# SECTION VI:RETURNABLE SCHEDULES

## Instructions for completing the returnable Schedules

1. Bidders are required to complete all the returnable Schedules listed in Schedule 0.8 [*Quotation Checklist*], sign them and return them as part of their quotation submission. The bidder shall fill in all forms in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.
2. Content to be completed in each returnable Schedule is highlighted in grey, either with or without additional instructions in brackets, as shown in the examples below and should be completed by fully replacing all the grey highlights with the relevant text. Additional instructions are also highlighted in grey and should be deleted prior to completion. The final version of these Schedules should not include any grey highlights.  
     
   Without additional instructions (example before completion):

**Amount in words:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Amount in figures:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Without additional instructions (example after completion):

**Amount in words:** Seven million five hundred twenty thousand

**Amount in figures:** 7,520,000

With additional instructions in brackets (example before completion):

“... duly authorized by [insert name of bidder] to sign this quotation …”

With additional instructions in brackets (example after completion):

“... duly authorized by ABC, Inc. to sign this quotation …”

With check box selections to be made (example before completion):

[To select an option, put an **X** over the relevant blank box]

Schedule 0.1 [*Quotation Submission Declaration*] ☐ YES ☐ NO ☐ N/A  
Schedule 0.2 [*Bidder's Information*] ☐ YES ☐ NO ☐ N/A

With check box selections to be made (example after completion):

Schedule 0.1 [*Quotation Submission Declaration*] **X** YES ☐ NO ☐ N/A  
Schedule 0.2 [*Bidder's Information*] **X** YES ☐ NO ☐ N/A

## SCHEDULE 0: RFQ SCHEDULES

### 0.1 Quotation Submission Declaration

**Submission date:** \_\_\_/\_\_\_/\_\_\_

**Subject:** Quotation for the **Supply, Delivery, Installation, Testing and Commissioning of Solar Power System for UNOPS Sri Lanka Head Office, Don Carolis Road, Colombo 05, Sri Lanka**. RFQ ref. No. **RFQ/2023/45304**dated [insert date]

We, the undersigned, declare that:

* 1. We have examined and have no reservations regarding the quotation documents, including amendments No.: [Insert the number and issuing date of each amendment];
  2. We offer to execute the Works in conformity with the quotation documents, including the Conditions of Contract and in accordance withSection IV: Schedule of Details;
  3. Our quotation shall be valid for the period of **60 calendar days** days from the date fixed for the deadline for quotation submission as set out in the Particulars, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
  4. If our quotation is accepted, and if so requested in the Particulars, we commit to obtaining a Performance Security, in accordance with Section IV: Schedule of Details, Schedule 1.1 [*Details Provided by the Employer*] and the General Conditions of Contract;
  5. 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;
  6. We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against us that could impair our operations in the foreseeable future;
  7. Our entity confirms that we the bidder and the subcontractors identified have not been associated or have not been involved in any way, directly or indirectly, with the preparation of the design, terms of reference and/or other documents used as a part of this solicitation;
  8. We embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact;
  9. Our firm, its affiliates or subsidiaries – including any subcontractors or suppliers for any part of the contract – have not been declared ineligible by UNOPS, nor are they included in the suspended/ineligibility list in accordance with Section I: Instructions to Bidders, Article 4 [*Bidder Eligibility*];
  10. We have not offered and will not offer fees, gifts and/or favours of any kind in exchange for this RFQ and will not engage in any such activity during the performance of any Contract awarded;
  11. We understand that UNOPS is not bound to accept the lowest priced evaluated quotation or any other quotation that UNOPS may receive.

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

|  |
| --- |
| **Name:** |
| **Title:** |
| **Date:** |
| Signature: |

[Stamp this form with official stamp of the bidder]

### 0.2 Bidder's Information

**RFQ reference No.:**  RFQ/2023/45304

**Name of bidder:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submission date:**  \_\_\_/\_\_\_/\_\_\_

[To select an option, put an **X** over the relevant blank box]

1. **Background of bidder:**

|  |  |
| --- | --- |
| **Full legal name of bidder** |  |
| **Year the entity was established** |  |
| **Address of registered office** |  |
| **Name of bidder representative** |  |
| **Has the entity ever filed or petitioned for bankruptcy?** | ☐ Yes ☐ No |
| * If “Yes”, please explain in detail the reasons why, filing date and current status. |  |
| **Does the entity have an actual or potential conflict of interest in this procurement process?** (Refer to **Section I: Instructions to Bidders**, Article 4 [*Bidder Eligibility*] for details on conflict of interest.) | ☐ Yes ☐ No |
| * If “Yes”, please provide details on the entity’s actual or potential conflict of interest. |  |

1. **UNGM Registration and UNOPS vendors**

As part of the quotation, it is desired that the bidder fills out the registration on the [United Nations Global Marketplace (UNGM) registration website](https://www.ungm.org/Account/Registration).

If the bidder is already registered with UNGM, please provide the UNGM registration number in the table below. Please also ensure that the entity’s information on UNGM is current.

The bidder may still submit a quotation even if not registered with the UNGM. However, if the bidder is selected for the Contract award, the bidder must register on UNGM before signing the Contract.

|  |  |
| --- | --- |
| **Are you a UNGM registered vendor?** | ☐ Yes ☐ No |
| * If “Yes”, insert the UNGM vendor number |  |
| **Are you a UNOPS vendor?** | ☐ Yes ☐ No |

1. **Contact details of persons that UNOPS may contact for requests for clarification during quotation evaluation:**

|  |  |
| --- | --- |
| **Name and surname** |  |
| **Title** |  |
| **Telephone number (direct)** |  |
| **Email address (direct):** |  |

**ATTENTION: This person must be available during the two weeks following receipt of the quotation.**

|  |
| --- |
| **Name:** |
| **Title:** |
| **Date:** |
| Signature: |

### 0.3 Capacity and Experience

**RFQ reference No.:**  RFQ/2023/45304

**Name of bidder:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submission date:**  \_\_\_/\_\_\_/\_\_\_

1. **Similar Contracts during the last05 years***(Minimum two (02) Similar contracts during last 05 years)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Contract title** | **Client** | **Location** | **Contract amount** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **All current contracts underway**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Contract title** | **Client** | **Location** | **Contract amount** | **Value of remaining work** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **All contracts committed to start**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Contract title** | **Client** | **Location** | **Expected value of work** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Name:** |
| **Title:** |
| **Date:** |
| Signature: |

### 

### 0.4 Performance Statement

**RFQ reference No.:**  RFQ/2023/45304

**Name of bidder:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submission date:**  \_\_\_/\_\_\_/\_\_\_

|  |  |
| --- | --- |
| **Contract No.: [#######]** | |
| **Contract awarded by**  (full address of the Client) |  |
| **Contract date** (DD/MM/YY) |  |
| **Description of Scope of Works** |  |
| **Value of Contract** |  |
| **Date of completion** | * **As per Contract:** * **Actual:** |
|
| **Remarks indicating satisfaction on performance, reasons for late completion or any other, if any** |  |

|  |  |
| --- | --- |
| **Contract No.: [#######]** | |
| **Contract awarded by**  (full address of the Client) |  |
| **Contract date** (DD/MM/YY) |  |
| **Description of Scope of Works** |  |
| **Value of Contract** |  |
| **Date of completion** | * **As per Contract:** * **Actual:** |
|
| **Remarks indicating satisfaction on performance, reasons for late completion or any other, if any** |  |

|  |
| --- |
| **Name:** |
| **Title:** |
| **Date:** |
| Signature: |

### 

### 0.5 Form for Bid Security

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### NOT APPLICABLE

### 0.6 Dispute Details

**RFQ reference No.:**  RFQ/2023/45304

**Name of bidder:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submission date:**  \_\_\_/\_\_\_/\_\_\_

**ATTENTION:**Bidders shall submit a statement below providing details of any current contract dispute and/or arbitral or legal proceeding involving the bidder. The statement shall include details of any dispute which has been, or is reasonably likely to be, referred to formal dispute proceedings (e.g., mediation or arbitration) or is the subject of litigation in any court locally or internationally. This information shall be provided regardless of whether such action has been instigated by the bidder against a client or a client of the bidder against the bidder.

|  |
| --- |
|  |

|  |
| --- |
| **Name:** |
| **Title:** |
| **Date:** |
| **Signature**: |

### 0.7 Acknowledgement of the Addenda

**RFQ reference No.:**  RFQ/2023/45304

**Name of bidder:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submission date:**  \_\_\_/\_\_\_/\_\_\_

We acknowledge receipt of the following addenda, which have been taken into account in preparing the quotation:

|  |  |
| --- | --- |
| **Addendum Number** | **Dated** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
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|  |
| --- |
| **Name:** |
| **Title:** |
| **Date:** |
| Signature: |

### 

## SCHEDULE 1: CONTRACT DETAILS

### 1.2 Details Provided by the Contractor[[1]](#footnote-2)

|  |  |  |
| --- | --- | --- |
| **Clause No.** | **Description** | **Details** |
| **5** | Contract Price | **Amount in words:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Amount in figures:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **2** | Contractor’s Representative | **Name:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Position title:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Address:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Email address:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Telephone/Mobile number:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **3** | Contractor’s address for communication | **Name:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Position title:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Address:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Email address:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Telephone/Mobile number:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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## SCHEDULE 4: CONTRACT SCHEDULES FROM THE BIDDER

### 4.1 Quantities and Rates

#### 4.1.A Bill of Quantities

*(Details including description, quantities and unit rates of items - including preliminaries and provisional sums)*

|  |
| --- |
| Note to bidders: Bidders shall submit within Returnable Quotation Schedule 4.1A (or annexed to Returnable Bid Schedule if files size is prohibitively large) Bill of Quantities in **PDF** and **Excel** version.  Where a rate is not provided in the Bill of Quantities such rate shall be deemed to be allocated within the total contract price. |

#### 4.1.B Daywork Schedule

*(Details in accordance with Clause 7 of the General Conditions)*

**NOT USE**

#### 4.1. C Rate analysis

*(Rate analysis should be submitted for the following items. Contractor’s overhead and profit percentage should be clearly mentioned in the rate analysis. The given rates of rate analysis will be used for any future variation.*

**NOT USE**

### 4.2 Method Statement

*(Description of the arrangements and methods (including programme) which the Contractor proposes to adopt for carrying out the Works including the Health and Safety Management Plan)*

|  |
| --- |
| * The bidder’s proposed method statement demonstrates the bidder’s capacity to provide the services in a professional and properly staged manner. * How it proposes to stage and construct the work i.e., the proposed work plan is in line with required services including the type and quantity of all the plant and equipment * A statement describing its methodology for coordinating with the authorities and complying with respective timescales for advance notification to enable works to commence on the project site in accordance with the program to be submitted by the bidder. * The bidder’s proposed naturally occurring materials are from a responsible and appropriate location and the material comply with required standard under the Contract * The bidder’s proposed method statement demonstrates the bidder’s capacity to provide the works in a professional and properly staged manner. * Understanding of issues applying to these services. |

### 

### 4.3 Contractor's Equipment and Machinery

*(Details of Contractor’s equipment and machinery)*

**NOT USE**

### 4.4 Insurance Details and Insurances

*(Details in accordance with Clause 16 of the General Conditions)*

1. **Construction all risks insurance**

|  |  |
| --- | --- |
| **Name of Insurer:** |  |
| **Policy No.:** |  |
| **Insured Amount:** |  |
| **Renewal Date:** |  |
| **Name of Broker:** |  |
| **Contact details of Broker:** |  |

1. **Public liability insurance**

|  |  |
| --- | --- |
| **Name of Insurer:** | Not Applicable |
| **Policy No.:** |  |
| **Insured Amount:** |  |
| **Renewal Date:** |  |
| **Name of Broker:** |  |
| **Contact details of Broker:** |  |

1. **Workers’ compensation insurance**

|  |  |
| --- | --- |
| **Name of Insurer:** |  |
| **Policy No.:** |  |
| **Insured Amount:** |  |
| **Renewal Date:** |  |
| **Name of Broker:** |  |
| **Contact details of Broker:** |  |

1. **Insurances required by laws and by local practice**

|  |  |
| --- | --- |
| **Name of Insurer:** | Not Applicable |
| **Policy No:** |  |
| **Insured Amount:** |  |
| **Renewal Date:** |  |
| **Name of Broker:** |  |
| **Contact details of Broker:** |  |

1. **Any other insurance**

|  |  |
| --- | --- |
| **Name of Insurer:** | Not Applicable |
| **Policy No:** |  |
| **Insured Amount:** |  |
| **Renewal Date:** |  |
| **Name of Broker:** |  |
| **Contact details of Broker:** |  |

## 

1. For the purposes of this RFQ, when the term “Contractor” is used, it refers to the bidder. The Schedules, submitted by the bidder whose bid is selected after evaluation and who is awarded the Contract, will be included in the Contract. [↑](#footnote-ref-2)