headset | insert | insert | insert | insert | insert | insert | insert |
| **Total Price** | | | | | | | | insert |

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/2022/40627

Name of Bidder: [insert name of Bidder]

Bidders are required to complete the **Comparative Data Tables** included in Section II: Schedule of Requirements to demonstrate compliance with UNOPS requirements and inserted 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**

| **Item No.** | **Description** | **UNOPS minimum technical requirements** | **Is quotation compliant?** Bidder to complete | **Details of goods offered.** Bidder to complete |
| --- | --- | --- | --- | --- |
| 1. | Computer Laptop (English Keyboard Layout) | Computer Laptop (English Keyboard Layout)  Intel Core i7 Processor, 12M Cache, up to 4.80 GHz, with IPU or higher  Intel HD Graphic or higher  13.3" HD Anti-Glare FHD 1920x1080 non-touch.  16 GB of DDR4 Memory or higher  512GB SSD M.2/NVME or higher  Internal Single Point Backlit Keyboard – English  1 x USB 3.2 port  2 x Thunderbolt 4 ports with DisplayPort Alt Mode/USB4/Power Delivery  1 x Universal audio port  1 x HDMI 2.0 port  Integrated Wi-Fi 6 (AC/ AX), Bluetooth 5.1 or equivalent  Integrated HD camera  Multi mode mobile Wireless Mouse  65W Power Adapter Type-C or Type-O (Thailand)  Business Essential Backpack 15"  Windows 10 Pro 64 bit  Energy Star Qualified or equivalent  3 Years Battery Warranty by manufacturer only  4 Years Warranty On-Site service by manufacturer only  4 Years Accidental Damage Care by manufacturer only | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 2. | Computer Monitor 24" | Computer Monitor 24"  Compatible with Dell laptop  24-inch Professional Monitor with built-in USB-C docking.  Height-adjustable stand  Resolution 1920 x 1080 at 60 Hz  Contrast Ratio 1000:1 (typical)  Anti Glare Display Screen Coating  Connectors:  1 x HDMI port version 1.4 (HDCP 1.4)  1 x DisplayPort version 1.2 (HDCP 1.4)  1 x DisplayPort (Out) with MST (HDCP 1.4)  1 x USB Type-C upstream port  4 x SuperSpeed USB 5 Gbps (USB 3.2 Gen1) downstream port  1 x RJ45 port  Power cable Type-C or Type-O (Thailand)  4 Years Warranty On-Site service by manufacturer only | ☐ Yes ☐ No | Insert details |
| 3. | Mobile Wireless Mouse - Multi Mode | Mobile Wireless Mouse - Multi Mode  Compatible with Dell laptop  Connectivity Technology Wireless - 2.4 GHz, Bluetooth 5.0  Movement Detection Technology - Optical  Movement Resolution - 1600 dpi  3 Buttons  Color - Black  3 years Advanced Exchange Service | ☐ Yes ☐ No | Insert details |
| 4. | USB Computer Headset | USB Computer Headset  Microphone Type: Bi-directional  Input Impedance: 22 Ohms  Sensitivity (headphone): 115 dB +/-3 dB  Sensitivity (microphone): -42 dBV/Pa +/- 3 dB  Frequency response (Headset): 20 Hz - 20 KHz  Frequency response (Microphone): 100 Hz - 16 KHz  Compatible with Windows, macOS or Chrome OS  2 years Hardware Warranty | ☐ Yes ☐ No | Insert details |
| 5. | Bidder must be legally registered in Thailand and have a valid license. A copy of the Business Registration Certificate/ License must be submitted with the quotation submitted. | | ☐ Yes ☐ No | Insert details |
| 6. | If a Bidder does not manufacture or produce the brand(s) for the laptops it offers to supply, the bidder shall submit certificate or evidence showing that the bidder is an authorised reseller of at least one of the laptop brand(s) offered. | | ☐ Yes ☐ No | Insert details |
| 7. | Bidder shall provide Energy Star Qualified or equivalent. | | ☐ Yes ☐ No | Insert details |

**Delivery requirements –– Comparative Data Table**

| **UNOPS Requirements** | | **Is quotation compliant?** Bidder to complete | **Details**  Bidder to complete |
| --- | --- | --- | --- |
| **Delivery time** | Supplier shall deliver within a maximum of 45 working days after receipt of a Purchase Order against the Blanket Purchase Agreement. | ☐ Yes ☐ No | Insert details |
| **Delivery place and Incoterms rules** | DAP (UNOPS Bangkok Office) as per Incoterms 2020. | ☐ Yes ☐ No | Insert details |
| **Consignee details** | UNOPS, United Nations Service Building, 2nd Floor, Rajdamnern Nok Avenue,  Phranakorn,Bangkok, 10200, THAILAND. | ☐ Yes ☐ No | Insert details |

**00ax: +45 45 33 75 01**

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in **Section II: Schedule of Requirements**.

☐ Yes ☐ No

ANY DEVIATION MUST BE LISTED BELOW:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

# Form D: Previous Experience Form

(Bidder’s past experience of continuous business of supplying similar products for last [3] Calendar years)

RFQ reference no: RFQ/2022/40627

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