**Section III: Returnable Bidding Forms**

**eSourcing reference**: RFQ/2022/43532

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 and Delivery of Laptops and Other ICT Equipment for UNOPS Ethiopia Multi Country Office (ETMCO), Addis Ababa, Ethiopia,** RFQ Case No.RFQ/2022/43532, 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 **45 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/2022/43532

| **The Financial Proposal/Quotation Must be Submitted in:** | **US$** |
| --- | --- |

**LOT I: Supply and Delivery of Laptops and their respective Accessories/Peripherals**

| **No.** | **Brief Description of Items** | **Qty**  **[a]** | **Unit Price**  **(in US$)**  **[b]** | **Total Price**  **(in US$)**  **[a x b]** |
| --- | --- | --- | --- | --- |
| 1 | **Laptop**  ThinkPad X13 Laptop Gen 2 (or its equivalent) | 15 |  |  |
| 2 | **External Monitor:**  ThinkVision T24i-2L Monitor (or its equivalent) | 20 |  |  |
| 3 | **Docking Station**  ThinkPad hybrid USB-C (or its equivalent) | 25 |  |  |
| 4 | **Wireless Mouse**  Lenovo Laser Wireless Mouse (or its equivalent) | 15 |  |  |
| 5 | **Keyboard**  Lenovo Preferred Pro II USB Keyboard- US English (or its equivalent) | 15 |  |  |
| 6 | **Headset**  Logitech USB Headset Stereo H650e (or its equivalent) | 15 |  |  |
| 7 | **Backpack**  Lenovo Performance Backpack (or its equivalent) | 15 |  |  |
| **8** | **Bidder’s Total Prices at FCA (Price of Goods FCA + Related Services to make ready for Shipment) [1 + 2 + 3 + 4 + 5 + 6 + 7 ]** | | |  |
| **9** | Air Freight and related logistics costs | | |  |
| **10** | Insurance | | |  |
| **11** | Custom Clearance and Freight Forwarders Costs in Addis Ababa, ECA Compound | | |  |
| **Bidder’s Total Prices at DAP Addis Ababa in US$ (Price of Goods including Freight + Insurance + other Related Services) [8+9 + 10 + 11]** | | | |  |

***NOTE: Partial quotations SHALL NOT BE ALLOWED. Bidders must quote prices for the total requirement requested. Evaluation will be done for the total requirement. Bidders which submit partial quotation will be DISQUALIFIED***

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]*

RFQ reference no:RFQ/2022/43532

| **The Financial Proposal/Quotation Must be Submitted in:** | **US$** |
| --- | --- |

**LOT II: Supply and Delivery of Multi-purpose Colour Printers; Toners/Cartridge and Projector**

| **No.** | **Brief Description of Items** | **Qty**  **[a]** | **Unit Price**  **(in US$)**  **[b]** | **Total Price**  **(in US$)**  **[a x b]** |
| --- | --- | --- | --- | --- |
| 1 | **UPS**  APC UPS 2KVA (or its equivalent) | 1 |  |  |
| 2 | **Network /Router**  TL-ER7206 Gigabit Multi-WAN VPN Router (or its equivalent) | 2 |  |  |
| 3 | **Accessories** |  |  |  |
| Lenovo 65W Standard AC Adapter (USB Type-C) (or its equivalent) | 20 |  |  |
| Logitech USB Headset Stereo H650e - (or its equivalent) | 60 |  |  |
| ThinkBook Bluetooth Silent Mouse (or its equivalent) | 60 |  |  |
| Logitech PTZ PRO 2 Camera (or its equivalent) | 2 |  |  |
| Lenovo ThinkSmart Bar XL - (or its equivalent) | 2 |  |  |
| BELKIN High-Speed HDMI Cable with Ethernet 10 Metre - (or its equivalent) | 5 |  |  |
| BELKIN High-Speed HDMI Cable with Ethernet 5 Metre (or its equivalent) | 5 |  |  |
| Logitech trong Usb 3.1 Cable (or its equivalent) | 3 |  |  |
| **4** | **Bidder’s Total Prices at FCA (Price of Goods FCA + Related Services to make ready for Shipment) [1 + 2 + 3]** | | |  |
| **5** | Air Freight and related logistics costs | | |  |
| **6** | Insurance | | |  |
| **7** | Custom Clearance and Freight Forwarders Costs in Addis Ababa, ECA Compound | | |  |
| **Bidder’s Total Prices at DAP Addis Ababa in US$ (Price of Goods including Freight + Insurance + other Related Services) [4 + 5 + 6 + 7 ]** | | | |  |

***NOTE: Partial quotations SHALL NOT BE ALLOWED. Bidders must quote prices for the total requirement requested. Evaluation will be done for the total requirement. Bidders which submit partial quotation will be DISQUALIFIED***

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/2022/43532

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**

**LOT I: Supply and Delivery of Laptops and their respective Accessories/Peripherals**

| **Item No** | **UNOPS Minimum Technical Requirements** | **Is quotation compliant?** Bidder to complete | **Bidder Clarification**  If Bidder Cannot Comply, indicate the reason(s) |
| --- | --- | --- | --- |
| **1** | **Laptops and their respective Accessories/Peripherals QTY - 15**  **ThinkPad X13 Laptop Gen 2 (or its equivalent)**  **Processor:** Intel® Core™ i7-1185G7 Processor with vPro™ (3.00 GHz, up to 4.80 GHz with Turbo Boost, 4 Cores, 8 Threads, 12 MB Cache) or better  **Operating System:** Genuine Windows 10 Professional 64 bit English  **Display:** 13.3" FHD (1920 x 1200), IPS, Anti-Glare, 300 nits  **Graphics:** Integrated Intel® Iris® Xe Graphics  **Webcam:** 720p HD with webcam privacy shutter  **Memory:** 16GB DDR4 2400MHz Memory Onboard  **Battery:** 48Whr battery  **Keyboard:** ThinkPad® Precision Backlit Keyboard  **Fingerprint Reader:** Yes  **I/O (Input / Output) Ports:** Mini DisplayPort with audio  HDMI 2.0 (HDMI to VGA Adaptor)  Headphone / mic combo  2 x USB 3.2\*\* Gen 1  1 x USB-C with Thunderbolt™ 3  1 x USB Type-C  Smart card reader  RJ45 (RJ45 via Ethernet Extension adapter)  **Storage:** 512GB Solid State Drive  **WIFI:** Intel Wi-Fi 6 AX201 2x2ax  **Bluetooth®:** Bluetooth Version 5.0  **Navigation:** TrackPoint® with trackpad  **Power:** AC 120/230V (50/60 Hz),65 w  **Warranty:** 3 Yr Mfr Global Warranty  **ThinkVision T24i-2L Monitor -24 Laptop Accessories and Peripherals**  **Product Type:** LED Monitor **QTY: 20**  **Display System:** 223.8 - inch FHD LED backlit LCD panel or better  **Resolution:** 1920 x 1080 or better  **Aspect Ratio:** 16:9  **Connectivity:** HDMI, VGA, DisplayPort or more  **ThinkPad Hybrid USB-C Docking Station**  **Product Type:** Docking station **QTY: 25**  **Video Interfaces:** 2 x DisplayPort 1.2, 2 x HDMI  **Input/Output Ports:** • 2 x DisplayPort 1.4  • 3 x USB 3.1 gen2 (10Gbps, 1x always-on USB charging)  • 2 x USB2.0  • 1 x USB-C port (Data,5V 3A power)  • 1 x Gigabit Ethernet  • 2 x Display Port  • 2 x HDMI Port  • 1 x Stereo/Mic Combo Audio Port"  **Power:** Power adapter 90 Watt AC 120/230 V (50/60 Hz)"  Compatible with ThinkPad X13  **Product Type:** Lenovo Laser Wireless Mouse **QTY: 15**  **Product Type:** Lenovo Preferred Pro II USB Keyboard **QTY: 15**  **Product Type:** Logitech USB Headset Stereo H650e **QTY: 15**  **Product Type:** Lenovo ThinkPad Professional Backpack **QTY: 15** | ☐ Yes ☐ No |  |

**Note:** ***Click*** *on the respective Check Box of your choice for YES or NO Choices above.*

**UNOPS QUALITY, SUSTAINABILITY, DELIVERY AND MINIMUM RIGHT TO VARY REQUIREMENTS**

| **UNOPS Requirements** | | **Is bid compliant?** Bidder to complete | **Bidder Clarification**  If Bidder Cannot Comply, indicate the reason(s) |
| --- | --- | --- | --- |
| **Sustainability Requirements** | Is the bidder confirmed to deliver ICT equipment which must hold a relevant energy efficiency label such as Energy Star, TCO Certification, EPEAT or equivalent? ▬ **Pass or Fail** | ☐ Yes ☐ No |  |
| Is the bidder confirmed to deliver ICT equipment in packaging that meets environmental sustainable criteria 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? ▬ **Pass or Fail** | ☐ Yes ☐ No |  |
| **Delivery time** | Bidder confirms to deliver the items within **60 calendar days** after Purchase Order (PO) issuance ▬ **Pass or Fail** | ☐ Yes ☐ No |  |
| **Delivery place** | Bidder confirms to deliver the items to UNOPS Ethiopia Multi Country Office (ETMCO); Ethiopia Office at the following location:  Zambezi Build.; 5th Floor; West Wing; UNECA Compound  Addis Ababa; Ethiopia  P.O. Box: 60197 and agree at  **Delivered at Place (DAP) as per INCOTERMS 2020** ▬ **Pass or Fail** | ☐ Yes ☐ No |  |
| **UNOPS Right to vary requirements** | 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 RFQ ▬ **Pass or Fail** | ☐ Yes ☐ No |  |

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:**

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

I, the undersigned, certify that I am duly authorized by [**insert full name of bidder**] to sign this bid and bind [**insert full name of bidder**] should UNOPS accept this bid:

**Full Name:**

**Designation:**

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

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

[*Stamp form of bid with official stamp of the bidder*]

**LOT II: Supply and Delivery of UPS, Router and accessories**

| **Item No** | **UNOPS Minimum Technical Requirements** | **Is quotation compliant?** Bidder to complete | **Bidder Clarification**  If Bidder Cannot Comply, indicate the reason(s) |
| --- | --- | --- | --- |
| **1** | **UPS - QTY 1**  APC Smart-UPS 2000 KVA 230V Rackmount (or its equivalent)  **Output power capacity:** 1.3kWatts / 2.0kVA  **Nominal Output Voltage:** 230V  **Nominal Output Voltage(s) Supported:** 220/230/240 V  **Frequency Compatibility:** 50 / 60 Hz +/- 3 Hz  **Output Connections:** (2) IEC Jumpers  (6) IEC 320 C13  **Waveform type:** Sine wave  **Nominal Input Voltage:** 230V  **Input frequency:** 50/60 Hz +/- 3 Hz Auto-sensing  **Input voltage range for main operations:** 180 - 287V  **Input Connections:** IEC 320 C20  **Input Phase:** Single-Phase  **Battery Type:** Maintenance free VRLA batteries  **Communications Interface:** DB9 Serial,SmartSlot  **Control panel:** LED status display with on line : on battery : replace battery and overload indicators  **Accessories:** Installation guide ,Power cables ,User Manuals ,DB9 Cable  **Warranty:** Standard warranty 2 year | ☐ Yes ☐ No |  |
| **2** | **TL-ER7206 Gigabit Multi-WAN VPN Router QTY - 2**  **HARDWARE FEATURES**  **Standards and Protocols** • IEEE 802.3, IEEE802.3u, IEEE802.3ab, IEEE 802.3z, IEEE 802.3x, IEEE 802.1q  • TCP/IP, DHCP, ICMP, NAT, PPPoE, NTP, HTTP, HTTPS, DNS, IPSec, PPTP, L2TP, OpenVPN, SNMP  **Interface •** 1 Fixed Gigabit SFP WAN Port  • 1 Fixed Gigabit RJ45 WAN Port  • 2 Fixed Gigabit RJ45 LAN Ports  • 2 Changeable Gigabit RJ45 WAN/LAN Ports  **Network Media** • 10BASE-T: UTP category 3, 4, 5 cable (Max 100m) EIA/TIA-568 100Ω STP (Max 100m)  • 100BASE-TX: UTP category 5, 5e cable (Max 100m)  EIA/TIA-568 100Ω STP (Max 100m)  • 1000BASE-T: UTP category 5, 5e, 6 cable (Max 100m)"  **Button** Reset Button  **Power** Supply 100–240 V~50/60 Hz  **Flash** SPI 4MB + NAND 128MB  **DRAM** 512MB  **LED** PWR, SYS, SFP WAN, WAN (Speed, Link/Act), LAN (Speed, Link/Act)  **Concurrent Session** 150,000  **IPsec VPN Throughput** 291.6 Mbps  **BASIC FUNCTIONS**  **WAN Connection Type** • Static/Dynamic IP  • PPPoE  • PPTP, L2TP  **MAC** Clone Modify WAN/LAN MAC Address†  **DHCP** • DHCP Server  • DHCP Address Reservation  • Multi-IP Interfaces\*  • Multi-Net DHCP\*  **IPv6** Developing‡  **VLAN** 802.1Q VLAN  **IPTV** IGMP v2/v3 Proxy  **ADVANCED FUNCTIONS**  **ACL** IP/Port/Protocol/Domain Name Filtering  **Advanced Routing** • Static Routing  • Policy Routing  **Bandwidth Control** • IP/Port-based Bandwidth Control  • Guarantee & Limited Bandwidth"  **Load Balance** • Intelligent Load Balance  • Application Optimized Routing  • Link Backup (Timing§, Failover)  • Online Detection"  **NAT** • One-to-One NAT§  • Multi-Net NAT  • Virtual Server  • Port Triggering§  • NAT-DMZ  • FTP/H.323/SIP/IPSec/PPTP ALG, UPnP  **Security** • SPI Firewall  • VPN Passthrough  • FTP/H.323/PPTP/SIP/IPsec ALG  • DoS Defence, Ping of Death  • Local Management  **Session Limit** IP-based Session Limit | ☐ Yes ☐ No |  |
| **3** | **Accessories**   * Lenovo 65W Standard AC Adapter (USB Type-C) - **QTY: 20** * Logitech USB Headset Stereo H650e - **QTY: 60** * ThinkBook Bluetooth Silent Mouse - **QTY: 60** * Logitech PTZ PRO 2 Camera - **QTY: 2** * Lenovo ThinkSmart Bar XL - **QTY: 2** * BELKIN High-Speed HDMI Cable with Ethernet 10 Metre - **QTY: 5** * BELKIN High-Speed HDMI Cable with Ethernet 5 Metre **QTY: 5** * Logitech trong Usb 3.1 Cable - **QTY: 3** | ☐ Yes ☐ No |  |

**Note:** ***Click*** *on the respective Check Box of your choice for YES or NO Choices above.*

**UNOPS QUALITY, SUSTAINABILITY, DELIVERY AND MINIMUM RIGHT TO VARY REQUIREMENTS**

| **UNOPS Requirements** | | **Is bid compliant?** Bidder to complete | **Bidder Clarification**  If Bidder Cannot Comply, indicate the reason(s) |
| --- | --- | --- | --- |
| **Sustainability Requirements** | Is the bidder confirmed to deliver ICT equipment which must hold a relevant energy efficiency label such as Energy Star, TCO Certification, EPEAT or equivalent? ▬ **Pass or Fail** | ☐ Yes ☐ No |  |
| Is the bidder confirmed to deliver ICT equipment in packaging that meets environmental sustainable criteria 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? ▬ **Pass or Fail** | ☐ Yes ☐ No |  |
| **Delivery time** | Bidder confirms to deliver the items within **30 calendar days** after Purchase Order (PO) issuance ▬ **Pass or Fail** | ☐ Yes ☐ No |  |
| **Delivery place** | Bidder confirms to deliver the items to UNOPS Ethiopia Multi Country Office (ETMCO); Ethiopia Office at the following location:  Zambezi Build.; 5th Floor; West Wing; UNECA Compound  Addis Ababa; Ethiopia  P.O. Box: 60197 and agree at  **Delivered at Place (DAP) as per INCOTERMS 2020** ▬ **Pass or Fail** | ☐ Yes ☐ No |  |
| **UNOPS Right to vary requirements** | 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 RFQ ▬ **Pass or Fail** | ☐ Yes ☐ No |  |

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:**

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

I, the undersigned, certify that I am duly authorized by [**insert full name of bidder**] to sign this bid and bind [**insert full name of bidder**] should UNOPS accept this bid:

**Full Name:**

**Designation:**

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

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

[*Stamp form of bid with official stamp of the bidder*]

# Form D: Previous Experience Form

RFQ reference no: RFQ/2022/43532

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

**Form E: Manufacturer’s Authorization Form (MAF)**

**RFQ Reference No:**  **RFQ/2022/43532**

**Name of Bidder:** **[insert here]**

**Date: [insert Submission Date here]**

A letter issued by the manufacturer authorizing the applicant to participate in this particular RFQ must be submitted with the bid in the format provided in this Form.

To be eligible for delivery of goods, the bidder must be either the manufacturer of the offered goods or a sole representative of the manufacturer to the United Nations. Should offers for a particular make and model be received from more than one appointed representative, UNOPS reserves the right to select only one.

**RFQ reference no: [insert RFQ reference No.]**

**Name of Bidder: [insert name of bidder]**

**Date: [insert submission date]**

To: UNOPS

**WHEREAS**

We **[insert complete name of manufacturer**], who are official manufacturers of [**insert type of goods manufactured],** having factories at **[insert full address of manufacturer’s factories**], do hereby authorize **[insert complete name of bidder]** to submit a bid the purpose of which is to provide the following goods, manufactured by us **[insert name and or brief description of the goods]**, and to subsequently negotiate and sign the contract.

We hereby extend our full guarantee and warranty in accordance with Clause 4.5 of the General Conditions of Contract for the provision of Goods, with respect to the goods offered by the above firm.

Signed: [**insert signature(s) of authorized representative(s) of the manufacturer]**

Name**: [insert complete name(s) of authorized representative(s) of the manufacturer]**

Title: **[insert title]**

Dated on \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ **[insert date of signing]**