

### Section III: Returnable Bidding Forms

**eSourcing reference: RFQ/2023/45096**

**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: Supply and Delivery of Various Materials** for the UNMAS Office in Bangui, Central African Republic, RFQ Case No. RFQ/2023/45090 dated [insert date]

We, the undersigned, declare that:

- a. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract;
- b. 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;
- c. 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];;
- d. 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;
- e. 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;
- f. We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact;
- g. 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;
- h. 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/2023/45096**

Currency	USD or XAF
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### Lot 1: Supply and delivery of “POSTERS”

Item No	Description	Quantity	Unit price	Total price
1.	Bullet Caliber Comparison Chart Poster, 50x100cm, laminated	40	insert	insert
2.	Ammunition examples Poster 30” x 30”	5	insert	insert
3.	Grenade examples Poster 30” x 30”	5	insert	insert
4.	Artillery projectile examples Poster 30” x 30”	5	insert	insert
5.	Assault Rifles & Carbines Glossy Poster 24x36 inc	40	insert	insert
6.	Assault Rifles & Carbines Glossy Poster 40x60 inc	20	insert	insert
7.	AK-74 Training Poster (bilang FR/ENG TEXT) 30x20	5	insert	insert
8.	RPG-7 Rocket Launcher Training Poster (bilang FR/ENG TEXT) 30x20	5	insert	insert
9.	RPG-7 Rocket Training Poster (bilang FR/ENG TEXT) 30x20	5	insert	insert
10.	Roll up display, 200x60cm	5	insert	insert
11.	Training Posters 150x100cm (bilang FR/ENG TEXT)	30	insert	insert
12.	Transportation and Delivery using DPU Incoterms 2020 to Bangui - UNMAS Office within MINUSCA UCATEX Compound - Office B1 - Avenue des Martyrs, Route de l'Aéroport, Central African Republic.	1	insert	insert
<b>Total Price</b>				

### Lot 2: Supply and delivery of “Wooden Poster Frame”

Item No	Description	Quantity	Unit price	Total price
1.	Wooden Poster Frame, 50 x 100 cm	40	insert	insert
2.	Wooden Poster Frame, 76.2 x 76.2 cm	15	insert	insert
3.	Wooden Poster Frame, 61 x 91 cm	40	insert	insert
4.	Wooden Poster Frame, 101 x 152 cm	20	insert	insert
5.	Wooden Poster Frame, 76 x 50 cm	15	insert	insert
6.	Wooden Poster Frame, 150 x 100 cm	30	insert	insert
7.	Transportation and Delivery using DPU Incoterms 2020 to Bangui - UNMAS Office within MINUSCA UCATEX Compound - Office B1 - Avenue des Martyrs, Route de l'Aéroport, Central African Republic.	1	insert	insert
<b>Total Price</b>				

**Lot 3: Printing service of “Registers for Weapons Storage Room”**

Item No	Description	Quantity	Unit price	Total price
1.	Registers for weapons storage room	700	insert	insert
2.	Transportation and Delivery using DPU Incoterms 2020 to Bangui - UNMAS Office within MINUSCA UCATEX Compound - Office B1 - Avenue des Martyrs, Route de l'Aéroport, Central African Republic.	1	insert	insert
<b>Total Price</b>				

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.

(A) [Full legal name and address of subcontractors]

(B) \_\_\_\_\_

(C) \_\_\_\_\_

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/2023/45096**

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 1: Supply and delivery of “**POSTERS**”

Item No	UNOPS minimum technical requirements	Quantity	Is quotation compliant? Bidder to complete	Details of goods offered. Bidder to complete
1.	<b>Poster, Bullet Caliber Comparison Chart Iconic Arts (or equivalent)</b>  <u>Technical specifications:</u> 50x100cm, -Material: Paper -Theme: Abstract -Shape: Rectangular (Bold & vivid colors.) -Printed on high quality 24lb photo matte paper. Lamination: -Laminated durable tear resistant HD Poster. -Heat sealed Lamination for years of protection. -Laminated High Quality Posters - <b>Bilingual Text: FR / ENG</b> <b>FR:38</b> <b>ENG:2</b>	40	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable
2.	<b>Poster, Ammunition examples Inert Product LLC – SKU:OTA-971 (or equivalent)</b>  <u>Technical specifications:</u> 30" x 30", training posters, - Printed on polypropylene, - Tear resistant - Water resistant - Scratch resistant coating. - <b>Bilingual Text: FR / ENG</b> <b>FR:3</b> <b>ENG:2</b>	5	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable
3.	<b>Poster, Grenade examples Inert Product LLC – SKU:OTA-966 (or equivalent)</b>  <u>Technical specifications:</u> 30" x 30", training posters - Printed on polypropylene - Tear resistant - Water resistant - Scratch resistant coating. - <b>Bilingual Text: FR / ENG</b> <b>FR:3</b> <b>ENG:2</b>	5	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable

4.	<b>Poster, Artillery Projectile examples</b> <b>Inert Product LLC – SKU:OTA-1012 (or equivalent)</b>  <u>Technical specifications:</u> 30" x 30", training posters - Printed on polypropylene - Tear resistant - Water resistant - Scratch resistant coating. - <b>Bilingual Text: FR / ENG</b> FR:3 ENG:2	5	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable
5.	<b>Poster, Assault Rifles &amp; Carbines</b> <b>ConversationPrints (or equivalent)</b>  <u>Technical specifications:</u> -Size: 24x36 inches -Material: Paper -Glossy Poster -Shape: Rectangular -Orientation: Portrait -All images printed on PROFESSIONAL GRADE GLOSSY PHOTO PAPER -Printed using UV resistant inks and professional printing process - <b>Bilingual Text: FR / ENG</b> FR:38 ENG:2	40	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable
6.	<b>Poster, Assault Rifles &amp; Carbines</b> <b>ConversationPrints (or equivalent)</b>  <u>Technical specifications:</u> -Size: 40x60 inches -Material: Paper -Glossy Poster -Shape: Rectangular -Orientation: Portrait -All images printed on PROFESSIONAL GRADE GLOSSY PHOTO PAPER -Printed using UV resistant inks and professional printing process - <b>Bilingual Text: FR / ENG</b> FR:18 ENG:2	20	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable
7.	<b>Poster, AK-74 Training Poster</b> <b>Inert Product LLC – SKU:OTA-972 (or equivalent)</b>  <u>Technical specifications:</u> Size: 30x20 inches / 76x50 cm full-color posters, - Printed on polypropylene - Tear resistant - Water resistant - Scratch resistant coating. - <b>Bilingual Text: FR / ENG</b> FR:3 ENG:2	5	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable

8.	<b>Poster, RPG-7 Rocket Launcher Training Poster Inert Product LLC – SKU:OTA-974 (or equivalent)</b>  <u>Technical specifications:</u> 30x20 inc / 76x50 cm full-color posters, - Printed on polypropylene - Tear resistant - Water resistant - Scratch resistant coating. - <b>Bilingual Text: FR / ENG</b> FR:3 ENG:2	5	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable
9.	<b>Poster, RPG-7 Rocket Training Poster Inert Product LLC – SKU:OTA-973 (or equivalent)</b>  <u>Technical specifications:</u> 30x20 inc / 76x50 cm full-color posters, - Printed on polypropylene - Tear resistant - Water resistant - Scratch resistant coating. - <b>Bilingual Text: FR / ENG</b> FR:3 ENG:2	5	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable
10.	<b>Roll up Display</b>  <u>Technical specifications:</u> -Size:200x100cm -Roll-up material: Aluminium, any color; -Height of roll-up incl. banner: adjustable, min between 1500 and 2000 mm; -Weight: max 8 kg; -Banner: Vinyl silver or black, min 150 dpi color digital print, displayed dimension 1000x2000 mm; -Features: banner can be changed, - Includes transport bag - Image for roll up will be colored pictures with different weapons and ammunition and will be provided by UNMAS	5	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable
11.	<b>Poster, Training Posters (rifle, gun AK47 AK-47 Kalashnikov Soviet) SLAVIN LLC (or equivalent)</b>  <u>Technical specifications:</u> Size: 150x100 cm color printed poster <i>(Different posters AK,PK, TT, etc, made from vinyl, with back plated and framed.)</i> -Material: Paper -Size:Medium -Color: Multicolor Orientation: Horizontal - <b>Bilingual Text: FR / ENG</b> FR:28 ENG:2	30	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable

**LOT 2: Supply and delivery of “WOODEN POSTER FRAME”**

Item No	UNOPS minimum technical requirements	Quantity	Is quotation compliant? Bidder to complete	Details of goods offered. Bidder to complete
1	<b>WOODEN POSTER FRAME</b>  <b>Dimension: 50x100 cm - 40 pcs</b> - made from solid wood; - colour: oak or similar natural colour; - final processing: coating with transparent varnish - back plated and plexiglass; - Width: 5 cm - Depth: 2 cm - Finished with brass D-rings at the back for attaching to the wall	40	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable
2	<b>WOODEN POSTER FRAME</b>  <b>Dimension: 76.2x 76.2 cm- 15 pcs</b> - made from solid wood; - colour: oak or similar natural colour; - final processing: coating with transparent varnish - back plated and plexiglass; - Width: 5 cm - Depth: 2 cm - Finished with brass D-rings at the back for attaching to the wall	15	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable
3	<b>WOODEN POSTER FRAME</b>  <b>Dimension: 61x91cm - 40 pcs</b> - made from solid wood; - colour: oak or similar natural colour; - final processing: coating with transparent varnish - back plated and plexiglass; - Width: 5 cm - Depth: 2 cm - Finished with brass D-rings at the back for attaching to the wall	40	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable
4	<b>WOODEN POSTER FRAME</b>  <b>Dimension: 101x152cm – 20 pcs</b> - made from solid wood; - colour: oak or similar natural colour; - final processing: coating with transparent varnish - back plated and plexiglass; - Width: 5 cm - Depth: 2 cm - Finished with brass D-rings at the back for attaching to the wall	20	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable



5	<b>WOODEN POSTER FRAME</b>  <b>Dimension: 76x50 cm - 15 pcs</b> - made from solid wood; - colour: oak or similar natural colour; - final processing: coating with transparent varnish - back plated and plexiglass; - Width: 5 cm - Depth: 2 cm - Finished with brass D-rings at the back for attaching to the wall	15	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable
6	<b>WOODEN POSTER FRAME</b>  <b>Dimension: 150x100 cm - 30pcs</b> - made from solid wood; - colour: oak or similar natural colour; - final processing: coating with transparent varnish - back plated and plexiglass; - Width: 5 cm - Depth: 2 cm - Finished with brass D-rings at the back for attaching to the wall	30	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable

### LOT 3: Printing service of “Registers for Weapons Storage Room”

Item No	UNOPS minimum technical requirements	Quantity	Is quotation compliant? Bidder to complete	Details of goods offered. Bidder to complete
1	<b>Registers for weapons storage room (Armurerie)</b>  <u>Technical specification:</u> - A4 size (210x297mm), 152 sheets, white paper minimum 70 gr/m, double-side printing, suitable for both pen and pencil. - Cover: Rigid protective cover register, - Binding: 1.5 mm cashiered, with red leather imitation, with printed “name of register”, with printed official UNMAS logo and coat of arms of Central African Republic. - Finishing: Artisanal binding to prevent deterioration, along the 297mm, covered with red or black imitation leather. - Printing: Page number format “Page 1 sur XXX”, Color: black and white printed table, - 16 rows solid lines width 1pt-2pt black, - 31 horizontal solid columns width 1pt-2pt black, - header row at the top filled RGB205  <b>NB: Table model will be provided by UNOPS</b>	700	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details of goods offered, including specifications and brand/model offered if applicable

## Delivery requirements — Comparative Data Table

UNOPS Requirements		Is quotation compliant? Bidder to complete	Details Bidder to complete
<b>Delivery time</b>	Bidder shall deliver the goods <b>Forty Five (45) calendar days</b> upon receipt of formal Purchase Order (PO).	<input type="checkbox"/> Yes <input type="checkbox"/> No	<a href="#">Insert details</a>
<b>Delivery place and Incoterms rules</b>	<b>DPU Incoterms 2020</b> in Bangui - UNMAS Office / MINUSCA UCATEX Compound - Office B7 - Avenue des Martyrs, Route de l'Aéroport, République Centrafricaine.  <b>UNOPS / UNMAS will provide the necessary clearance documents for customs clearance services.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<a href="#">Insert details</a>
<b>Consignee details</b>	United Nations Mine Action Services Central Africa Republic c/o MINUSCA-WEHM BP 3338, Avenue des Martyrs, Camp UCATEX, Bangui RCA  <b>Bruno BOUCHARDY</b> Attn : Arnold MBAIKI +236 70753485 /+236 70753499 <a href="mailto:ArnoldM@unops.org">ArnoldM@unops.org</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<a href="#">Insert details</a>
<b>UNOPS Right to vary requirements</b>	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.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<a href="#">Insert details</a>

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:

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

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

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

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

**Form D: Previous Experience Form**RFQ reference no: **RFQ/2023/45096**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 : \_\_\_\_\_