**Section III: Returnable Bidding Forms**

## eSourcing reference: RFQ/2022/42870- RFQ Goods/Services -Provision of Clearing and Forwarding Services (Air and Sea)In Kenya For UNMAS Somalia Programme

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: RFQ Case RFQ/2022/42870- Provision of Clearing and Forwarding Services (Air and Sea)In Kenya For UNMAS Somalia Programme

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 **60 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;
  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/2022/42870- Provision of Clearing and Forwarding Services (Air and Sea)In Kenya For UNMAS Somalia Programme

| **Currency** | Kes |
| --- | --- |

| Charge Item/Description | Amount | Unit |
| --- | --- | --- |
| Import LCL Shipments ex Mombasa Port |  |  |
| Processing Fee |  | per shipment |
| Road Transport: |  |  |
| From Mombasa Port to Vendor Warehouse In Mombasa |  | Per MT or CBM |
| From Mombasa Airport to UNOPS Office,Narobi City |  | Per MT or CBM |
| Bond Fees |  | Per Shipment |
|  |  |  |
| Import :Motor Vehicles Ex -Kilindini Port, Mombasa |  |  |
| Processing Fees |  | Per Unit |
| Road Transport: |  |  |
| From Port to Vendor Warehouse |  | Per Unit |
| From Mombasa Airport to UNOPS Office,Nairobi City |  | Per Unit |
|  |  |  |
| Import:Containers Ex Mombasa Port |  |  |
| Processing Fees |  |  |
| 20 ft Container |  | Per container |
| 40ft Container |  | Per container |
|  |  |  |
| Road Transport |  |  |
| From Mombasa Port to Vendor warehouse |  |  |
| 20ft Container upto 12.0MT (inc container) |  | Per container |
| 40ft Container upto 24.0MT (inc container) |  | Per container |
| From Kilindini Port to Nairobi City Limits |  |  |
| 20ft Container upto 12.0MT (inc container) |  | Per container |
| 40ft Container upto 24.0MT (inc container) |  | Per container |
| From Embakassi to Nairobi City Limits |  |  |
| 20ft Container upto 12.0MT (inc container) |  | Per container |
| 40ft Container upto 24.0MT (inc container) |  | Per container |
| Bond Fees |  |  |
| 20ft Containers |  | Per container |
| 40ft Containers |  | Per container |
|  |  |  |
| Export Non FCL Shipments |  |  |
| Processing Fees |  | Per Shipment |
| Handling Fees(only Applicable to non-warehoused goods or goods that have been stored for less than 7 days) |  |  |
| General Cargo |  | Per MT |
| Motor Vehicles |  | Per Vehicle |
|  |  |  |
| Road Transport |  |  |
| From Nairobi City to Mombasa City |  |  |
| LCL Cargo |  | Per MT or CBM |
| 20ft container 12MT |  | Per Container |
| 40ft Containers upto 24MT |  | Per Container |
| From Vendor Warehouse In Mombasa to Port |  |  |
| LCL cargo |  | Per MT or CBM |
| 20ft Container 12MT(inc Container) |  | Per Container |
| 40ft Containers Upto 24MT (inc Container) |  | Per Container |
| From Mombasa warehouse to Nairobi ICD embakassi |  |  |
| 20ft Container Upto 12MT(inc Container) |  | Per Container |
| 40Ft Container Upto 24MT (inc Container) |  | Per Container |
|  |  |  |
|  |  |  |
| Air -Freight Tariff |  |  |
| Charge Item | Amount | Unit |
| Import Clearance Ex-JKIA |  |  |
| Processing Fees |  | Per Shipment |
| Road Transport |  |  |
| From JKIA to UNOPS Office, Nairobi Kenya |  | per kilo |
| JKIA to Nairobi City Limits |  | per kilo |
| Bond Fees |  | Per shipment |
|  |  |  |
| Transshipment-Clearance EX JKIA |  |  |
| Transshipment Fees |  | Per Shipment |
| Palletelisation and Loading Fees |  | per kilo |
|  |  |  |
| Warehouse Tariff |  |  |
| Charge Item | Amount | Unit |
| Packing (includes , pre-pack survey, packing at residence, creating, preparation of inventory list, marking, weighing and temporary storage upto 14days free) |  |  |
| Crated |  | per CBM |
| Carton Boxed |  | per CBM |
|  |  |  |
| Warehousing-Non Transit and Transit / Bonded Storage |  |  |
| Storage-(First 7days free for non trnsit storage only) |  | Pr MT or CBM |
| Handling Charges |  |  |
| In |  | Per Kilo |
| Out |  | Per Kilo |
| Road Transport within Nairobi City Limits |  | Per Kilo |
| Bond Fees(based on how Cargo was received into the warehouse) |  |  |
| LCL/ Air freight shipments |  | Per Shipment |
| 20Ft Containers |  | Per Shipment |
| 40Ft Containers |  | Per Shipment |
| Warehousing:Cold Storage(Nairobi) |  |  |
| Storage-(First 7days free for non transit storage only) |  | Per Kilo |
| Handling Charges |  |  |
| In |  | Per Kilo |
| OUT |  | Per Kilo |
| Road Transport within Nairobi City Limits |  | Per Kilo |
| Warehousing:Cold Storage(Mombasa) |  |  |
| Storage-(First 7days free for non transit storage only) |  | Per Kilo |
| Handling Charges |  |  |
| In |  | Per Kilo |
| OUT |  | Per Kilo |
| Road Transport within Mombasa City Limits |  | Per Kilo |
|  |  |  |
| Other Charges |  |  |
| Charge Item | Amount | Unit |
| Processing of Documentation Only |  | Per Shipment |
| IDF Fees |  | Per IDF |
| IDF Application Fees |  | Per IDF |
| Bond Extension Request |  | For 1st,2nd and 3rd Resquest |
| Truck Detention Fees(applicable after 48hrs |  | Per truck Per Day or Part Thereof |
| Forklift hire |  | Per hour |
| Crane hire |  | Per Hour |
| Container storage for UNMAS Containers- Nairobi Yard |  |  |
| 20 Ft Container |  | Per Day |
| 40 Ft Container |  | Per Day |
| Container storage for UNMAS Containers - Mombasa Yard |  |  |
| 20 Ft Container |  | Per Day |
| 40 Ft Container |  | Per Day |

| Export :Air freight |  |  |
| --- | --- | --- |
| Processing Fees |  | Per shipment |
| Road Transport: |  |  |
| From UNOPS Office to Vendor Warehouse |  | Per KG |
| From Vendor warehouse to JKIA |  | Per KG |
| From UNOPS Office to JKIA |  | Per KG |

| Export :SEA freight |  |  |
| --- | --- | --- |
| Procesing Fees |  | Per shipment |
| Road Transport: |  |  |
| From UNOPS Office to Vendor Warehouse |  | Per KG |
| From Vendor warehouse to Port of Mombasa |  | Per KG |
| From UNOPS to Port Of Mombasa |  | Per KG |
| Road Transport-container shipment |  |  |
| 20ft Container upto 12.0MT (inc container) |  | Per container |
| 40ft Container upto 24.0MT (inc container) |  | Per container |

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/2022/42870- Provision of Clearing and Forwarding Services (Air and Sea)In Kenya For UNMAS Somalia Programme

Name of Bidder: [insert name of Bidder]

Bidders to submit a proposal containing the following:

* Submission letter
* The mandatory requirements
* A brief technical proposal capturing the delivery of UNOPS requirement as stated in the Terms Of Reference document

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 Comparative Data Table:**

| **Item No** | **UNOPS minimum technical requirements(Summary)** | **Quantity** | **Is quotation compliant?** Bidder to complete | **Details of goods offered.** Bidder to complete |
| --- | --- | --- | --- | --- |
| 1 | Provision of Clearing and Forwarding Services-Air and Sea As per **All** the Terms or reference provided | For the period specified in the contract | ☐ Yes ☐ No | Insert details |
| 2 | Customs clearance at Jomo Kenyatta Inernational Airport and delivery to UNOPS Office in Gigiri Nairobi Kenya. | For the period specified in the contract | ☐ Yes ☐ No | Insert details |
| 3 | Customs clearance at Port of Mombasa and delivery to UNOPS Office in Gigiri, Nairobi Kenya. | For the period specified in the contract | ☐ Yes ☐ No | Insert details |
| 4 | Transportation services from the UNOPS Office in Gigiri Nairobi Kenya to the airport, | For the period specified in the contract | ☐ Yes ☐ No | Insert details |
| 5 | Transportation services from the UNOPS Office in Gigiri Nairobi Kenya the to the Mombasa port | For the period specified in the contract | ☐ Yes ☐ No | Insert details |
| 6 | Transportation services within Nairobi and Mombasa range. | For the period specified in the contract | ☐ Yes ☐ No | Insert details |
| 7 | Storage services for ;  -JKIA, within Nairobi  -Mombasa Port | For the period specified in the contract | ☐ Yes ☐ No | Insert details |
|  |  |  |  |  |

**Delivery requirements and Comparative Data Table:**

| **UNOPS Requirements** | | **Is quotation compliant?** Bidder to complete | **Details**  Bidder to complete |
| --- | --- | --- | --- |
| **Delivery time** | Bidder shall deliver the Services during the period covered in the resulting contract after, Contract signature. | ☐ Yes ☐ No | Insert details |
| **Delivery place and Incoterms rules** | Nairobi/ Mombasa-Kenya | ☐ Yes ☐ No | Insert details |
| **Consignee details** | Nairobi/ Mombasa-Kenya | ☐ Yes ☐ No | Insert details |
| **Sustainability criterion** | Gender mainstreaming in contract execution: The bidder shall provide a practical plan for mainstreaming gender during the execution of the contract. Bidders are encouraged to familiarize themselves with UNOPS Gender Mainstreaming Strategy, available online at https://www.unops.org/news-and-stories/news/gender-equality-a-top-priority-for-unops | ☐ 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 II: Schedule of Requirements**.

☐ Yes ☐ No

ANY DEVIATION MUST BE LISTED BELOW:

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

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

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

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

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

# Form D: Previous Experience Form

## RFQ reference no: RFQ/2022/42870- Provision of Clearing and Forwarding Services (Air and Sea)In Kenya For UNMAS Somalia Programme

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