

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
- Form B: Price Schedule Form
- Form C: Technical Bid Form
- Form D: Previous Experience Form
- Form E: Self Disclosure Form
- Form F: Joint Venture Partner Information Form (optional)

In addition, bidders should submit the following additional documents.

- Valid Business Licenses the company
- Statement with details on how diversity and inclusion / anti-discrimination is ensured in the organization: Gender sustainability criteria.
- Manufacturer's product data sheet /catalogue to support the bidder's proposed product specification
- Quality certifications

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 and Delivery of Furniture for MRCC building construction project in Villingili Island, Maldives, RFQ Case No. RFQ - 2025 - 55456. dated [insert date]

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: RFQ Particulars, Period of Validity of Quotations] 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;
- 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. [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];
- 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/DP, 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 authorised 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- 2025 - 55456**

Currency	USD
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Item No	Description	Qty	unit	Unit price [DAP]	Total price [DAP]
1	Study Chairs	22	Nos	insert	insert
2	Visitor Chair for Auditorium	80	Unit	insert	insert
3	High Back Chair for Stage / Conference Room	29	Unit	insert	insert
4	Waiting Room Sofa	4	Unit	insert	insert
5	High Back Chair for Control Room	13	Unit	insert	insert
Total Price					

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

Bidders 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.

(A) Full legal name and address of subcontractors

(B) _____

(C) _____

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: Technical Quotation Form

RFQ reference no: **RFQ- 2025 - 55456**

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

The Technical Bid Form is as per the Excel File attached "Form C - RFQ-2025-55456_Technical Quotation Form".

Bidders are required to fill in the document in Excel Format and submit it in both Excel Format and PDF duly signed and stamped.

Delivery requirements -- Comparative Data Table

UNOPS Requirements		Is quotation compliant? Bidder to complete	Details Bidder to complete
Delivery time	Bidder shall deliver the goods within 4 weeks after Contract signature.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details
Delivery place and Incoterms rules	DAP - Delivery At Place Project Site MRCC building construction project in Villingili Island, Maldives	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details
Consignee details	Mr.Ahmed Afraah of MNDF Site Engineer MRCC Project Site Villingili Island Maldives	<input type="checkbox"/> Yes <input type="checkbox"/> 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 above, provided this does not exceed +/- 20% , without any change in the unit prices or other terms and conditions of the RFQ.	<input type="checkbox"/> Yes <input type="checkbox"/> 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:

If subcontracting is anticipated in the performance by the contractor, Procurement Official should insert the following:

List of subcontractors or suppliers

Bidder must identify the names of all subcontractors/suppliers who will be providing goods/services under this contract and the type of work being subcontracted, if applicable.

(A) [Full legal name and address of subcontractors]

(B)

(C)

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 :

Form D: Previous experience formRFQ reference no: **RFQ- 2025 - 55456**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

NOTE: Please list minimum 1 completed contract details in supplying the same products (Furniture) during the last 3 Years in Maldives prior to bid opening.It can be for the UN / Government / Non Government/ Private Sector, etc.

Name : _____

Title : _____

Date : _____

Signature : _____

Form E: Self Disclosure Form

RFQ reference no: **RFQ- 2025 - 55456**

Name of Bidder: **[insert name of Bidder]**

Ref.	Critical area	Response	Comments
1	Has the entity or individual declared bankruptcy, or been involved in bankruptcy or receivership proceedings, or is there any judgement or pending legal action against them, which could impair operations in the foreseeable future;	Select	[If the response is 'Yes', provide an explanation here.]
2	Has the entity or individual been found (or is awaiting a judgement or administrative decision) in breach of their obligations relating to the payment of taxes or social security contributions?	Select	[If the response is 'Yes', provide an explanation here.]
3	Has the entity or individual been found (or is awaiting a judgement or administrative decision) guilty of misconduct for the violation of applicable laws, regulations or ethical standards of the profession to which they belong?	Select	[If the response is 'Yes', provide an explanation here.]
4	<p>Has the entity or individual engaged, or attempted to engage, in any Proscribed Practices in the past?</p> <p>For the purposes of this provision, "Proscribed Practices" are defined in the UNOPS Operational Instruction on Vendor Sanctions and include the following:</p> <ul style="list-style-type: none"> A corrupt practice: the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party; 	Select	[If the response is 'Yes', provide an explanation here.]

Ref.	Critical area	Response	Comments
	<ul style="list-style-type: none"> • A fraudulent practice: any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation; • A coercive practice: an act or omission that impairs or harms, or threatens to impair or harm, directly or indirectly, any party or the property of the party to improperly influence the actions of a party; • A collusive practice: an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party; • An unethical practice: Conduct or behaviour that is contrary to the conflict of interest, gifts and hospitality, post-employment provisions or other published requirements of doing business with UNOPS; and • Obstruction: Acts or omissions by a Vendor that prevent or hinder UNOPS from investigating instances of possible Proscribed Practices. 		
5	Has the entity or individual unduly obtained, or attempted to unduly obtain, any confidential information in connection with this procurement process and any agreement that may be awarded as a result of this process?	Select	[If the response is 'Yes', provide an explanation here.]
6	Does the entity or individual have a conflict of interest, as provided in the Instructions to bidders , Article 3 "Bidder eligibility", that may prevent them from entering into an agreement with UNOPS, or that may in any way jeopardise their performance in carrying out their obligations under the agreement?	Select	[If the response is 'Yes', provide an explanation here.]

Ref.	Critical area	Response	Comments
7	<p>Has the entity or individual been found (or is awaiting a judgement or administrative decision) to be involved in any of the following:</p> <ul style="list-style-type: none"> • Fraudulent practice; • Corrupt practice; • Affiliation with a criminal organisation; • Money laundering; • Terrorist financing; • Child labour; or • Human trafficking? 	Select	[If the response is 'Yes', provide an explanation here.]
8	Has the entity or individual had significant performance issues in the past that led to the early termination of a legal commitment or the application of damages or other contractual penalties, or that were discovered following inspections, audits or investigations?	Select	[If the response is 'Yes', provide an explanation here.]
9	Has the entity or individual committed any financial irregularity, resulting from an act or omission or the inclusion of an unjustified item of expenditure outside a contractual engagement that had the effect of prejudicing their use of public funds?	Select	[If the response is 'Yes', provide an explanation here.]
10	Has the entity or individual been found (or is awaiting a judgement or administrative decision) to have created an entity in a different jurisdiction with the intent of circumventing fiscal, social or any other legal obligations in the jurisdiction of their registered office, central administration or principal place of business?	Select	[If the response is 'Yes', provide an explanation here.]

I, the undersigned, hereby declare that the information provided is true and correct. I also understand that any willful dishonesty may result in the refusal of this submission. I understand that engagement in any of the above critical areas may, at the discretion of UNOPS, automatically result in the exclusion from this procurement process.

Name:	
Title	
Date:	
Signature	

[Stamp this form with the official stamp of the bidder]

Form F: Joint Venture Partner Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below].

RFQ reference no: **RFQ- 2025 - 55456**

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

To be completed and returned with your Bid if the Bid is submitted as a Joint venture/Consortium/Association.

JV / Consortium/ Association Information	
Name	[complete]
Names of each partner and contact information (address, telephone numbers, fax numbers, e-mail address)	[complete]
Name of leading partner (with authority to bind the JV, Consortium, Association during the Bidding process and, in the event a Contract is awarded, during contract execution)	[complete]
Proposed proportion of responsibilities between partners (in %) with indication of the type of the goods/services to be delivered by each	[complete]

Signatures of all partners of the JV:

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNOPS for the fulfilment of the provisions of the Contract.

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of partner: _____

Name of partner: _____

Signature: _____

Signature: _____

Date: _____

Date: _____