**Section III: Returnable Bidding Forms**

**eSourcing reference**: **RFQ/2024/52740**

Note to Bidders: The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their quotation. 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 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: Performance Statement Form
* Form E: Manufacturer's Authorization 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 ICT equipment for the Technical and Vocational Education and Training (TVET) programme, Sri Lanka,** RFQ Case No. **RFQ/2024/52740**, 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 **90 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 I: 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: **RFQ/2024/52740**

| **Currency** | **USD/LKR** |
| --- | --- |

| **Currency of the submission** |  |
| --- | --- |

| **Item No** | **Description** | **Qty** | **Unit price  Incoterm - DAP** | **Total price Incoterm - DAP** |
| --- | --- | --- | --- | --- |
| **01** | **Notebook computers** | **100** |  |  |
| **02** | **DAS servers** | **04** |  |  |
| **Total Price in …………..…… (currency)** | | | |  |

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

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: **RFQ/2024/52740**

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 inserted 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** |
| **A** | **Supplying and delivering of Office IT equipments.** |  |  |  |
| **1.1** | **Laptop** |  |  |  |
| 1.1.1 | Make |  | | Provide detail. |
| 1.1.2 | Model |  | | Provide detail. |
| 1.1.3 | Country of Origin |  | | Provide detail. |
| 1.1.4 | Country of Manufacturer |  | | Provide detail. |
| 1.1.5 | CPU: 13th gen Intel Core I7 1360p Processor or higher | ☐ Yes | ☐ No |  |
| 1.1.6 | Display: 15.6 inch FHD 1920 x 1080 | ☐ Yes | ☐ No |  |
| 1.1.7 | Graphic: Intel Iris Xe Graphics | ☐ Yes | ☐ No |  |
| 1.1.8 | Memory: minimum of 16G DDR4 | ☐ Yes | ☐ No |  |
| 1.1.9 | SSD: minimum of 512GB PCIe NVMe | ☐ Yes | ☐ No |  |
| 1.1.10 | Network: Wi-Fi 802.11ax, Bluetooth | ☐ Yes | ☐ No |  |
| 1.1.11 | Webcam | ☐ Yes | ☐ No |  |
| 1.1.12 | Audio: Dual stereo speaker | ☐ Yes | ☐ No |  |
| 1.1.13 | OS: Windows 11 (perpetual) | ☐ Yes | ☐ No |  |
| 1.1.14 | SW: MS office (Perpetual), Anti-Virus | ☐ Yes | ☐ No |  |
| 1.1.15 | Included Mouse, Bag for Laptop | ☐ Yes | ☐ No |  |
| 1.1.16 | Included Laptops Locking | ☐ Yes | ☐ No |  |
| 1.1.17 | Included SIM Card slot | ☐ Yes | ☐ No |  |
| 1.1.18 | Minimum of 3 years comprehensive Warranty | ☐ Yes | ☐ No | Specify the offered warranty period: ………….. years. |
| 1.1.19 | Manual in English | ☐ Yes | ☐ No |  |
| 1.1.20 | Manufacturer Authorization Certificate should be provided (Originals should be provided on request) | ☐ Yes | ☐ No |  |
|  |  |  |  |  |
| **1.2** | **DAS Storage** |  |  |  |
| 1.2.1 | Make |  | | Provide detail. |
| 1.2.2 | Model |  | | Provide detail. |
| 1.2.3 | Country of Origin |  | | Provide detail. |
| 1.2.4 | Country of Manufacturer |  | | Provide detail. |
| 1.2.5 | Direct attached storage device | ☐ Yes | ☐ No |  |
| 1.2.6 | 4 bay 2.5 or 3.5 HDD/SDD Support | ☐ Yes | ☐ No |  |
| 1.2.7 | RAID 0/1/5 Support | ☐ Yes | ☐ No |  |
| 1.2.8 | Type-C USB 3.1 Port | ☐ Yes | ☐ No |  |
| 1.2.9 | Included HDD 2TB SATA x 4 | ☐ Yes | ☐ No |  |
| 1.2.10 | Manual in English | ☐ Yes | ☐ No |  |
| 1.2.11 | Included all necessary Installation Materials and Cables to complete the installation to the working order. | ☐ Yes | ☐ No |  |
|  |  |  |  |  |
| 1.3 | **General requirements** |  |  |  |
| 1.3.1 | The bidder's agreement to provide Performance Securities for the supply upon the award of the Purchase Order, in accordance with the format provided in the Procurement.  **Bond - 01**  The selected bidder should submit a performance bond until 31 December 2025, which is equivalent to 10% of their total bid value in favour of the UNOPS as per the template provided within 12 working days after the order confirmation. The performance bond should be issued in Sri Lankan currency (LKR) by a Commercial Bank in Sri Lanka  **Bond - 02**  The selected bidder should submit another performance bond until expiration of three (03) years of warranty period from 01 December 2025, which is equivalent to 10% of their total bid value in favour of the End-user as per the template provided, by 30 November 2025. The performance bond should be issued in Sri Lankan currency (LKR) by a Commercial Bank in Sri Lanka | ☐ Yes | ☐ No |  |
|  | **Warranty and supports** |  |  |  |
| 1.3.2 | **Warranty**:  Comprehensive warranty for the entire system and all equipment and accessories shall be covered for a minimum of 3 years from the date of handover to Tertiary Vocational Education Commision (TVEC) unless stated otherwise. | ☐ Yes | ☐ No | Specify the offered warranty period: ………….. years. |
| 1.3.3 | The supplier shall include the annual renewal/subscription costs associated with the software/components of maintenance, if any, for the period until 31 December 2026. | ☐ Yes | ☐ No |  |
|  | **Supports within warranty period;** |  |  |  |
| 1.3.4 | Supplier should provide on-site support. | ☐ Yes | ☐ No |  |
| 1.3.5 | All the manufacturing faults should be rectified by the supplier on-site without any charges (Hardware and labour). | ☐ Yes | ☐ No |  |
| 1.3.6 | Supplier should introduce contact point to contact in the case of emergency situation and fault reports. | ☐ Yes | ☐ No |  |
| 1.3.7 | User, technical, and maintenance manuals for the equipment to be supplied should be in English unless stated otherwise. | ☐ Yes | ☐ No |  |
| 1.3.8 | After sales service & spare parts agent contact details in Sri Lanka. The agent shall have a valid business registration in Sri Lanka has had similar business in the past 5 years. The bidder shall provide a written agreement provided by the Agent that the service will be provided from awarding the contract | ☐ Yes | ☐ No |  |
|  | a. Name of Agent |  |  |  |
|  | b. Telephone Number |  |  |  |
|  | c. Contact Person |  |  |  |
| 1.3.10 | The supplier shall conduct a awareness regarding the equipments | ☐ 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 goods **10 weeks** after Contract signature. | ☐ Yes ☐ No | Insert details |
| **Delivery place** | Treasury and Vocational Education Commission, Narahenpita, Colombo-05, Sri Lanka | ☐ Yes ☐ No | Insert details |
| **Incoterms rules** | **Incoterm DAP as per incoterms 2020** |  |  |
| **Consignee details** | Ministry of Education, Colombo, Sri Lanka | ☐ Yes ☐ No | 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 in Lot 02, 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 |

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**Special conditions**

| **UNOPS Requirements** | **Is quotation compliant?**  **(**Bidder to complete) | **Details**  (Bidder to complete) |
| --- | --- | --- |
| All costs including transportation and delivery of the products to Treasury and Vocational Education Commission, Narahenpita, Colombo-05 as per this RFQ must be included in the price. | ☐ Yes ☐ No | Insert details |
| The offered goods must comply with technical requirements laid down as UNOPS minimum technical requirements. | ☐ Yes ☐ No | Insert details |
| Confirm your acceptance of UNOPS Terms and Conditions: [General Conditions of Contract for the provision of goods](https://content.unops.org/service-Line-Documents/Procurement/UNOPS-General-Conditions-Goods-2017_EN.PDF) | ☐ Yes ☐ No | Insert details |

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

# Form D (i) : Previous Experience Form (Bidder)

RFQ reference no: **RFQ/2024/52740**

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

# Form D (ii) : Previous Experience Form (local agents of the Bidder, if applicable)

RFQ reference no: **RFQ/2024/52740**

Name of local agents of the 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: Manufacturer’s Authorization Form**

A letter issued by the manufacturer authorizing the applicant to participate in this particular RFQ must be submitted with the bid in the format provided in this Form.

To be eligible for delivery of goods, the bidder must be either the manufacturer of the offered goods or a sole representative of the manufacturer to the United Nations. Should offers for a particular make and model be received from more than one appointed representative, UNOPS reserves the right to select only one.

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

To: UNOPS

**WHEREAS**

We ***[insert complete name of manufacturer***], who are official manufacturers of [***insert type of goods manufactured],*** having factories at ***[insert full address of manufacturer’s factories***], do hereby authorize ***[insert complete name of bidder]*** to submit a bid the purpose of which is to provide the following goods, manufactured by us ***[insert name and or brief description of the goods]***, and to subsequently negotiate and sign the contract.

We hereby extend our full guarantee and warranty in accordance with Clause 4.5 of the General Conditions of Contract for the provision of Goods, with respect to the goods offered by the above firm.

Signed: [***insert signature(s) of authorized representative(s) of the manufacturer]***

Name***: [insert complete name(s) of authorized representative(s) of the manufacturer]***

Title: ***[insert title]***

Dated on \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ ***[insert date of signing]***