**Section IV: 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. [Insert RFQ ref. number], 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: GMCP\_A2\_A1\_2023\_06 (F)

| **Currency** | Sri Lankan Rupees (LKR) |
| --- | --- |

**Lot 01 : Dynamic Security (2) from 12-16 June 2023 at - Negombo**

| **Item No** | **Description** | **Days** | **Units per day** | **Total Qty** | **Unit price - LKR** | **Total price - LKR** |
| --- | --- | --- | --- | --- | --- | --- |
| 1. | Conference package  Start Date: 12 Jun 2023  End Date: 16 Jun 2023  Conference facilities include but not limited to:  -Multimedia projector and large digital screen  -Wireless Microphones (minimum of 3)  -PA System  -Laptop; HDMI cable  -Wi-Fi/Internet access with sufficient bandwidth  -6 Flip chart stands  -Standard Refreshments - Tea/Coffee with Snacks during morning and evening  -Buffet Lunch in the common area | 05 | 35 Pax | 175 Pax | insert | insert |
| 2. | Twin Bed Room (Halfboard) included Buffet Dinner & Buffet Breakfast  Check-In: 11 Jun 2023  Check-Out: 16 Jun 2023 | 05 | 15 Rooms | 75 Rooms | insert | insert |
| 3. | Single Room (Halfboard) included Buffet Dinner & Buffet Breakfast  Check-In: 11 Jun 2023  Check-Out: 16 Jun 2023 | 05 | 05 Rooms | 25 Rooms | insert | insert |
| **Total Price** | | | | | |  |

**Lot 02 : Incident Management (1) from 10-14 July 2023 at Negombo**

| **Item No** | **Description** | **Days** | **Units per day** | **Total Qty** | **Unit price - LKR** | **Total price - LKR** |
| --- | --- | --- | --- | --- | --- | --- |
| 1. | Conference package  Start Date: 10 July 2023  End Date: 14 July 2023  Conference facilities include but not limited to:  -Multimedia projector and large digital screen  -Wireless Microphones (minimum of 3)  -PA System  -Laptop; HDMI cable  -Wi-Fi/Internet access with sufficient bandwidth  -6 Flip chart stands  -Standard Refreshments - Tea/Coffee with Snacks during morning and evening  -Buffet Lunch in the common area | 05 | 35 Pax | 175 Pax | insert | insert |
| 2. | Twin Bed Room (Halfboard) included Buffet Dinner & Buffet Breakfast  Check-In: 09 July 2023  Check-Out: 14 July 2023 | 05 | 15 Rooms | 75 Rooms | insert | insert |
| 3. | Single Room (Halfboard) included Buffet Dinner & Buffet Breakfast  Check-In: 09 July 2023  Check-Out: 14 July 2023 | 05 | 05 Rooms | 25 Rooms | insert | insert |
| **Total Price** | | | | | |  |

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.

1. \_[Full legal name and address of subcontractors]\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 - Lot 01 & 03 (Negambo)

RFQ reference no: GMCP\_A2\_A1\_2023\_06 (F)

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 – Comparative Data Table**

| **No** |  | **Minimum Requirements** | **Bidder’s Offer** | | **Remarks** |
| --- | --- | --- | --- | --- | --- |
| **Yes** | **No** |
| 1 | 1 | Name of the Hotel |  | |  |
| 2 | Location of the Hotel (Should be located in the Negambo City) |  | |  |
| 3 | Conference facilities |  |  |  |
| 3a | Multimedia projector and large digital screen | ☐ Yes | ☐ No |  |
| 3b | Wireless Microphones (minimum of 3) | ☐ Yes | ☐ No |  |
| 3c | PA System | ☐ Yes | ☐ No |  |
| 3d | Laptop; HDMI cable | ☐ Yes | ☐ No |  |
| 3e | Wi-Fi/Internet access with sufficient bandwidth | ☐ Yes | ☐ No |  |
| 3f | 6 Flip chart stands | ☐ Yes | ☐ No |  |
| 3g | Standard Refreshments - Tea/Coffee with Snacks during morning and evening | ☐ Yes | ☐ No |  |
| 3h | Buffet Lunch in the common area | ☐ Yes | ☐ No |  |
|  | 3i | Water Jug with glasses on each table(No plastic used) | ☐ Yes | ☐ No |  |
|  | 3j | Availability of Hand Sanitizers is encouraged  COVID-19 guidelines/requirements should be followed, especially when making the seating arrangements | ☐ Yes | ☐ No |  |
|  | 3k | No-plastic policy is highly encouraged | ☐ Yes | ☐ No |  |
|  | 4 | Accommodation: |  |  |  |
|  | 4a | On half-board basis (bed and breakfast and dinner included) | ☐ Yes | ☐ No |  |
|  | 4b | Check-in on the day before the first day of the training during afternoon/evening hours | ☐ Yes | ☐ No |  |
|  | 4c | Check-out on the last day of the training during afternoon/evening hours (late check-out to be considered) | ☐ Yes | ☐ No |  |

**Delivery requirements –– Comparative Data Table**

| **UNOPS Requirements** | | **Is quotation compliant?** Bidder to complete | **Details**  Bidder to complete |
| --- | --- | --- | --- |
| **Delivery time** | Bidder shall deliver the services as per the Tenteviet training schedule given in the RFQ\_Section\_II\_Schedule of Requirements  Lot 01: 12-16 June 2023 at Negambo | ☐ Available  ☐ Not Available | Insert details |
| Bidder shall deliver the services as per the Tenteviet training schedule given in the RFQ\_Section\_II\_Schedule of Requirements  Lot 03: 10-14 July 2023 at Negambo | ☐ Available  ☐ Not Available | Insert details |
| **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. | ☐ Yes ☐ No | Insert details |

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in **Section III: Schedule of Requirements**.

☐ Yes ☐ No

ANY DEVIATION MUST BE LISTED BELOW:

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

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

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

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

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

# Form D: Previous experience form

RFQ reference no: GMCP\_A2\_A1\_2023\_06 (F)

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

**75 00ax: +45 45 33 75 01**