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| **Request for Quotation (RFQ) for Goods/Services** |
| **Supply, testing, delivery and unloading of Manhole Covers, Manhole Steps, Valves, GI pipes and fittings and Sewer Cleaning Rods & Accessories to Multi LWSCs- Warehouses of - Local Water and Sanitation Corporation - Yemen** |
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| Version: v2021 |
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**Section IV: MainReturnable Bidding Forms**

The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their Quotation.

This Section comprises the following Returnable Bidding Forms:

* Form A: Quotation Submission Form
* Form D: Previous Experience Form
* Form H: Bid Securing Declaration
* Form I: Independent Bid Declaration
* Form J: United Nations Supplier Code Of Conduct Declaration

**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 ***[* Supply, testing, delivery and unloading of Manhole Covers, Manhole Steps, Valves, GI pipes and fittings and Sewer Cleaning Rods & Accessories to Multi LWSCs- Warehouses of - Local Water and Sanitation Corporation-Yemen*] in [Mulitple Cities, Yemen****],**RFQ Case No. [*RFQ/2022/43586 *.], dated* ***[…/…/.2022]***

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 the Tender Particulars section, 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 D: Previous experience form

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of Bidder]

**Note : Please list the previous years of experience in similar projects for the past two years.**

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| **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** |
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Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

**From H: Bid Securing Declaration**

Date: [Insert date]

Tender reference number: [Insert UNOPS tender reference number]

We, the undersigned, declare that:

1. We understand that, according to your conditions, offers must be supported by a bid securing declaration.
2. We accept that we could be declared ineligible to participate in future UNOPS tenders in accordance with the regulations stipulated in the Procurement Manual section 3.3 Vendor Ineligibility if we violate our obligation (s) under the conditions of the offer if:
3. we withdraw our offer during the period of the offer validity specified by us in the offer submission form; or
4. we do not accept the correction of errors in accordance with the Instructions to Bidders in the bidding documents; or
5. after having been notified of the acceptance of our offer during the period of bid validity thereof, (i) we do not execute or refuse to execute the Contract form, if required; or (ii) we do not supply or refuse to provide the performance security.
6. We understand that this bid securing declaration will expire if we are not the successful bidders, and when one of the following events occurs first: (i) we receive a copy of your notification with the name of the successful bidder; or (ii) twenty-eight days have elapsed after the expiration of our offer.

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:

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

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

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

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

**FORM I: INDEPENDENT BID DECLARATION**

Bid for the **Supply, testing, delivery and unloading of Manhole Covers, Manhole Steps, Valves, GI pipes and fittings and Sewer Cleaning Rods & Accessories to Multi LWSCs- Warehouses of - Local Water and Sanitation Corporation-Yemen**. RFQ ref .**RFQ/2022/43586 , dated [insert date]**

The undersigned, on submission of a bid for the competitive procurement process or invitation to bid (hereinafter referred to as “the bid”) for the *[insert brief description of the goods and/or services]* in *[name of country/city] –* invitation to bid no.: [insert invitation to bid ref. no.], in response to the call for bids made by the United Nations Office for Project Services (UNOPS), I hereby make the following statements, which I declare to be true and complete in all respects.

On behalf of [name of bidder or joint venture], hereinafter “the Bidder”, **I declare** that:

1. I understand that the bid submitted shall be disqualified if this statement is found not to be true and complete in all respects.
2. I am authorized by the Bidder to sign this declaration and to submit the attached bid on behalf of the Bidder.
3. Each person whose signature appears on the submitted bid has been authorized by the Bidder to establish its terms and to sign it on behalf of the Bidder.
4. For the purposes of this statement and the bid submitted, I understand that the word “competitor” shall include any natural or legal person, other than the Bidder, whether affiliated with the Bidder or not, who:
5. has been asked to submit a bid in response to this invitation to bid
6. might potentially submit a bid in response to this invitation to bid, based on their qualifications, skills or experience.
7. The Bidder discloses that (select the appropriate option from the following subsections, 5 (a) or 5 (b)):
8. The Bidder has submitted the bid independently and without consultation, communication, agreement or arrangement with any competitor: YES ☐ NO ☐
9. The Bidder has entered into consultation, communication, agreement or arrangement with one or more competitors with respect to this invitation to bid, full details of which the Bidder discloses in the accompanying documents, including the names of the competitors and the nature of and reasons for such consultation, communication, agreement or arrangement: YES ☐ NO ☐
10. In particular, and without limiting the generality of paragraphs 5 (a) or 5 (b) above, there has been no consultation, communication, agreement or arrangement with any competitor with respect to:
11. prices
12. methods, factors or formulas used to calculate prices
13. the intention or decision to submit a bid or not, or
14. the submission of a bid that does not meet the specifications of the invitation to bid, except as specifically disclosed under paragraph 5 (b) above.
15. In addition, there has been no consultation, communication, agreement or arrangement with any competitor as to the quality, quantity, specifications or delivery details for the products or services to which this invitation to bid relates as specifically disclosed under paragraph 5 (b) above.
16. The terms of the bid submitted have not been and shall not be knowingly disclosed by the Bidder, whether directly or indirectly, to any competitor prior to the date and time of the official bid-opening ceremony, or contract-awarding ceremony, whichever comes first.
17. I declare that the company I represent has commercial links with the following
18. corporations: [indicate the corporations that may or may not submit a bid for the purpose of this invitation to bid, detailing their commercial names and the type of links that exist with them.[[1]](#footnote-1) If there are no commercial links with any corporations, please enter “None”].

The above statements are also true and complete for the members of the joint venture: YES ☐ NO ☐ [If the answer is NO, details must be included of the members for whom any of the above statements are not met. This paragraph may be deleted if the Bidder is not a joint venture].

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

Position : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**FORM J: UNITED NATIONS SUPPLIER CODE OF CONDUCT DECLARATION OF ELIGIBILITY**

**UNOPS expects all bidders to act in accordance with the highest ethical standards throughout the competitive procurement process, as well as during the validity of any contract that may be awarded to them through the process. Therefore, all bidders must declare and ensure the following.**

**If the bidder’s status in relation to this declaration changes, it must inform UNOPS immediately. Failure to comply with this requirement shall automatically render the bidder ineligible. This document does not require notarization.**

Bid for the **Supply, testing, delivery and unloading of Manhole Covers, Manhole Steps, Valves, GI pipes and fittings and Sewer Cleaning Rods & Accessories to Multi LWSCs- Warehouses of - Local Water and Sanitation Corporation-Yemen**RFQ ref .**RFQ/2022/43586 , dated [insert date]**

The undersigned, on submission of a bid for the competitive procurement process or invitation to bid (hereinafter referred to as “the bid”) for the *[insert brief description of the goods and/or services]* in *[name of country/city] –* invitation to bid no.: Invitation to bid no.: [insert invitation to bid ref. no.], in response to the call for bids made by the United Nations Office for Project Services (UNOPS), I hereby make the following statements:

1. We have not and shall not engage in proscribed practices in connection with the UNOPS competitive procurement processes. For the purposes of this provision, a “proscribed practice” means any of those listed on the UNOPS website under “Vendor Sanctions”, including those listed below:

* Corrupt practice: the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party.
* Fraudulent practice: any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation.
* Coercive practice: any act or omission that impairs or harms, or threatens to impair or harm, directly or indirectly, any party or the property of the party to improperly influence the actions of a party.
* Collusive practice: an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.
* Unethical practice: conduct or behaviour that is contrary to the conflict of interest, gifts and hospitality, post-employment provisions or other published requirements of doing business with UNOPS.
* Obstruction: acts or omissions by a vendor that prevent or hinder UNOPS from investigating instances of possible proscribed practices.

1. We understand that in the event of any breach of these declarations or guarantees, UNOPS shall have the right to reject any bid submitted by us and may terminate any contract awarded to us as a result of any competitive procurement process, giving immediate notice thereof, and that UNOPS shall not be liable for termination charges or any other charges. In addition, UNOPS may exclude us from future work with the organization or other entities within the United Nations system.
2. We commit to adhering to the highest ethical standards during the execution of any contract, in accordance with point *40. Ethics and corrupt practices* of *Section II: instructions to bidders* of the bidding document.
3. We understand that UNOPS may cancel or terminate the contract, without penalty and without notice, if we are found to have engaged in collusion, corrupt practices or unethical behaviour, and may also declare us – both our organization and its board of directors and/or individual staff – ineligible indefinitely or for a limited period of time. We understand that UNOPS may also cancel or rescind contracts for the same reason.
4. We shall not employ, nor do we plan to employ, any person who has been a United Nations official in the past year. If an employee has been a United Nations official, they shall have had no professional relationship with us in the last three (3) years of their service with the United Nations.

The above statements are also true and complete for the members of the joint venture: YES ☐ NO ☐ [If the answer is NO, details must be included of the members for whom any of the above statements are not met. This paragraph may be deleted if the Bidder is not a joint venture].

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

Position : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

1. Bidders with commercial links are **required** to clearly state such links. Failure to do so may be interpreted as a proscribed practice as set out in Section 1.5.3.2 of the UNOPS Procurement Manual. [↑](#footnote-ref-1)