Section III: Returnable Bidding Forms

## eSourcing reference: RFQ/2019/8452

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 Biding Forms as instructed and return them as part of your quotation by uploading them against their specific Document Checklist in the UNOPS eSourcing system.

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. [Insert RFQ ref number], 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 the Tender Particulars section, 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;
  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 offer or 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/2019/8452**

|  |  |
| --- | --- |
| **Currency** | Ethiopian Birr |

**Lot 1: 900 – 1000M2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No** | **Description** | **Qty (Months)** | **Unit Monthly price in ETB** | **Total price in ETB** |
| 1. | Warehouse Rent (900 - 1,000 m² + Fully Fenced Yard) including security guards 24/7) | 6 | insert | insert |
| 2. | Warehouse management service including store Supervisor / storekeeper | 6 | insert | insert |
| **Total Price (‘without 15% VAT)** | | | |  |

**Lot 1: 500 – 600M2**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item No** | **Description** | **Qty (Months)** | | **Unit Monthly price in ETB** | **Total price in ETB** | |
| 1. | Warehouse Rent (500 - 600 m² + Fully Fenced Yard) including security guards 24/7) | | 6 | insert | | insert |
| 2. | Warehouse management service including store Supervisor / storekeeper | | 6 | insert | | insert |
|  |  | |  |  | |  |
| **Total Price (without 15% VAT)** | | | | | |  |

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/2019/8452

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**

**(Bidders should clearly indicate the details of the service or good they offer)**

**Lot-1: 900 \_ 1000M2 warehouse**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No** | **UNOPS minimum technical requirements** | **Quantity** | **Is quotation compliant?** Bidder to complete | **Details of goods/ services offered.** Bidder to complete |
| 1 | Is the warehouse located inside the surrounding boundaries of Addis Ababa? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 2 | Does the building have a flood control and proper sewage systems? |  |  |  |
| 3 | Is the building structure and flooring concrete and plastered on both sides of the wall (inner and outer)? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 4 | Does the facility have barrier free access with properly fenced compound and lockable gates with a qualified security guard service 24hrs a day and 7 days a week? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 5 | Does the facility have a minimum of one loading dock/bay that can handle Trailers, straight trucks? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 6 | Is the compound suitable for manuvering the trucks throughout the year (should at least have compacted red-ash) and should have a Minimum Parking capacity for 2 cars? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 7 | Does the bidder confirm to provide Janitorial services for the building/ warehouse? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 8 | Will the bidder assign a focal/ contact person regarding the project in addition to a dedicated storekeeper? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 9 | Will the bidder assign dedicated security guard to the warehouse (24/7)? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 10 | Does the bidder accept UNOPS terms & conditions? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |

Lot 2: **500 - 600M2 warehouse**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No** | **UNOPS minimum technical requirements** | **Quantity** | **Is quotation compliant?** Bidder to complete | **Details of goods offered.** Bidder to complete |
|  | Building requirements: |  |  |  |
| 1 | Is the warehouse located inside the surrounding boundaries of Addis Ababa? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 2 | Does the building have a flood control and proper sewage systems? |  |  |  |
| 3 | Is the building structure and flooring concrete and plastered on both sides of the wall (inner and outer)? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 4 | Does the facility have barrier free access with properly fenced compound and lockable gates with a qualified security guard service 24hrs a day and 7 days a week? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 5 | Does the facility have a minimum of one loading dock/bay that can handle Trailers, straight trucks? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 6 | Is the compound suitable for manuvering the trucks throughout the year (should at least have compacted red-ash) and should have a Minimum Parking capacity for 2 cars? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 7 | Does the bidder confirm to provide Janitorial services for the building/ warehouse? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 8 | Will the bidder assign a focal/ contact person regarding the project in addition to a dedicated storekeeper? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 9 | Will the bidder assign dedicated security guard to the warehouse (24/7)? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 10 | Does the bidder accept UNOPS terms and conditions? |  | Yes  No | Insert details of goods offered, including specifications and brand/model offered if applicable |

**Delivery requirements –– Comparative Data Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **UNOPS Requirements** | | **Is quotation compliant?** Bidder to complete | **Details**  Bidder to complete |
| **Delivery time** | Bidder shall make the warehouse (facility) ready for service within 5 working days after Contract signature. | 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 +/- 20%, 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 **Section II: Schedule of Requirements**.

Yes  No

ANY DEVIATION MUST BE LISTED BELOW:

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

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

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

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

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

**[Remove if not required]**

# Form D: Previous Experience Form

RFQ reference no: **RFQ/2019/8452**

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