**Section III: Returnable Bidding Forms**

**eSourcing reference:** RFQ/2024/51925

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: Quotation Submission Form
* Form B: Price Schedule Form
* Form C: Bidder Information Form
* Form D: Performance Statement Form
* Form E: Technical Bid Form

**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/2024/51925**,** dated **[insert date]**

We, the undersigned, declare that:

* 1. We have examined and have no reservations to the bidding documents, including amendments No.: [Insert the number and issuing date of each amendment];
  2. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract, and in accordance with the delivery schedules specified in the Schedule of Requirements
  3. The total price of our bid, excluding any discounts offered in item (d) below, is: [Insert the total bid price in words and figures, indicating the various amounts and the respective currencies];
  4. The discounts offered and the methodology for their application are:
* **Discounts**: If our bid is accepted, the following discounts shall apply. [Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies, including if applicable discounts for accelerated payment.]
* **Methodology of application of the discounts**: The discounts shall be applied using the following method: [Specify in detail the method that shall be used to apply the discounts];
  1. Our bid 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 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;
  2. If our bid is accepted, and if so requested in the Tender Particulars section, we commit to obtain a performance security in accordance with Instructions to Bidders Article 34 and the General Conditions of Contract;
  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;
  4. 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;
  5. Our firm confirms that the Bidder 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;
  6. We embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact;
  7. 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 4, Eligibility;
  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;
  9. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

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

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

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

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

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

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

**Form B: Price Schedule Form**

RFQ reference no: RFQ/2024/51925

Name of Bidder: [insert name of bidder]

Bidders shall fill in these Price Schedule Forms in accordance with the instructions indicated.

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

| **Item** | **Description** | **Qty** | **Unit price, without VAT**  (DAP customs cleared) | **Total price without VAT** (DAP customs cleared) |
| --- | --- | --- | --- | --- |
| **Lot 1** | **Industrial production of fuel granules (pellets) - 1 unit** |  |  |  |
| 1.1 | Node of preparation of raw materials section (1 section) | **1** | insert | insert |
| 1.2 | Section for drying raw materials (1 section) | **1** | insert | insert |
| 1.3 | Raw material granulation section (1 section) | **1** | insert | insert |
| **Lot 2** | **Hay, straw, reed shredder - hay cutter** | **1** | insert | insert |
| **Lot 3** | **Shredder of branches (up to 170 - 200 millimetres)** | **1** | insert | insert |
| **Lot 4** | **Briquetting press (Briquetter) 1 item- for the production of fuel briquettes** | **1** | insert | insert |
| **Total Price DAP (customs cleared), Domanivka, Voznesensky district, Mykolaiv region** | | | | insert |

\*UNOPS reserves the right to split order.

Payment terms 30 days accepted: ☐ Yes

***(Advanced payment is allowed with the provision of a bank guarantee from the supplier)***

UNOPS contract type (PO) and The General Conditions of Contract are available at: https://content.unops.org/service-Line-Documents/Procurement/UNOPS-General-Conditions-Goods-2017\_EN.PDF accepted: ☐ Yes

**Delivery details**

| **Country of origin of offered products** | **All items** |  | | | |
| --- | --- | --- | --- | --- | --- |
| **FCA point(s) of delivery for offered products** | **All items** |  | | | |
| **Shipment dimensions of offered products (Including package)** |  | **Gross weight, kg** | **Total volume, m3** | ***Containers (if applicable)*** | |
| ***Number*** | ***Size*** |
| **All items** |  |  |  |  |

**Lot 1: Industrial line of production of fuel granules (pellets) - 1 unit**

**Bid summary for Lot 1.**

| **Total Price of Goods DAP Customs cleared,Domanivka, Voznesensky district, Mykolaiv region, Ukraine** (+offloading in final destination) | [insert amount and currency] |
| --- | --- |
| **Total Price of Related Services (if applicable)** |  |
| **Freight Cost (if applicable)** |  |
| **Customs clearance costs (if applicable)** |  |

**Breakdown of costs per Lot 1.**

| **Item N** | **UNOPS minimum technical requirements** | **Q-ty\*** | **Unit price, without VAT**  (DAP customs cleared) | **Total price without VAT** (DAP customs cleared) |
| --- | --- | --- | --- | --- |
| **1** | **Industrial line of production of fuel granules (pellets) - 1 unit** |  |  |  |
| 1.1 | Node of preparation of raw materials section (1 section) | 1 |  |  |
| 1.2 | Section for drying raw materials (1 section) | 1 |  |  |
| 1.3 | Raw material granulation section (1 section) | 1 |  |  |
|  | **Total cost of the items for Lot 1** | |  | |
|  | **Cost of the delivery for Lot 1 (DAP Customs cleared, Domanivka, Voznesensky district, Mykolaiv region, Ukraine)** | |  | |
|  | **Total cost of the Lot 1** | |  | |

Payment terms 30 days accepted: ☐ Yes

***(Advanced payment is allowed with the provision of a bank guarantee from the supplier)***

**Bidder’s delivery data for Lot 1.**

| **Country of origin of offered products** | **Lot 1** |  | | | |
| --- | --- | --- | --- | --- | --- |
| **FCA point(s) of delivery for offered products** | **Lot 1** |  | | | |
| **Shipment dimensions of offered products (Including package)** |  | **Gross weight, kg** | **Total volume, m3** | ***Containers (if applicable)*** | |
| ***Number*** | ***Size*** |
| **Lot 1** |  |  |  |  |

**Lot 2: Hay, straw, reed shredder - 1 item**

**Bid summary for Lot 2.**

| **Total Price of Goods DAP Customs cleared,Domanivka, Voznesensky district, Mykolaiv region, Ukraine** (+offloading in final destination) | [insert amount and currency] |
| --- | --- |
| **Total Price of Related Services (if applicable)** |  |
| **Freight Cost (if applicable)** |  |
| **Customs clearance costs (if applicable)** |  |

**Breakdown of costs per Lot 2.**

| **Item N** | **UNOPS minimum technical requirements** | **Q-ty\*** | **Unit price, without VAT**  (DAP customs cleared) | **Total price without VAT** (DAP customs cleared) |
| --- | --- | --- | --- | --- |
| **1** | **Hay, straw, reed shredder** | 1 |  |  |
|  | **Total cost of the items for Lot 2** | |  | |
|  | **Cost of the delivery for Lot 2 (DAP Customs cleared, Domanivka, Voznesensky district, Mykolaiv region, Ukraine)** | |  | |
|  | **Total cost of the Lot 2** | |  | |

Payment terms 30 days accepted: ☐ Yes

***(Advanced payment is allowed with the provision of a bank guarantee from the supplier)***

**Bidder’s delivery data for Lot 2.**

| **Country of origin of offered products** | **Lot 2** |  | | | |
| --- | --- | --- | --- | --- | --- |
| **FCA point(s) of delivery for offered products** | **Lot 2** |  | | | |
| **Shipment dimensions of offered products (Including package)** |  | **Gross weight, kg** | **Total volume, m3** | ***Containers (if applicable)*** | |
| ***Number*** | ***Size*** |
| **Lot 2** |  |  |  |  |

**Lot 3: Shredder of branches (up to 170 - 200 millimetres) 1 item**

**Bid summary for Lot 3.**

| **Total Price of Goods DAP Customs cleared,Domanivka, Voznesensky district, Mykolaiv region, Ukraine** (+offloading in final destination) | [insert amount and currency] |
| --- | --- |
| **Total Price of Related Services (if applicable)** |  |
| **Freight Cost (if applicable)** |  |
| **Customs clearance costs (if applicable)** |  |

**Breakdown of costs per Lot 3.**

| **Item N** | **UNOPS minimum technical requirements** | **Q-ty\*** | **Unit price, without VAT**  (DAP customs cleared) | **Total price without VAT** (DAP customs cleared) |
| --- | --- | --- | --- | --- |
| **1** | **Shredder of branches (up to 170 - 200 millimetres)** | 1 |  |  |
|  | **Total cost of the items for Lot 3** | |  | |
|  | **Cost of the delivery for Lot 3 (DAP Customs cleared, Domanivka, Voznesensky district, Mykolaiv region, Ukraine)** | |  | |
|  | **Total cost of the Lot 3** | |  | |

Payment terms 30 days accepted: ☐ Yes

***(Advanced payment is allowed with the provision of a bank guarantee from the supplier)***

**Bidder’s delivery data for Lot 3.**

| **Country of origin of offered products** | **Lot 3** |  | | | |
| --- | --- | --- | --- | --- | --- |
| **FCA point(s) of delivery for offered products** | **Lot 3** |  | | | |
| **Shipment dimensions of offered products (Including package)** |  | **Gross weight, kg** | **Total volume, m3** | ***Containers (if applicable)*** | |
| ***Number*** | ***Size*** |
| **Lot 3** |  |  |  |  |

**Lot 4: Briquetting press (Briquetter) 1 item**

**Bid summary for Lot 4.**

| **Total Price of Goods DAP Customs cleared,Domanivka, Voznesensky district, Mykolaiv region, Ukraine** (+offloading in final destination) | [insert amount and currency] |
| --- | --- |
| **Total Price of Related Services (if applicable)** |  |
| **Freight Cost (if applicable)** |  |
| **Customs clearance costs (if applicable)** |  |

**Breakdown of costs per Lot 4.**

| **Item N** | **UNOPS minimum technical requirements** | **Q-ty\*** | **Unit price, without VAT**  (DAP customs cleared) | **Total price without VAT** (DAP customs cleared) |
| --- | --- | --- | --- | --- |
| **1** | **Briquetting press (Briquetter)** | 1 |  |  |
|  | **Total cost of the items for Lot 4** | |  | |
|  | **Cost of the delivery for Lot 4 (DAP Customs cleared, Domanivka, Voznesensky district, Mykolaiv region, Ukraine)** | |  | |
|  | **Total cost of the Lot 4** | |  | |

Payment terms 30 days accepted: ☐ Yes

***(Advanced payment is allowed with the provision of a bank guarantee from the supplier)***

**Bidder’s delivery data for Lot 4.**

| **Country of origin of offered products** | **Lot 4** |  | | | |
| --- | --- | --- | --- | --- | --- |
| **FCA point(s) of delivery for offered products** | **Lot 4** |  | | | |
| **Shipment dimensions of offered products (Including package)** |  | **Gross weight, kg** | **Total volume, m3** | ***Containers (if applicable)*** | |
| ***Number*** | ***Size*** |
| **Lot 4** |  |  |  |  |

I, the undersigned, certify that I am duly authorised 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: Bidder 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.

RFQ reference no: RRFQ/2024/51925

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

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

| **Full legal name of Bidder** | [complete] |
| --- | --- |
| **What year was your firm/organisation established?** | [complete] |
| **Address of registered office** | [complete] |
| **Name of bidder 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] |
| **Does your firm have an actual or potential conflict of interest in this procurement process?** (Refer to Section II: Instructions to Bidders, Article 4, for details on conflict of interest) | [Insert either “No”, or “Yes” in which case please provide details on your actual or potential conflict of interest here] |

1. **UNGM Registration and UNOPS Vendors**

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

If the Bidder 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 Bidder may still bid even if not registered with the UNGM. However, if the Bidder is selected for Contract award, the Bidder 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 bid 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 bid.

**Form D: Performance Statement Form**

The bidder is requested to provide previous references to complete the below table with details and information from their previous similar experiences.

RFQ reference no: RFQ/2024/51925

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

| **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: Technical Bid Form**

RFQ reference no: RFQ/2024/51925

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 the line of industrial production of fuel granules(pellets) and additional equipment:**

**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**

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:

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

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

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

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

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