**Section III: 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 60 days 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: [insert RFQ reference No.]

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

| **Log** | **Description** | **Qty Requested** | **Qty Offered** | **Unit price** | **Total price** |
| --- | --- | --- | --- | --- | --- |
| 1. | CERs Gold Standard | 19450 | insert | insert | insert |
| 2. | CERs generated from projects with additional documented co-benefits for women and Gold Standard certified | 10600 | insert | insert | insert |

-UNOPS reserves the right not to buy from all lots.

-UNOPS reserves the right to vary the quantity of the CERs in the measure of 30%, without any change in the unit prices or other terms and conditions of the RFQ. In case UNOPS or its partners request variations in excess of 30%, there will not be an obligation to maintain the unit price.

**-UNOPS will accept partial bids, if a bidder does not offer the whole quantity of CERs.**

-If the lowest priced most technically acceptable does not fulfil UNOPS volume requirements, UNOPS will procure additional CERs needed from the second lowest priced most technically acceptable offer, and so proceed until its needs are fulfilled

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

RFQ reference no: [insert RFQ reference No.]

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**

All projects offered must be described in your offer. Complete the information required in the table below - one table for each project you offer (add tables if necessary).

| PROJECT TITLE AND CDM REFERENCE NUMBER |  |
| --- | --- |
| GOLD STANDARD REFERENCE NUMBER |  |
| PROJECT COUNTRY |  |
| SECTORAL SCOPE |  |
| PROJECT DESCRIPTION |  |
| AMOUNT OF CREDITS AVAILABLE UNDER PROJECT |  |
| PROJECT OFFERED UNDER LOT (all lots can be selected) | Lot 1 |
| Lot 2 |
| GENERATION TIME FRAME FOR AVAILABLE CREDITS | Lot 1 |
| Lot 2 |
| OUTLINE OF CO-BENEFITS FOR WOMEN AND GIRLS (mandatory for Lot 2) |  |
| ADDITIONAL CERTIFICATION IF AVAILABLE |  |

**For All Lots**

| **No.** | **UNOPS minimum technical requirements** | **Details of your services offered.** Bidder to complete |
| --- | --- | --- |
| 1. | Offsets shall be issued Certified Emission Reductions (CERs) from registered Clean Development Mechanism (CDM) projects. | Insert details |
| 2. | All offered CERs shall carry the additional Gold Standard certification | Insert details |
| 3. | CERs generated through HFC or other industrial gas destruction projects with no additional benefits apart from reducing GHG emissions will not be considered eligible for this procurement | Insert details |
| 4. | CERs generated through large hydro (20 MW generation capacity or above) projects will not be considered eligible for this procurement | Insert details |
| 5. | CERs generated from projects based on fossil fuel energy generation (including related efficiencies) will not be considered eligible for this procurement. Exempted from this limitation are projects based on fuel switching away from or substituting fossil fuels, which are eligible. | Insert details |
| 6. | CERs generated from projects based on avoided deforestation, afforestation and reforestation activities will not be considered eligible for this procurement. | Insert details |
| 7. | Credits should be generated not earlier than 2018 and issued at the time of receipt of the purchase order latest. | Insert details |
| 8. | The selected supplier must provide, upon request of UNOPS and/or its partners, an official offsetting certificate stating the amount of CERs purchased, the originating projects, and the operations/time period/events that have been associated with these offset with the purpose of achieving its climate neutrality | Insert details |
| 9. | The availability of CERs for UNOPS' acquisition should not be affected by any orders placed by other agencies | Insert details |

**For Lot 2**

| **No.** | **UNOPS minimum technical requirements** | **Details of services offered.** Bidder to complete |
| --- | --- | --- |
| 1. | Projects must provide evidence of additional sustainable development co-benefits in terms of directly improving the lives of women and/or providing empowerment of women affected by the project activity (for instance, through provision of and improvements in access to education and training for women; enhancement of the position of women in society; etc.) | Insert details |
| 2. | To be considered for lot 2 of this tender, the sustainable development co-benefits must stem from project activities themselves, and not from charitable activities that have no direct link to the project activities | Insert details |

**Delivery requirements –– Comparative Data Table**

| **UNOPS Requirements** | | **Is bid compliant?** Bidder to complete | **Details**  Bidder to complete |
| --- | --- | --- | --- |
| **Delivery place and time** | The supplier/trader must ensure that the CERs purchased by UNOPS or on behalf of its clients are available and will be cancelled and retired from circulation within 2 weeks from the date of signing the contract. Proof of cancellation / evidence and a screen shot of a Registry confirming the credits cancellation on behalf of UNOPS shall be sent to the relevant organisation. | Indicate acceptance  ☐ Yes ☐ No | Insert details if any |
| **Consignee details** | UNOPS or its clients (to be communicated at time of order) | Indicate acceptance  ☐ Yes ☐ No | NA |
| **UNOPS Right to vary requirements** | UNOPS reserves the right to vary the quantity of the CERs in the measure of +/-30%, without any change in the unit prices or other terms and conditions of the RFQ.  UNOPS reserves the right not to buy from all lots. | Indicate acceptance  ☐ Yes ☐ No | Insert details if any |

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

**[Remove if not required]**

# Form D: Previous experience form

RFQ reference no: [insert RFQ reference No.]

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**