**Section III: Returnable Bidding Forms\_revision 1**

**eSourcing reference:** RFQ/2024/51411

Note to Bidders: The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their Bid. 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 bid by uploading them against their specific Document Checklist in the UNOPS eSourcing system.

This Section comprises the following Returnable Bidding Forms:

* Form A: Bid Submission Form
* Form B: Price Schedule Form
* Form C: Technical Bid Form
* Form D: Previous Experience Form
* Form E: Vendor Information Form

# **Form A: Bid Submission Form**

FQ Bidders are requested to complete this form, sign it, and return it as part of their bid submission. The **RFQ** 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.

Name of Bidder: [insert name of Bidder]

Date: [Insert submission date]

**Subject:** E-Sourcing reference no: RFQ/2024/51411

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 Section I: Bid Particulars, Period of Validity of Bids] from the date fixed for the bid 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;

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 judgement 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] *[Stamp form of bid with official stamp of the bidder]*

# **Form B: Price Schedule Form**

Bidders shall fill in this Price Schedule Form in accordance with the instructions indicated.

E-Sourcing reference no: RFQ/2024/51411

Name of Bidder: [insert name of Bidder]

Bidders shall fill in these Price Schedule Form for each and every lot/item they are submitting their Bid(s) for.

| **Currency** | USD |
| --- | --- |

**Bid Summary (for Bidders who is submitting proposals for all the lots)**

**Prices for Goods**

**Lot 1 - Tactical modular vest with ballistic level IV plates**

| **Lot/Item N** | **Description** | **Quantity** | **Unit cost DAP Kyiv, USD** |
| --- | --- | --- | --- |
|
| **1.1** | **Tactical modular vest with ballistic level IV plates** | **1-10** |  |
| **1.2** | **11-20** |  |
| **1.3** | **21-30** |  |
| **1.4** | **30+** |  |

Payment terms 30 days accepted: ☐ Yes

**Lot 2 - Ballistic modular helmet**

| **Lot/Item N** | **Description** | **Quantity** | **Unit cost DAP Kyiv, USD** |
| --- | --- | --- | --- |
|
| **2.1** | **Ballistic modular helmet** | **1-10** |  |
| **2.2** | **11-20** |  |
| **2.3** | **21-30** |  |
| **2.4** | **30+** |  |

Payment terms 30 days accepted: ☐ Yes

**Lot 3 - Plate carriers**

| **Lot/Item N** | **Description** | **Quantity** | **Unit cost DAP Kyiv, USD** |
| --- | --- | --- | --- |
|
| **3.1** | **Plate carriers** | **1-10** |  |
| **3.2** | **11-20** |  |
| **3.3** | **21-30** |  |
| **3.4** | **30+** |  |

Payment terms 30 days accepted: ☐ Yes

**Form C: Technical Bid Form**

E-Sourcing reference no: RFQ/2024/51411

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 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.

**A. Summary of Requirements for the provision of personal protective equipment for UNOPS Ukraine**

**Please insert number and full name (from the Section II Schedule of Requirements) of the each and every Lot you are submitting the Bid**

**B. Technical specifications for Goods – Comparative Data Table**

**Please insert duly filled in and signed Technical Specification for Goods Table (from the Section II Schedule of Requirements) for each and every Lot you are submitting the Bid**

**C. Delivery requirements and Comparative Data Table**

**Please insert duly filled in and signed Delivery Requirements and Comparative Data Table (from the Section II Schedule of Requirements) for each and every Lot you are submitting the Bid**

**D. Inspections and tests (main tender, applicable for all lots)**

Any delivered item may on or after delivery be inspected and will be rejected if found not compliant with the requirements of the contract. Such rejected items shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with items that do comply with the requirements of the contract within 15 (fifteen) working days. Failing such removal, the rejected supplies shall be returned at the supplier's cost.

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:

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

**List of subcontractors or suppliers (if applicable)**

Bidders 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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

**List of subcontractors or suppliers**

**Please provide the name and contact details of the entity which has an official presence in Ukraine and can provide logistical and customs clearance services for the delivery of the goods, customs clearance of the goods in Ukraine and payment of all required duties and taxes.**

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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Form D: Previous Experience Form**

| E-Sourcing reference no: RFQ/2024/51411 |
| --- |

Name of **RFQ Bidder**: [insert name of **RFQ 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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Form E: Vendor Information Form**

The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.

E-Sourcing reference no: RFQ/2024/51411

Name of Vendor: [insert name of Vendor]

Date: [insert submission date]

1. **Background and Expertise of Organisation:**

| **Full legal name of Vendor** | [complete] |
| --- | --- |
| **What year was your firm/organisation established?** | [complete] |
| **Address of registered office** | [complete] |
| **Name of Vendor Representative** | complete] |
| **Has your firm/organisation ever filed or petitioned for bankruptcy?** (If YES, explain in detail the reasons why, filing date, and current status.) | [complete] |

1. **UNGM Registration and UNOPS Vendors**

As part of the Proposal, it is desired that the Vendor goes to the United Nations Global Marketplace (UNGM) registration website: <https://www.ungm.org/Registration/RegisterSupplier.aspx> and fills out the registration.

If the Vendor is already registered with UNGM, please provide your UNGM registration number in the table below and please ensure that your firm’s information on UNGM is current.

The Vendor may still Proposal even if not registered with the UNGM. However, if the Vendor is selected for Contract award, the Vendor must register on the UNGM prior to Contract signature.

| **Are you a UNGM registered vendor?** | ☐ Yes ☐ No If yes, [insert UGNM vendor number] |
| --- | --- |
| **Are you a UNOPS vendor?** | ☐ Yes ☐ No If yes, [insert UNOPS vendor ID] |

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

| **Name/Surname** | [complete] |
| --- | --- |
| **Title** | [complete] |
| **Tel Number (direct)** | [complete] |
| **Email address (direct):** | [complete] |

PS: This person must be available during the next two weeks following receipt of Quotation