**ANNEX 2: QUOTATION SUBMISSION FORM**

*Bidders are requested to complete this form, including the Company Profile and Bidder’s Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. 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.*

|  |  |  |
| --- | --- | --- |
| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | RFQ/044/22 | Date: Click or tap to enter a date. |

**Company Profile**

|  |  |
| --- | --- |
| **Item Description** | **Detail** |
| Legal name of bidder or Lead entity for JVs | Click or tap here to enter text. |
| Legal Address, City, Country | Click or tap here to enter text. |
| Website | Click or tap here to enter text. |
| Year of Registration | Click or tap here to enter text. |
| Legal structure | Choose an item. |
| Are you a UNGM registered vendor? | Yes  No  If yes, insert UNGM Vendor Number |
| Quality Assurance Certification (e.g. ISO 9000 or Equivalent) *(If yes, provide a Copy of the valid Certificate):* | Yes  No |
| Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? *(If yes, provide a Copy of the valid Certificate):* | Yes  No |
| Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)* | Yes  No |
| Does your organization demonstrate a significant commitment to sustainability through some other means, for example, internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues *(If yes, provide a Copy)* | Yes  No |
| Is your company a member of the UN Global Compact | Yes  No |
| Bank Information | Bank Name: Click or tap here to enter text.  Bank Address: Click or tap here to enter text.  IBAN: Click or tap here to enter text.  SWIFT/BIC: Click or tap here to enter text.  Account Currency: Click or tap here to enter text.  Bank Account Number: Click or tap here to enter text.  INN: Click or tap here to enter text.  Bank code: Click or tap here to enter text. |

**Bidder’s Declaration**

| **Yes** | **No** |  |
| --- | --- | --- |
|  |  | **Requirements and Terms and Conditions:** I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them. |
|  |  | I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the requirements and will be available to deliver throughout the relevant Contract period. |
|  |  | **Ethics**: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive, or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer. |
|  |  | I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or another undue risk to the UN and wehave read the United Nations Supplier Code of Conduct :<https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN. |
|  |  | **Conflict of interest:** I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organization’s Point of Contact. |
|  |  | **Prohibitions, Sanctions:** l/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract, is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. |
|  |  | **Bankruptcy**: l/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. |
|  |  | **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity. |
|  |  | I/We understand and recognize that you are not bound to accept any Quotation you receive, and wecertify that the goods offered in our Quotation are new and unused. |
|  |  | By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf. |

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

## **ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS**

*Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. 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.*

|  |  |  |
| --- | --- | --- |
| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | RFQ/044/22 | Date: Click or tap to enter a date. |
| **Currency of the Quotation:** Click or tap here to enter text.  **INCOTERMS:** Click or tap here to enter text. | | |
|  | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Goods to be supplied** | **q-ty** | **Measured values** | **Accuracy, not less** | **Resolution, not less** | **U.m** | **Q-TY** | **Price in [currency] (exclusive of VAT)** | |
| **Unit price** | **Total price** |
| 1 | Sensor for measuring air temperature; | 1 | -30°C - +70 °C | ± 1,0 °C | 0,3 °C | set | 10 |  |  |
| 2 | Sensor for measuring relative humidity; | 1 | 0% - 100 % | ± 5% | ± 3% |  |  |
| 3 | Sensor for measuring rainfall; | 1 | 0,5mm/h - unlimited | ±5% | 0.5mm |  |  |
| 4 | Sensor for measuring wind speed; | 1 | 0 – 40m/s | ± 2% | 0,5m/s |  |  |
| 5 | Sensor for measuring wind direction; | 1 | 8 sides, 45° each | ±5° | 0,5° |  |  |
| 6 | Sensor for measuring soil moisture | 4 | 0 – 100 % | ± 5% | 0,5° |  |  |
| 7 | Sensor for measuring soil temperature | 2 | -30°C - +70°C | ± 1,0 °C | 0,5 °C |  |  |
| 8 | Sensor for measuring sheet temperature and humidity | 1 | 0-10’000 us/cm | ±5° | N / A |  |  |
|  | | **Subtotal** | | | | | | |  |
| Transportation costs to the destination places (as per requirements) on DAP terms | | | | | | |  |
| Packing, Insurance and other costs (Please specify the other costs) | | | | | | |  |
| Installation and commissioning (when applicable) | | | | | | |  |
| Training cost | | | | | | |  |
| **Total All-Inclusive cost without VAT** | | | | | | |  |
| VAT for local companies registered in Uzbekistan (if registered as VAT payer) | | | | | | |  |
| **Total All-Inclusive cost including VAT** | | | | | | |  |

**SHIPPING ADDRESSES**

**After the completion of customs procedures, the supplier must deliver the goods to the following addresses:**

1. Andijan region, department of Uzhydromet

2. Namangan region, department of Uzhydromet

3. Fergana region, department of Uzhydromet

|  |  |
| --- | --- |
| **UNDP Requirements** | **Bidder’s Response** |
| **Validity of Offer:**  ☒ 60 days  In exceptional circumstances, UNDP may request the Vendor to extend the  validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any  modification whatsoever on the Quotation | ☐ Yes  ☐ No  ☐ Please explain in case of “No”: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Documents to be submitted:**  The shipment must be delivered with invoice (2 originals), packing list (2 originals), technical certificate (if applicable), certificate of origin, as well as all other documents confirming the quality of the goods, and according to the Incoterms 2020 applied in this tender. The packing list must clearly state the gross and net weights of the goods as well as specify relevant HS Codes clearly. | ☐ Yes  ☐ No  ☐ Please explain in case of “No”: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Warranty Period Offered:**  ☒ Minimum 12 months starting from the date of commissioning | ☐ Yes  ☐ No  ☐ Please explain in case of “No”: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Description of Warranty Coverage:**  Spare parts, replacement, repair, technical support and labor (installation, equipment setup, free repair service during the warranty period) | ☐ Yes  ☐ No  ☐ Please explain in case of “No”: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Description of After Sales Service:**  ☒ Warranty on Parts and Labor for minimum period of 12 months starting from the date of commissioning  ☒ Technical Support  ☒ Provision of Service Unit when pulled out for maintenance/ repair  ☐ Others | ☐ Yes  ☐ No  ☐ Please explain in case of “No”: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Delivery Terms (linked to INCOTERMS 2020):**  ☒ DAP  Customs clearance[[1]](#footnote-1), if needed, shall be done by UNDP for Foreign Suppliers (Company registered outside Uzbekistan)  **After the completion of customs procedures, the supplier must deliver the goods to the following addresses:**  1. Andijan region, department of Uzhydromet  2. Namangan region, department of Uzhydromet  3. Fergana region, department of Uzhydromet | ☐ Yes  ☐ No  ☐ Please explain in case of “No”: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Payment Terms:**  **☒ United States Dollars, for Foreign Suppliers** will be paid in US Dollars by  bank transfer 100% of the total invoice amount within 30 days after delivery of goods, training and set up, works and/or services and submission of payment documentation.  **☒ Local Currency: Uzbek Soums (UZS), for Local Suppliers** will be paid in  Uzbek Soums by bank transfer 100% of the total invoice amount within 30  days after delivery of goods, training and set up, works and/or services and submission of payment documentation. | ☐ Yes  ☐ No  ☐ Please explain in case of “No”: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **VAT terms:**  ☒ Must be exclusive of VAT for foreign companies registered outside of  Uzbekistan  ☒ Must be inclusive of VAT | ☐ Yes  ☐ No  ☐ Please explain in case of “No”: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Delivery terms and period:**Tashkent, Uzbekistan  Latest Delivery Date is not more than 90 calendar days from day of signing contract by both parties | ☐ Yes  ☐ No  ☐ Please explain in case of “No”: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **All documentation, including catalogs, instructions, and operating manuals, shall be in:**  ☒ English, Russian or Uzbek | ☐ Yes  ☐ No  ☐ Please explain in case of “No”: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Liquidated Damages:**  ☒ Will be imposed under the following conditions:  Percentage of contract price per day of delay: 0.1%  **Max. no. of days of delay: 30 calendar days**  **After which UNDP may terminate the contract.** | ☐ Accept  ☐ Does not accept  ☐ Please explain in case of “Does not accept”: |
| Please confirm that your company is not included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; | ☐ Not listed  ☐ Listed  ☐ Please explain in case of “Listed”: |
| Please confirm that you accept the UN Supplier Code of Conduct, available at <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> | ☐ Accept  ☐ Does not accept  ☐ Please explain in case of “Does not accept”: |

**Compliance with Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **You Responses** | | |
| **Yes, we will comply** | **No, we cannot comply** | **If you cannot comply, pls. indicate counter - offer** |
| Minimum Technical Specifications |  |  | Click or tap here to enter text. |
| Delivery Lead Time |  |  | Click or tap here to enter text. |
| Warranty and After-Sales Requirements |  |  | Click or tap here to enter text. |
| Validity of Quotation |  |  | Click or tap here to enter text. |
| Payment terms |  |  | Click or tap here to enter text. |
| Other requirements *[pls. specify]* |  |  | Click or tap here to enter text. |

**Other Information:**

|  |  |
| --- | --- |
| Estimated weight/volume/dimension of the Consignment: | Click or tap here to enter text. |
| Country/ies of Origin:  (*if export license required this must be submitted if awarded the contract*) | Click or tap here to enter text. |

|  |  |
| --- | --- |
| I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted. | |
| *Exact name and address of company*  Company NameClick or tap here to enter text.  Address: Click or tap here to enter text.  Click or tap here to enter text.  Phone No.: Click or tap here to enter text.  Email Address: Click or tap here to enter text. | Authorized Signature:  Date: Click or tap here to enter text.  Name: Click or tap here to enter text.  Functional Title of Authorised  Signatory: Click or tap here to enter text.  Email Address: Click or tap here to enter text. |

1. Must be linked to INCO Terms chosen [↑](#footnote-ref-1)