Section III: Returnable Bidding Forms

**eSourcing reference**: **RFQ/2022/40941 [insert full name of bidder here**]

**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 Biding 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 and Delivery of ICT Equipment in****Khartoum Sudan,** RFQ Case No. **RFQ/2022/40941**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/2022/40941

|  |  |
| --- | --- |
| **Currency** | **USD** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No** | **Description** | **Qty** | **Unit price** | **Total price** |
| 1. | Laptop PC | 6 | insert | insert |
| 2. | Tablet PC | 18 |  |  |
| 3. | Tablet PC | 30 |  |  |
| 4. | Cover for tablet PC | 30 |  |  |
| 5. | Portable Charger | 30 |  |  |
| 6. | 4g Data voucher for PHC/PHU | 360 |  |  |
| 7. | 4g Data voucher for Hotspot | 42 |  |  |
| **Total Price** | | | |  |

***NOTE: Attach its respective Pro-forma Invoice***

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

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 of Signatory:**

**Title:**

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

**Date Signed:**  **Company Seal:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[please mark this letter with your corporate seal]*

# Form C: Technical Quotation Form

RFQ reference no: **RFQ/2022/40941**

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.

**Bidder Information Summary Form**

| **No.** | **Description** | **Detail** |
| --- | --- | --- |
| **1** | **Bidder’s Legal Name** | [insert Bidder’s legal name here] |
| **2** | **Type of Business Formation:** | Sole Proprietorship  Partnership (Specify partners)  Limited Labiality Company (Plc)  Share Company (Corporations)  Government Owned |
| **3** | **Country of Registration:** | [insert here] |
| **4** | **Year of Registration:** | [insert here] |
| **5** | **Country/ies of Operation:** | [insert here] |
| **6** | **No. of staff:** | [insert here] |
| **7** | **Legal Business Address:** | **Specific Location:** [insert here]  **Telephone:** [insert here]  **Email:** [insert here]  **Website:** [insert here]  **Skype:** [insert here]  **City:** [insert here]  **Country:** [insert here] |

**45 33 75 01**

**Technical Specifications for Goods – Comparative Data Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **UNOPS Minimum Technical Requirements** | **Is quotation compliant?** Bidder to complete | **Bidder Clarification**  If Bidder Cannot Comply, indicate the reason(s) |
| 1 | The goods are as per the detailed Technical Specs indicated “Schedule of Requirements”) in section ll ▬Pass or Fail | ☐ Yes ☐ No |  |
| 2 | Bidder submitted duly signed and/or indicated One YearWarranty for any item that requires warrantee ▬Pass or Fail | ☐ Yes ☐ No |  |
| 3 | Bidder confirms to deliver the items within **45 calendar days** after Purchase Order (PO) issuance ▬Pass or Fail | ☐ Yes ☐ No |  |
| 4 | Goods will be delivered and inspected by UNOPS in Khartoum Delivered at Place -Door-to-door (DAP INCOTERMS 2020) ▬ Pass or Fail | ☐ Yes ☐ No |  |
| 5 | Bidder confirms to vary “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 ITB ▬Pass or Fail | ☐ Yes ☐ No |  |

**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:

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

**01**

**Name of Signatory:**

**Title:**

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

**Date Signed:**  **Company Seal:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[please mark this letter with your corporate seal]*

# Form D: General Requirements

**Note:**

**Please attach the following:**

**1- Company proven experience in supplying similar products in the past 3 years;**

**2- Valid Business licences or registration certificates.**

# Form E: Warranty and Product Catalogue

**Note:**

**Please attach duly signed Minimum of One year Warranty and/or indicate it on respective Pro-forma Invoice (Quotation) for the items which require warrantee as stated.**

**Please also attach Product catalogue if any**