**Section ІІІ: Returnable Bidding Forms**

# 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:** RFQ reference no: RFQ/2024/52277

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.

RFQ reference no: RFQ/2024/52277

Name of Bidder: [insert name of Bidder]

| **Currency** | USD or UAH |
| --- | --- |

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

| **Item** | **Description** | **Qty** | **Unit price**  (DAP) | **Total price** (DAP) |
| --- | --- | --- | --- | --- |
| 1 | Wheeled tractor | **1** | insert | insert |
| 2 | Mulcher for milling stumps, roots and stones | **1** | insert | insert |
| **Total Price DAP Mykolayiv region, Ukraine** | | | | insert |

Payment terms 30 days accepted: ☐ Yes

UNOPS contract type (PO) and The General Conditions of Contract are available at: <http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx> accepted: ☐ Yes

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 Bid Form

RFQ reference no: RFQ/2024/52277

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.

**Item 1: Supply of Wheeled tractor as further described in the table**

**B 1. Technical specifications for Goods and Comparative Data Tables - Item 1:**

| **N** | **UNOPS minimum technical requirements** | **Is quotation compliant? Bidder to complete** | **Details of goods offered. Bidder to complete** |
| --- | --- | --- | --- |
| **1** | **General requirements: Wheeled tractor** | ☐ Yes ☐ No | Insert details |
| 1.1 | Engine type - diesel | ☐ Yes ☐ No | Insert details |
| 1.2 | Rated engine power not less than 145 hp | ☐ Yes ☐ No | Insert details |
| 1.3 | Traction: 4x4 (4-wheel drive) | ☐ Yes ☐ No | Insert details |
| 1.4 | Transmission - min. 10 forward /2 reverse or CVT or similar | ☐ Yes ☐ No | Insert details |
| 1.5 | The rear PTO speed: 540 and 1000 rpm. Must match offered Mulcher as per lot 2 | ☐ Yes ☐ No | Insert details |
| 1.6 | Rear PTO shanks splines, 6,8,21. Must match offered Mulcher as per lot 2 | ☐ Yes ☐ No | Insert details |
| 1.7 | Maximum speed - not less than 40 km/h | ☐ Yes ☐ No | Insert details |
| 1.8 | Lifting force of the rear lift ball ends- min.4500 kg. | ☐ Yes ☐ No | Insert details |
| 1.9 | Rear lift category - 3 | ☐ Yes ☐ No | Insert details |
| 1.10 | Road legal light system. Headlights, min. 2, working lighting on the back - min. 1 | ☐ Yes ☐ No | Insert details |
| 1.11 | Front counterweight - min. 14 x 50 = 700 kg. | ☐ Yes ☐ No | Insert details |
| 1.12 | Creeper function, max 0.5 km/h | ☐ Yes ☐ No | Insert details |
| 1.13 | Front linkage - min. 1.5 tons | ☐ Yes ☐ No | Insert details |
| 1.14 | Front PTO - 1000 rpm. | ☐ Yes ☐ No | Insert details |
| **2** | **Additional equipment** | | |
| 2.1 | Traction bar 30 mm in diameter | ☐ Yes ☐ No | Insert details |
| 2.2 | HVAC in cabin, non CFC AC | ☐ Yes ☐ No | Insert details |
| 2.3 | Passenger seat with seat belt | ☐ Yes ☐ No | Insert details |
| 2.4 | Fire extinguisher, 2 kg. min. | ☐ Yes ☐ No | Insert details |
| 2.5 | First aid kit | ☐ Yes ☐ No | Insert details |
| 2.6 | Operation manual (in English and/or Ukrainian) | ☐ Yes ☐ No | Insert details |
| 2.7 | A set of tools | ☐ Yes ☐ No | Insert details |
| 2.8 | Warning triangle | ☐ Yes ☐ No | Insert details |
| **3** | **Warranty and documents** | | |
| 3.1 | Bid includes brand/model of the goods and manufacturer's technical literature/catalogue, all confirming that the offered items comply with required specifications. | ☐ Yes ☐ No | Insert details |
| 3.2 | Bidder or manufacturer of the vehicle must have a representative office in Ukraine that provides after sale service available in Ukraine or agreement with the local representative of the manufacturer or service company that can provide maintenance of the vehicle. The Bidder must provide contact details of the service centre as well as co nfirmation from the service centre that it will provide after sale services for the proposed vehicle. | ☐ Yes ☐ No | Insert details |
| 3.3 | The warranty on the vehicle min. 1 year or 1500 hours whatever occurs first. Warranty must include manufacturing defects and labour charges. | ☐ Yes ☐ No | Insert details |
| 3.4 | Warranty service. The name of the company, address, telephone- and fax numbers, e-mail address must be mentioned in the bid. The service centre shall have at least one certified engineer in its staff. | ☐ Yes ☐ No | Insert details |
| 3.5 | Technical documentation for maintenance and repair of the supplied goods. The minimum set of technical documents to be provided with each piece of equipment delivered is the following:  • User Manual and Operating Instructions (in Ukrainian)  • Technical Certificate/maintenance guidelines (in Ukrainian or English).  All tags/labels on the equipment shall be in English or Ukrainian language. | ☐ Yes ☐ No | Insert details |
| 3.6 | Please provide shipping dimension: L x W x H, as well as Kerb/shipping weight in kg. | ☐ Yes ☐ No | Insert details |
| 3.7 | Bid includes the Country of origin of the goods. | ☐ Yes ☐ No | Insert details |

**Item 2: Supply of Mulcher for milling stumps, roots and stones as further described in the table**

**B 2. Technical specifications for Goods and Comparative Data Tables - Item 2:**

| **N** | **UNOPS minimum technical requirements** | **Is quotation compliant? Bidder to complete** | **Details of goods offered. Bidder to complete** |
| --- | --- | --- | --- |
| **1** | **General requirements: Mulcher for milling stumps, roots and stones** | ☐ Yes ☐ No | Insert details |
| 1.1 | Working width, min 175 cm. | ☐ Yes ☐ No | Insert details |
| 1.2 | Total width - 205 cm. | ☐ Yes ☐ No | Insert details |
| 1.3 | depth without roller/with roller - max 113cm/max160cm. | ☐ Yes ☐ No | Insert details |
| 1.4 | height max 125cm. | ☐ Yes ☐ No | Insert details |
| 1.5 | Required tractor power, min 100 hp. Must match the offered tractor in Lot 1 | ☐ Yes ☐ No | Insert details |
| 1.6 | Crushing stones up to 25 cm Ø | ☐ Yes ☐ No | Insert details |
| 1.7 | Wood chopping up to 25 cm Ø | ☐ Yes ☐ No | Insert details |
| 1.8 | Work at a depth of min. 25 cm | ☐ Yes ☐ No | Insert details |
| 1.9 | Rotor: a combination of fixed cutters (hammers) with additional tungsten carbide inserts for removing residues and soil from the body walls of the SUPER MONO PROTECT + SUPER MONO EXTREME, with wear-resistant holders or equivalent | ☐ Yes ☐ No | Insert details |
| 1.10 | Working speed 0- min. 2 km/h | ☐ Yes ☐ No | Insert details |
| 1.11 | Reducing gear required (deceleration): Creeper function, max. 0.5 km/h | ☐ Yes ☐ No | Insert details |
| 1.12 | 3-point linkage according to ISO II cat. Must match offered tractor Item 1 | ☐ Yes ☐ No | Insert details |
| 1.13 | 1000 rpm gearbox with overrunning clutch. Must match offered tractor Item 1 | ☐ Yes ☐ No | Insert details |
| 1.14 | Input shaft 1 3/4” Z=6 or equivalent. Must match offered tractor Item 1 | ☐ Yes ☐ No | Insert details |
| 1.15 | Integrated torque limiter | ☐ Yes ☐ No | Insert details |
| 1.16 | Double drive with parallel gear transmission; integrated active cooling system or equivalent | ☐ Yes ☐ No | Insert details |
| 1.17 | Electric temperature and cooling control system (ISOBUS for tractor terminal) or equivalent | ☐ Yes ☐ No | Insert details |
| 1.18 | Interchangeable rotor necks (bolted) | ☐ Yes ☐ No | Insert details |
| 1.19 | Narrow in depth skids | ☐ Yes ☐ No | Insert details |
| 1.20 | Protection by double chain curtain or equivalent | ☐ Yes ☐ No | Insert details |
| 1.21 | Hydraulically adjustable compaction roller, which can also be used as a frame pusher or equivalent | ☐ Yes ☐ No | Insert details |
| 1.22 | To be installed from both sides (if possible) or, if not, from behind. |  |  |
| **2** | **Additional equipment** | | |
| 2.1 | Body to be made from high-strength AR400 wear-resistant steel or equivalent with internal replaceable plates to protect against wear | ☐ Yes ☐ No | Insert details |
| 2.2 | Hardened anti-cutting plates, adjustable impact bar and provision for adjusting the level of grinding must be included | ☐ Yes ☐ No | Insert details |
| **3** | **Warranty and documents** | | |
| 3.1 | Bid includes brand/model of the goods and manufacturer's technical literature/catalogue, all confirming that the offered items comply with required specifications. | ☐ Yes ☐ No | Insert details |
| 3.2 | Bidder or manufacturer of the vehicle must have a representative office in Ukraine that provides after sale service available in Ukraine or agreement with the local representative of the manufacturer or service company that can provide maintenance of the vehicle. Bidder must provide contact details of the service centre as well as confirmation from the service centre that it will provide after sale services for the proposed vehicle. | ☐ Yes ☐ No | Insert details |
| 3.3 | The warranty on the mulcher min. 1 year. Warranty must include manufacturing defects and labour charges. | ☐ Yes ☐ No | Insert details |
| 3.4 | Warranty service. The name of the company, address, telephone- and fax numbers, e-mail address must be mentioned in the bid. The service centre shall have at least one certified engineer in its staff. | ☐ Yes ☐ No | Insert details |
| 3.5 | Technical documentation for maintenance and repair of the supplied goods. The minimum set of technical documents to be provided with each piece of equipment delivered is the following: • User Manual and Operating Instructions (in Ukrainian) • Technical Certificate / maintenance guidelines (in Ukrainian or English). All tags/labels on the equipment shall be in English or Ukrainian language. | ☐ Yes ☐ No | Insert details |
| 3.6 | Please provide shipping dimension: L x W x H, as well as Kerb/shipping weight in kg. | ☐ Yes ☐ No | Insert details |
| 3.7 | Bid includes the Country of origin of the goods | ☐ Yes ☐ No | Insert details |

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

| **UNOPS Requirements** | | **Is bid compliant?** Bidder to complete | **Details**  Bidder to complete |
| --- | --- | --- | --- |
| **Delivery time** | The bidder shall deliver and unload the goods as soon as possible, but not later than within 120 calendar days after the Contract signature.  Shorter delivery is strongly encouraged.  The bidders are also encouraged to offer the goods that are available on stock with immediate delivery. | ☐ Yes ☐ No | Insert details |
| **Delivery place and Incoterms rules** | DAP (delivered at place) Voznesensky district, Mykolaiv region, Ukraine.  Net of any direct taxes, customs duties, indirect taxes.  Details regarding delivery will be shared accordingly. | ☐ Yes ☐ No | Insert details |
| **Consignee details** | The goods should be delivered to: Voznesensky district, Mykolaiv region, Ukraine (address will be provided to the awarded bidder) | ☐ Yes ☐ No | Insert details |
| **Packing standards** | Bidder shall ensure the best international packing standards of goods supplied, including use of eco-friendly packing materials.  Bidder shall remain liable for the packing and consistency of the items supplied for the period of shipment and acceptance for use. Any items found unacceptable shall be returned and changed at no costs to UNOPS. | ☐ Yes ☐ No | Insert details |

**D. Sustainability Criteria:**

| **UNOPS Requirements** | | **Is bid compliant?** Bidder to complete | **Details**  Bidder to complete |
| --- | --- | --- | --- |
| **Sustainability Requirements – Local after-sales service** | The bidder will provide an after-sales service component for the product to be procured, which utilizes local suppliers.  Bidders will provide documentation that clearly outlines:  - what current partnerships exist with local after-sales service providers (and in which locations)  - which geographical areas are not covered by current partnerships  - what is covered under the terms and conditions/scope of the service, and what is not covered  - the contact information for a sample of those partnerships (for verification purposes)  - the process that End User personnel will need to follow to access the after-sales service networks,  - the availability of spare parts (e.g. in stock quantities), equipment for maintenance/repair and trained personnel in after-sales service networks  - references of quality for a sample of local partners. | ☐ 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: RFQ/2024/52277

Name of Bidder: [insert name of Bidder]

| **Description of goods/services** | **Country** | **Total amount of Contract** | **Contract Identification and Title and**  **Contact details of Client:**  **(Name, Address, telephone, email, fax)** | **Year project was undertaken** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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