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: Quotation for the supply of** [***Insert a brief description of goods/services*]** **in** [**Name of country/city],** RFQ Case No. [RFQ - 2018-4613], 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 [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.

RFQ reference no: RFQ - 2018-4613

|  |  |
| --- | --- |
| **Currency** | **USD** |
| **Province** | **Balkh Province** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No** | **Description** | **UoM** | **Qty** | **Unit price DAP** | **Total price DAP** |
| 01 | Banner size 2mx3m high quality | Number | 2 | insert | insert |
| 02 | Banner size 1.5mx50cm with stand | Number | 1 | insert | insert |
| 03 | Standees with 8 \* 2.5 ( Material for Standees will be provided by UNOPS | Number | 4 | insert | insert |
| 04 | Invitation Cards for the participants including desing and printing | Number | 150 | insert | insert |
| 05 | Arrangement of flags (Afghanistan, Swedan & United Nations) with logos big size and small size. Logos will be provided by UNOPS. | Set | 1 | insert | insert |
| 06 | Lunch for participants Class A food (1 day x 150 participants) | Number | 150 | insert | insert |
| 07 | Refreshment for participants including tea, coffee, cake, candies, chocolate and juice (RANI) for one day | Number | 150 | insert | insert |
| 08 | Providing Transportation and accommodation costs in cash not less than (3000 AFN) for LRUCs participating to the event from Balkh province | Person | 20 | insert | insert |
| 09 | Providing Transportation and accommodation costs in cash not less than (3500 AFN per person) for LRUCs and government stakeholders participating to the event from Samangan province | Person | 30 | insert | insert |
| 10 | Providing Transportation and accommodation costs in cash not less than (3000 AFN per person) for LRUCs and government stakeholders participating to the event from Jawzjan province | Person | 30 | insert | insert |
| 11 | Providing Transportation and accommodation costs in cash not less than (4000 AFN per person) for LRUCs and government stakeholders participating to the event from Sari Pul province | Person | 30 | insert | insert |
| 12 | Arrangement of hall with capacity of 150 participants for day of the event including sound system and wireless mics | Days | 1 | insert | insert |
| 13 | Hiring of expert with minimum 5 years’ experience in hosting similar events and have equal command on both English and Dari languages | Person | 1 | insert | insert |
| 14 | Hiring of expert with minimum 5 years’ experience in interpretation for similar events and have equal command on both English and Dari languages | Person | 2 | insert | insert |
| 15 | Live translation system | set | 100 | insert | insert |
| 16 | Providing mixer camera system with qualified camera men to record all the proceedings during the one day of the event and submit video to UNOPS | Camera System | 1 | insert | insert |
| 17 | Providing of two Professional photographer with minimum 07 years of experience to capture photos during the event and to submit to UNOPS | Photographer | 2 | insert | insert |
| 18 | Providing 10 service staff (5 male & 5 female) with minimum five years of experience to provide services for the similar events including receptionists, hall observers for arrangements during day of the event | Person | 10 | insert | insert |
| 19 | Report writer with five years extensive experience in formal and technical report writing of the similar events | Person | 1 | insert | insert |
| 20 | Contengency budget (20% of the total budget) | Miscellaneous cost | 1 | insert | insert |
|  | **Total Price – DAP to UNOPS Office in Mazar-e-Sharif** | | | |  |

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: RFQ - 2018-4613

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 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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No** | **UNOPS minimum technical requirements** | **QTY** | **Is quotation compliant?** Bidder to complete | **Details of goods offered.** Bidder to complete |
| 01 | Banner size 2mx3m high quality | 2 | Yes  No | Insert details of goods & services offered, including specifications and brand/model offered if applicable |
| 02 | Banner size 1.5mx50cm with stand | 1 | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 03 | Standees with 8 \* 2.5 ( Material for Standees will be provided by UNOPS | 4 | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 04 | Invitation Cards for the participants including desing and printing | 150 | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 05 | Arrangement of flags (Afghanistan, Swedan & United Nations) with logos big size and small size. Logos will be provided by UNOPS. | 1 | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 06 | Lunch for participants Class A food (1 day x 150 participants) | 150 | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 07 | Refreshment for participants including tea, coffee, cake, candies, chocolate and juice (RANI) for one day | 150 | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 08 | Providing Transportation and accommodation costs in cash not less than (3000 AFN) for LRUCs participating to the event from Balkh province | 20 | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 09 | Providing Transportation and accommodation costs in cash not less than (3500 AFN per person) for LRUCs and government stakeholders participating to the event from Samangan province | 30 | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 10 | Providing Transportation and accommodation costs in cash not less than (3000 AFN per person) for LRUCs and government stakeholders participating to the event from Jawzjan province | 30 | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 11 | Providing Transportation and accommodation costs in cash not less than (4000 AFN per person) for LRUCs and government stakeholders participating to the event from Sari Pul province | 30 | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 12 | Arrangement of hall with capacity of 150 participants for day of the event including sound system and wireless mics | 1 | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 13 | Hiring of expert with minimum 5 years’ experience in hosting similar events and have equal command on both English and Dari languages | 1 | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 14 | Hiring of expert with minimum 5 years’ experience in interpretation for similar events and have equal command on both English and Dari languages | 2 | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 15 | Live translation system | 100 | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 16 | Providing mixer camera system with qualified camera men to record all the proceedings during the one day of the event and submit video to UNOPS | 1 | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 17 | Providing of two Professional photographer with minimum 07 years of experience to capture photos during the event and to submit to UNOPS | 2 | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 18 | Providing 10 service staff (5 male & 5 female) with minimum five years of experience to provide services for the similar events including receptionists, hall observers for arrangements during day of the event | 10 | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 19 | Report writer with five years extensive experience in formal and technical report writing of the similar events | 1 | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 20 | Contengency budget (20% of the total budget) | 1 | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |

**Delivery requirements –– Comparative Data Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **Delivery time** | A Purchase Order (PO) will be issued and based on UNOPS requirement upon issuance of Purchase Order the supplier should provide the requests goods specified in Technical Quotation (Form C) for the Seminar one week before Seminar date. The date and time for the Seminar will be specified by UNOPS and the Supplier must deliver the Service within 1 Day. | Yes  No | Insert details |
| **Delivery place and Incoterms rules** | DAP at the venue which will be selected by UNOPS at Mazar-i-Sharif City Centres. | Yes  No | Insert details |
| **Consignee details** | Mr. Mohammad Nasser Seddiq, Logistic Associate – +93792277705, use Incoterm 2010 - DAP to UNOPS Office, Mazar, Afghanistan | 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 above, provided this does not exceed +/- 30%, without any change in the unit prices or other terms and conditions of the RFQ. | Yes  No | Insert details |

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in this Technical Quotation Form.

Yes  No

ANY DEVIATION MUST BE LISTED BELOW:

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

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Form D: Previous Experience Form**

RFQ reference no: RFQ - 2018-4613

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