**Section III: Returnable Bidding Forms**

**Note to Bidders:** **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.**

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

**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 of** [***Insert a brief description of goods/services*]****in**[***Name of country/city*],** RFQ Case No. [**RFQ/2022/44767**], 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/2022/44767**

| **Currency** | BDT |
| --- | --- |

**Lot 01:**

| **Item No** | **Description** | **Qty** | **Unit price - DAP (BDT)** | **Total price - DAP**  **(BDT)** |
| --- | --- | --- | --- | --- |
|
| 01 | Supply, Delivery & Installation of 50kva Diesel Generator & ATS | 01 |  |  |
| 02 | Maintenance period of 02 years | 02 years |  |  |
|  | SUB TOTAL - BDT | | |  |

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

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

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

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

*Partial quotations shall not be allowed. Bidders must quote prices for the total goods and/or services for the total requirement requested. Evaluation will be done for the total requirement.*

# Form C: Technical Quotation Form

RFQ reference no: **RFQ/2022/44767**

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.

**Technical specifications for Goods and Comparative Data Table:**

| **Lot No.** | **Technical Specification** | **Bidder's Offer** | | **Remarks** |
| --- | --- | --- | --- | --- |
| **Yes.** | **No** |
| 1 | Manufacturer | Provide Details | |  |
| 2 | Model No | Provide Details | |  |
| 3 | Country of Origin | Provide Details | |  |
| 4 | Capacity: 50kVA / 40kW | ☐ Yes | ☐ No |  |
| 5 | Standby power: 55kVA / 44KW | ☐ Yes | ☐ No |  |
| 6 | Silent type | ☐ Yes | ☐ No |  |
| 7 | Fuel Type: Diesel | ☐ Yes | ☐ No |  |
| 8 | High strength steel integrated fuel tank | ☐ Yes | ☐ No |  |
| 9 | Fuel Tank Capacity: 100 L or better | ☐ Yes | ☐ No |  |
| 10 | Fuel consumption 8 Ltr/hr | ☐ Yes | ☐ No |  |
| 11 | No of Phase: 03 | ☐ Yes | ☐ No |  |
| 12 | Control panel: Digital | ☐ Yes | ☐ No |  |
| 13 | Voltage, current, frequency, temperature, oil pressure, and other digital display | ☐ Yes | ☐ No |  |
| 14 | Noise level @7M : 60 dBA or better | ☐ Yes | ☐ No |  |
| 15 | Silenced Canopy | ☐ Yes | ☐ No |  |
| 16 | Cooling Method: Water Cooled | ☐ Yes | ☐ No |  |
| 17 | Have: high temperature, low oil pressure, over-current, overloading, speeding and other self-protection function | ☐ Yes | ☐ No |  |
| 18 | High strength steel common chassis, with high efficiency shock absorber | ☐ Yes | ☐ No |  |
| 19 | High-performance lead-acid battery and battery connecting cables | ☐ Yes | ☐ No |  |
| 20 | Frequency: 50 hZ | ☐ Yes | ☐ No |  |
| 21 | No of cylinders: 4 or as per requirement | ☐ Yes | ☐ No |  |
| 22 | 01 (One) year standard warranty | ☐ Yes | ☐ No |  |
| 23 | Compatible ATS should be provided | ☐ Yes | ☐ No |  |
| 24 | ATS, Installation and Commissioning will be done by the supplier | ☐ Yes | ☐ No |  |
| 25 | Local Agent in Country should be available and contact details should be submitted along with the bids | ☐ Yes | ☐ No |  |
| Agent name | Provide Details | |  |
| Contact | Provide Details | |  |
| Country of Origin | Provide 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 goods and install as soon as possible but not later than 05 calendar days after the Contract signature for DAP. | ☐ Yes ☐ No | Insert details |
| **Delivery place and Incoterms rules** | IDAP, UNOPS Bangaldesh office  Address: House No14, Road 54/A, Gulshan 2, Dhaka | ☐ Yes ☐ No | Insert details |

**Form D: Previous experience form**

RFQ reference no: **RFQ/2022/44767**

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** |
| --- | --- | --- | --- | --- |
| Insert the details here | Insert the details here | Insert the details here | Insert the details here | Insert the details here |
| Insert the details here | Insert the details here | Insert the details here | Insert the details here | Insert the details here |
| Insert the details here | Insert the details here | Insert the details here | Insert the details here | Insert the details here |

**NOTE: Please list minimum 1 of completed similar order details during the last 12 months**

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

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

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

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