**ANNEX 2: QUOTATION SUBMISSION FORMS**

*Note to bidders: Instructions to complete each Form are provided in each Form. Please complete the Quotation Submission 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.

A - Quotation submission form

B – Price submission form

C – Technical submission form

D – Previous experience form

E – Certificate of authorization

**Form A - QUOTATION SUBMISSION FORM**

*Bidders are requested to complete this form, including the Company Profile and Bidder’s Declaration, sign it and return it as part of their quotation along with Annex 2: Technical and Financial quotation. 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.*

|  |  |  |
| --- | --- | --- |
| Name of Bidder: | Click or tap here to enter text. | |
| RFQ reference: | **RFQ/UNITAR/PTP/2024/017** | Date: Click or tap to enter a date. |

**Company Profile**

|  |  |
| --- | --- |
| **Item Description** | **Detail** |
| Legal name of bidder or Lead entity for JVs | Click or tap here to enter text. |
| Legal Address, City, Country | Click or tap here to enter text. |
| Website | Click or tap here to enter text. |
| Year of Registration | Click or tap here to enter text. |
| Legal structure | Choose an item. |
| Are you a UNGM registered vendor? | Yes  No If yes, insert UNGM Vendor Number |
| Quality Assurance Certification (e.g. ISO 9000 or Equivalent) *(If yes, provide a Copy of the valid Certificate):* | Yes  No |
| Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? *(If yes, provide a Copy of the valid Certificate):* | Yes  No |
| Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)* | Yes  No |
| Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues *(If yes, provide a Copy)* | Yes  No |
| Is your company a member of the UN Global Compact | Yes  No |

**Bidder’s Declaration**

| **Yes** | **No** |  |
| --- | --- | --- |
|  |  | **Requirements and Terms and Conditions:** I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the UN General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them. |
|  |  | I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period. |
|  |  | **Ethics**: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer. |
|  |  | I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and wehave read the United Nations Supplier Code of Conduct :<https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN. |
|  |  | **Conflict of interest:** I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation’s Point of Contact. |
|  |  | **Prohibitions, Sanctions:** l/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. |
|  |  | **Bankruptcy**: l/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. |
|  |  | **Quotation Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the quotation Validity. |
|  |  | I/We understand and recognize that you are not bound to accept any Quotation you receive, and wecertify that the goods offered in our Quotation are new and unused. |
|  |  | By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf. |

**Compliance with Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Your Responses** | | |
| **Yes** | **No** | **If you cannot comply, pls. indicate counter - offer** |
| Validity of Quotation 90 days |  |  | Click or tap here to enter text. |
| Payment terms- 30 days via invoice |  |  | Click or tap here to enter text. |
| Acceptance of UN General Terms and Conditions |  |  | Click or tap here to enter text. |

**Other Information:**

|  |  |
| --- | --- |
| Country/ies of Origin:  (*if export licence required this must be submitted if awarded the contract*) | Click or tap here to enter text. |

|  |  |
| --- | --- |
| I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted. | |
| *Exact name and address of company*  Company NameClick or tap here to enter text.  Address: Click or tap here to enter text.  Click or tap here to enter text.  Phone No.: Click or tap here to enter text.  Email Address: Click or tap here to enter text. | Authorized Signature:  Date: Click or tap here to enter text.  Name: Click or tap here to enter text.  Functional Title of Authorised  Signatory: Click or tap here to enter text.  Email Address: Click or tap here to enter text. |

**B – Price submission form**

*Bidders shall fill in this Price submission form in accordance with the instructions indicated.*

**Price submission form is provided as a separate document to the RFQ. Please refer to the attached excel file: B – Price submission form.**

**C – Technical submission form**

*Bidders are required to complete the Comparative Data Table to demonstrate compliance with UNITAR technical requirements and insert them below. Bidders are NOT allowed to make any change in the “UNITAR requirements” columns of the Comparative Data Table. Such changes might disqualify your quotation.*

**Comparative Data Table is provided as a separate document to the RFQ. Please refer to the attached excel file: C – Technical submission form.**

**D – Previous experience form**

This form is used by UNITAR to assess if the bidder has previous experience. The following criteria is applicable:

* Provide information of continuous business of supplying similar goods or services for the last 3 years prior to the date of this RFQ

| **Description** | **Country** | **Total amount** | **Client/ Contract information (Name, Address, telephone, email)** | **Year** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

**Annex E – Certificate of Authorization**

To act on behalf of the Manufacturer if the Bidder is not a Manufacturer.

This should be written in the Letterhead of the Manufacturer. Certificate shall cover all items for which the company is bidding.

Location: insert

Date: insert

To: UNITAR

Dear Sir/Madam:

We, the undersigned, who is established manufacturer or producer of [insert name of products], hereby authorize [name and address of Bidder] to submit a Bid, and subsequently sign and implement the contract, against the supply and delivery of surgical equipment with delivery on DAP incoterms to Sevare, Mali as detailed in Annex 1 of this RFQ for the supply of following products:

Products:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For and on behalf of Manufacturer or Producer:

Yours sincerely,

Authorized Signature: [In full and initials]:

Name and Title of Signatory: insert

Name of Manufacturer or producer: insert

Contact Details and email: insert