Section IV: Returnable Bidding Forms

Note to Bidders: Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Biding 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:** Request for Quotation for the Supply and Delivery of X-Ray Darkroom Supplies – RFQ Case No*.:* RFQ-LBR-96022-2017-006 dated January 25, 2017.

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 [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;
  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;
  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]

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.

ITB reference no: RFQ-LBR-96022-2017-006

Name of Bidder: [insert name of bidder]

Bidders shall fill in these Price Schedule Forms in accordance with the instructions indicated.

**Bid Summary**

|  |  |
| --- | --- |
| **Total Price of Goods FCA** | [insert amount and currency] |
| **Total Price of Goods CPT** | [insert amount and currency] |

**Prices for Goods**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Description** | **Qty**  **(a)** | **Currency: United States Dollars (US$)** | | | |
| **Unit price FCA (b)** | **Unit price CPT (c)** | **Total price FCA (a)x(b)** | **Total price**  **CPT (a)x(c)** |
| 1 | X-Ray Processing Tanks | 15 |  |  |  |  |
| 2 | X-Ray cartridge sets | 15 |  |  |  |  |
| 3 | Stirrers for Solutions | 60 |  |  |  |  |
| 4 | X-Ray Timers | 16 |  |  |  |  |
| 5 | X-Ray Thermometer | 16 |  |  |  |  |
| 6 | Heavy Duty Plastic Apron | 32 |  |  |  |  |
| 7 | Darkroom Safelights | 16 |  |  |  |  |
| 8 | Developing Hangars | 15 |  |  |  |  |
| 9 | Gloves | 160 |  |  |  |  |
| 10 | X-Ray Clips | 160 |  |  |  |  |
| 11 | X-Ray Film | 20 |  |  |  |  |
| **Total Price of Goods** | | | | |  |  |

**Bidder’s delivery data**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Country of origin of offered products** | Item 1 |  | | | |
| Item 2 |  | | | |
| Item 3 |  | | | |
| Item 4 |  | | | |
| Item 5 |  | | | |
| Item 6 |  | | | |
| Item 7 |  | | | |
| Item 8 |  | | | |
| Item 9 |  | | | |
| Item 10 |  | | | |
| Item 11 |  | | | |
| **FCA point(s) of delivery for offered products** | Item 1 |  | | | |
| Item 2 |  | | | |
| Item 3 |  | | | |
| Item 4 |  | | | |
| Item 5 |  | | | |
|  | Item 6 |  | | | |
|  | Item 7 |  | | | |
|  | Item 8 |  | | | |
|  | Item 9 |  | | | |
|  | Item 10 |  | | | |
|  | Item 11 |  | | | |
| **Shipment dimensions of offered products (Including package)** |  | **Gross weight** | **Total volume** | ***Containers (if applicable)*** | |
| ***Number*** | ***Size*** |
| Item 1 |  |  |  |  |
| Item 2 |  |  |  |  |
| Item 3 |  |  |  |  |
| Item 4 |  |  |  |  |
| Item 5 |  |  |  |  |
| Item 6 |  |  |  |  |
| Item 7 |  |  |  |  |
| Item 8 |  |  |  |  |
| Item 9 |  |  |  |  |
| Item 10 |  |  |  |  |
| Item 11 |  |  |  |  |

I, the undersigned, certify that I am duly authorized 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 C: Technical Quotation Form

RFQ reference no: RFQ-LBR-96022-2017-006

Name of Bidder: [insert name of Bidder]

Bidders are required to complete the **Comparative Data Tables** included in Section IV: 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**

1. **Darkroom Supplies**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Items description** | **UNOPS minimum technical requirements** | **Is Bid compliant?** *Bidder to complete* | **Details of goods offered**  *Bidder to complete* |
| 1 | X-Ray Processing Tanks | Master Tank and 2 insert tanks  2 x 5-Gallon tanks. To accommodate standard size X-Rays up to 35cm x 43 cm X-Ray film sheets. Stainless steel hardware  User replaceable silicone lid seal.   * Master tank to have Drain hole, approximately 1” w/silicone plug | ☐ Yes ☐ No | [Insert respective details and exact specifications of the offered product, including brand, model, as applicable] |
| 2 | X-Ray Cartridge sets | | ☐ Yes ☐ No |  |
| 3 | Stirrers for Solutions – Heavy –duty, plastic | | ☐ Yes ☐ No |  |
| 4 | X-Ray Timers – 60 minutes | | ☐ Yes ☐ No |  |
| 5 | X-Ray Thermometer – Metric measurement | | ☐ Yes ☐ No |  |
| 6 | Heavy Duty Plastic Apron | Heavy-Duty plastic, covering entire upper torso | ☐ Yes ☐ No |  |
| 7 | Darkroom Safelights | -Green light  -External Warning Sign-Lighted “Do Not Enter” | ☐ Yes ☐ No |  |
| 8 | Developing Hangars | Stainless Steel. Must take no more than 3 seconds to load. Set of 10, to accommodate the following film sizes:  -24 x 30  -35 x43  -18 x 24  -35 x 35  -18 x 43 | ☐ Yes ☐ No |  |
| 9 | Gloves – High Quality Nitrile-10 pairs | | ☐ Yes ☐ No |  |
| 10 | X-Ray Clips | | ☐ Yes ☐ No |  |
| 11 | X-Ray Film | X-Ray Film Packs – 8 packs of 100 sheets each.   * Sizes: Qty (8 total)   - 24 x 30 - 2  - 35 x 43 - 1  - 18 x 24 - 1  - 35 x 35 - 2  - 18 x 43 - 2  For Green light darkroom development | ☐ Yes ☐ No |  |

1. **Delivery requirements:**

|  |  |  |  |
| --- | --- | --- | --- |
| **UNOPS Requirements** | | **Is Bid compliant?** *Bidder to complete* | **Details of bid**  *Bidder to complete* |
| **Delivery time** | Bidder shall deliver the goods 7 (Seven) weeks after Contract signature. | Yes  No |  |
| **Delivery place and Incoterms rules** | CPT Unloaded, Monrovia, Liberia | Yes  No |  |
| **Consignee details** | United Nations Office for Project Services (UNOPS)  Liberia Country Office  Apt No # 02F, STA Bldg Sekou Toure Ave  UN Drive, Mamba Point, Monrovia, Liberia  TEL # +231 770 730 234 | | |

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in **Section IV: Schedule of Requirements**.

Yes  No

ANY DEVIATION MUST BE LISTED BELOW:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, the undersigned, certify that I am duly authorized 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 form

RFQ reference no: RFQ-LBR-96022-2017-006

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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**3 75 01**