



**Request for Quotation (RFQ) for the
Provision Topographical and
Geotechnical Survey**

**RFQ REF NO: RFQ/UNOPS-
ETOH/SERVICES/2017/012**

Invitation letter

Dear Sir/Madam,

Subject: Request for Quotations for Conducting:

TOPOGRAPHICAL and Geotechnical SURVEY – For High Pressure Medical and Pharmaceutical Waste Incineration Equipment in Different town of the Country: RFQ Case No.: RFQ/UNOPS-ETOH/SERVICE/2017/012

The United Nations Office for Project Services (hereinafter referred to as UNOPS) is pleased to invite prospective Companies to submit their quotation for the provision of services in accordance with the UNOPS General Conditions of Contract and the Schedule of Requirements as set out in this Request for Quotation (RFQ).

The RFQ consists of the following:

- This RFQ Invitation Letter
- Section I: RFQ Particulars
- Section II: Instructions to Bidders
- Section III: Schedule of Requirements
- Section IV: Returnable Bidding Forms
 - Form A: Quotation Submission Form
 - Form B: Price Schedule Form
 - Form C: Previous Experience Form
 - Form D: Key Personnel Form/ Assigned Experts
 - Form E: Method Statements
 - Form F: General Requirements: Company Profile including business license and relevant registration certificates from authorized body.

If you are interested in submitting a quotation in response to this RFQ, please prepare your quotation in accordance with the requirements and process as set out in this RFQ and submit it to UNOPS by the deadline for quotation submission set out in the Section I: RFQ Particulars.

We look forward to receiving your quotation.

Approved by:



Worknesh Mekonnen
Director UNOPS ETOH & Representative to the AU



Section I: RFQ Particulars

Scope of Quotation	This RFQ refers to the provision of services for Conducting geo-technical investigation and topographic survey – For the construction of High Pressure Medical and Pharmaceutical Wastes Incinerator Rooms in different parts of Ethiopia as further described in Section III: Schedule of Requirements.
Contact person for correspondence, notifications and requests for clarifications	<p>All correspondence, notifications and requests for clarifications in relation to this RFQ shall be sent to:</p> <p>Name: Mellese Dejenie Email: melleseT@unops.org United Nations Office for Project Services UNECA Compound, Zambezi Building, 5th Floor, West wing</p> <p>ATTENTION: Quotations shall not be submitted to the above address but to the address for quotation submission as set out below.</p>
Clarifications	<p>Requests for clarification from bidders will not be accepted by any later than 26 December 2017.</p> <p>Responses to requests for clarification will be communicated: on the UNOPS website: https://www.unops.org/english/Opportunities/suppliers/Pages/Business-opportunities</p>
Quotation validity period	Quotations shall remain valid for acceptance by UNOPS for 45 days from the Deadline for Quotation Submission.
Quotation Currency(ies)	Quotations shall be quoted in Ethiopian Birr (ETB)
Duties and Taxes	All quotations shall be submitted net of any direct taxes.
Language of quotations	All quotations, information, documents and correspondence exchanged between UNOPS and the Bidders in relation to this RFQ process shall be in English.
Deadline for Quotation Submission	All quotations must be submitted by 14:00PM, Sudan Time on 28 December 2017
Quotation submission	<p>Quotations must be submitted as follows:</p> <p>UNOPS ETOH Office UNECA Compound, Zambezi Building 5th Floor, West Wing , Addis Ababa Ethiopia E-mail: eth_procurement@unops.org</p>



<p>Evaluation method and criteria</p>	<p>Quotations shall be evaluated following PASS/FAIL method to determine the lowest price most technically acceptable offer. Evaluation shall be conducted as follows:</p> <ul style="list-style-type: none"> • Preliminary Examination. The following eligibility and formal criteria will be reviewed for compliance: <ul style="list-style-type: none"> • Bidder is eligible as defined in Instructions to Bidders, Article 3 • Completeness of the Quotation. All Returnable Bidding Forms and other documentation requested have been provided and are complete • Bidder accepts UNOPS General Conditions of Contract • Qualifications of the Bidder will be assessed as per below qualification criteria on PASS/FAIL system: <ul style="list-style-type: none"> • Bidder should be in continuous business of supplying similar services for the last 3 years. • Minimum experience of five (3) years in geophysical and topographical survey. Specific experience in the country is an asset ; • Registration license from authorized body for Geo-physical and topographical survey and related services; • Business Licence for the current year • Technical compliance of the offered services. The bidder's method statements will be reviewed towards the following technical criteria on PASS/FAIL method for compliance compared to UNOPS requirements: <ul style="list-style-type: none"> • Services offered in the quotation are compliant compared to the requirements in Section III: Schedule of Requirements. • Services offered are in accordance to standards set and will meet UNOPS, Donor, and Government • Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? • Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference. • selected contractor/consultant shall have the following minimum number of equipment: <ul style="list-style-type: none"> a. Automatic Levelling Equipment Set and/or Dumpy Level set b. Theodolite with 20 seconds accuracy and/or total station set with accessories c. Levelling Staff – minimum of 2 total d. Ranging Rods e. GPS surveying equipment, distance measuring equipment, tape measures etc as required for the task • Key Personnel Proposed: The key personnel proposed shall meet the minimum qualification and experience as required in the TOR: • At least one registered/certified surveyor with 5 years or more experience in the field for deployment to each location • At least three 3 Survey Assistants, who can effectively carry out surveying and levelling for deployment to each location • Financial evaluation. Quotations that are found to be technically acceptable shall be evaluated based on price and UNOPS will award the contract as per the lowest priced, most technically acceptable offer evaluation methodology.
---------------------------------------	--

	<ul style="list-style-type: none"> • Comparison of the quotes and award of contract will be made on lot basis <p>At any time during the evaluation process UNOPS may request clarification or further information in writing from Bidders. The Bidder's responses shall not contain any changes regarding the substance, including the technical and financial part of their quotation. UNOPS may use such information in interpreting and evaluating the relevant quotation.</p> <p>UNOPS retains the right not to award more than one lot to abider, if it is convinced that the execution of the work can be compromised due to limited capacity of the</p>
Partial quotations	Partial quotations are allowed on lot basis. Bidders must quote prices for the lots as identified for the total requirement requested under Section III: Schedule of Requirements. Evaluation will be done on lot basis
Documents comprising the Quotation	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> • Form A: Quotation Submission Form • Form B: Price Schedule Form • Form C: Previous Experience Form • Form D: Key Personnel Form/ Assigned Experts • Form E: Method Statements • Form F: General Requirements -Company Profile including business license and relevant registration certificates from authorized body.
Type of Contract to be awarded	UNOPS will sign the following contract with the awarded Bidder(s): Small Services Contract.
General Conditions of Contract	<p>In the event of an order, the following conditions of contract will apply: UNOPS Conditions of Services for Contracts less than USD 50,000 in value</p> <p>The conditions are available at: http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx</p>
Signing of Contract	UNOPS plans to award the Contract by January 20, 2018
UNGM registration	<p>Any Contract resulting from this RFQ exercise will be subject to the supplier registration on United Nations Global Marketplace (UNGM) website. Vendors can register their company by accessing the website at www.ungm.org.</p> <p>The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to Contract signature</p>



Section II: Instructions to Bidders

1. SCOPE OF QUOTATION

Bidders are invited to submit a quotation for the services specified in Section III: Schedule of Requirements, in accordance with this RFQ.

2. INTERPRETATION OF THE RFQ

This RFQ is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitutionary rights.

This RFQ is conducted in accordance with the applicable provisions of UNOPS Procurement Manual (latest version of which can be accessed at: <https://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx>) and other relevant Organisational Directives and Administrative Instructions that are referred to in the Procurement Manual. In case of contradictions between this RFQ and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

3. BIDDER ELIGIBILITY

Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with UNOPS.

A Bidder shall not be eligible to submit a quotation if and when at the time of quotation submission, the Bidder:

- i. is included in the Ineligibility List, hosted by [UNGM](#), that aggregates information disclosed by UNOPS ([UNOPS Ineligibility List](#)) and other Agencies, Funds or Programs of the UN System;
- ii. is included in UN/PD's suspended and removed vendors list;
- iii. is included in the [Consolidated United Nations Security Council Sanctions List](#), including the [UN Security Council Resolution 1267/1989 list](#);
- iv. is included in the [World Bank Corporate Procurement Listing of Non-Responsible Vendors](#) and [World Bank Listing of Ineligible Firms and Individuals](#).

All Bidders are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#).

4. CLARIFICATION OF THE RFQ

Bidders may request clarification in relation to the RFQ by submitting a written request to the contact stated in the **Section I: RFQ Particulars**, until the time stated in **Section I: RFQ Particulars**. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.

5. REMUNERATION FOR AND COSTS OF QUOTATIONS

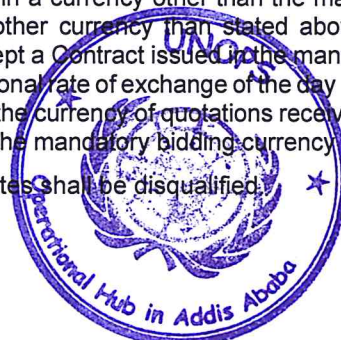
Bidders shall not be entitled to any remuneration or compensation for the preparation and submission of their quotation.

6. QUOTATION CURRENC(IES)

The quotation shall be made in the currenc(ies) stated in **Section I: RFQ Particulars**. If applicable, for comparison and evaluation purposes, UNOPS will convert the quotations into USD at the official United Nations rate of exchange in force at the time of the deadline for quotation Submission.

UNOPS reserves the right not to reject any quotation submitted in a currency other than the mandatory bidding currenc(ies). UNOPS may accept quotation s submitted in another currency than stated above if the Bidder confirms during clarification of quotations in writing that it will accept a Contract issued in the mandatory quotation currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in Section I: RFQ Particulars shall apply. Regardless of the currency of quotations received, the Contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

Rates in quotations shall be fixed. Quotations with adjustable rates shall be disqualified.



7. DUTIES AND TAXES

Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNOPS as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in **Section I: RFQ Particulars**.

8. PAYMENT TERMS

UNOPS will ordinarily effect payment within 30 days after receipt of the goods/services and on submission of payment documentation. Time in connection with discounts offered for accelerated payment will be computed from the date of receipt of payment documents by UNOPS. Payment discounts will not be considered in the financial evaluation.

9. PUBLICATION OF CONTRACT AWARD

UNOPS shall publish in its website (<https://data.unops.org>) information regarding the purchase order(s) awarded as a result of this RFQ.

10. ETHICS AND PROSCRIBED PRACTICES

UNOPS requires that all Bidders observe the highest standard of ethics during the entire RFQ process, as well as the duration of any Contract that may be signed as a result of this process. Therefore, all Bidders shall represent and warrant that they:

- (i) have not unduly obtained, or attempted to unduly obtain, any confidential information in connection with the RFQ process and any Contract that may be signed as a result of this RFQ process;
- (ii) have no conflict of interest that would prevent them from entering into a Contract with UNOPS, and shall have no interest in other parties involved in this RFQ process or in the project underlying this RFQ process;
- (iii) have not engaged, or attempted to engage, in any Proscribed Practices in connection with this RFQ process or the Contract that may be awarded as a result of this RFQ process. For the purposes of this provision, Proscribed Practices are defined in the [UNOPS Vendor Sanctions Procedures](#), and include: corrupt practice, fraudulent practice, coercive practice, collusive practice, unethical practice and obstruction.

11. AUDIT

UNOPS may conduct investigations relating to any aspect of the Contract award at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNOPS access to the Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNOPS hereunder

12. BID PROTEST

Any Bidder that believes to have been unjustly treated in connection with this RFQ process or any Contract that may be awarded as a result of such RFQ process may submit a complaint to UNOPS' General Counsel. More information about bid protests can be found on UNOPS' website at www.unops.org



Section III: Schedule of Requirements

1 UNOPS Terms of Reference

1) Introduction

Pharmaceutical wastes are continuously generated and disposed in various ways. Due to its nature and impact, it is crucial to have a functional and effective management system. Due to this, it is important to devise a sustainable and environmental friendly waste management system meeting the required standard as stipulated by the Ethiopian Food, Medicine and Healthcare Administration and Control Authority (FMHACA) and by International Standards.

To this end, UNOPS-ETOH has been requested to provide the supply and installation of incinerators for pharmaceutical waste disposal in nine warehouses in Addis Ababa, Adama, Hawassa, Mekele, Bahairdar, Jimma, Diredawa, Dessie and Nekemte towns.

As part of the installation of the installation of the incinerator, it is important to conduct topographic and geotechnical survey in all the aforementioned sites in the given timeline.

2) Objective of the Assignment:

The main objective of this assignment is to conducting geo-technical investigation and topographic survey in **9 warehouses** in Addis Ababa (2), Adama Hawassa, Mekele, Bahairdar, Jimma, Diredawa, Dessie and Nekemte towns.

The purpose of the geo-technical investigation would be to explore the nature and engineering properties of the soil formation and assess the geological formation as foundation material providing adequate support to proposed building structures.

The topographic survey shall be conducted with the purpose of gathering existing topographical data and provide benchmarks and site information for setting out during construction, and design of the project.

3) Scope of Works

3.1 Geo-technical Investigation:

The exploration of the site normally requires test pit digging, visual classification and sampling of all strata likely to be significantly affected by load of the building. The principal interest will be the strength, deformation and hydraulic characteristics. Manual test pit excavation shall be used for geotechnical investigation.

The investigation shall be conducted to determine the stratification and the engineering properties of the soil/rocks underlying the site. The field investigation work shall be directed by an experienced and qualified geotechnical engineer of the company, and the work shall be monitored by the Client. The scope of works includes the following tasks:

- Identifying and characterizing the rock/soil types through field and laboratory tests as itemized in the attached soil program,
- Assessment of bearing capacity,
- Evaluating susceptibility of structures to corrosion and presence of soluble salts having adverse effect on the strength
- Drawing conclusions and foundation recommendations.

3.2 Topographic Survey:

- Gather existing topographical data, levels, dimensions, access roads, drainage structures, buildings, fences etc



- Provide site information for setting-out during construction, and design of the project
- Set a benchmark
- Visual inspection on the site to note and mark features, and existing buildings and other structures which are on the project site

The topographic survey work shall be directed by an experienced and qualified senior surveyor of the company, and the work shall be monitored by the Client.

4) Standards & Methods

The geotechnical investigation to be conducted both in the field and laboratory with the objective of providing sufficient data and information related to geotechnical engineering required for the analysis and design of the foundations of the building structures. Both activities are to be conducted according to local and international standards and norms. The field work that comprise the soil/rock exploration, protection, handling and labelling of samples including penetration tests shall be made in accordance with the Local or European Building Code Standard and applicable ASTM standards.

The laboratory tests and the standard procedures to be followed are depicted hereunder:

- Index property tests such as moisture content (ASTM D 2216-92 or equivalent), field and bulk density (ASTM D 2937-94 or equivalent), and specific gravity (ASTM D-854-90 or equivalent).
- Classification tests namely: sieve analysis (ASTM D 422-90 or equivalent) and Atterberg limits (ASTM D 424, 432 and ASTM D 4318-84 or equivalent).
- Chemical testing: pH, chloride content (CL-) and total sulfate content (TSO3), for selected samples. The chemical tests to be performed according to DIN 4030 Part 1, and BS 1377 (1990) or applicable ASTM standards.

5) Professional Assignment:

Qualified geo-technical Engineer and a Senior Surveyor with at least five years of relevant experience shall be assigned to guide and supervise the entire activities for geo-technical investigation and topographic survey respectively.

Minimal Requirement

Item	Profession	Qualification
1	Geo-technical Engineer	B.Sc. or above and five years of experience
2	Senior Surveyor	Diploma from recognized university/college with eight years of relevant experience

6) Deliverables:

- 3 copies of Compiled geo-technical investigation report.

The report presents sampling methods, discussions, interpretations, conclusions and recommendations regarding the engineering behaviour of the geological formation. The report shall include climate factors such as flooding possibility and soil potential volume change, presence of any soluble salts which has adverse effect on soil strength and other chemicals resulting corrosion of concrete and steel.

The geotechnical report shall also include, but not limited to:

- The starting and finishing date of test pits digging,
- Sampling method used,
- Weather condition,



- Surface elevations of Test pits,
 - Vertical sections of test pits,
 - Ground water level measurement and date of reading,
 - Location of strata containing organic materials or other inconsistencies that might affect engineering conclusions,
 - Color photographs of representative test pits in two copies.
- 3 hard copies and a soft copy with Auto-Cad format of the topographic map.

The topographic map shall show contours of 0.25m interval, benchmarks and references, existing physical features and structures, fences, access roads and boundaries including a soft copy of the coordinates of points, which the contour map has been based.

7) Trial Test Pit Programs

The Test pits program shall include the following.

- Dig test pits **TP1, TP2 and TP3** to a maximum depth of 3 meters, below natural ground level in all test pits for each sites.
- Collect undisturbed soil samples from each test pits at depth of 1.0 m, 2.0m & 3.0m below NGL.
- Collect disturbed soil samples from each test pit at a depth of 1m, 2m, and 3m.
- Collect two groundwater samples, if any for sulphate content, chloride content & PH-value tests.
- Note locations of strata containing organic materials, weak materials, or other inconsistencies that might affect engineering conclusions.
- Measure surface elevations of Test pits and ground water levels. Elevations of Test pits shall be correlated to an appropriate reference benchmark.
- For locations of test pits, refer to the site plan. Alteration of test pits location is subject to approval by the Engineer's Representative.

8) Timeline

The assignment shall be carried out within 15 days from the date of agreement as follows: It is expected that this activity is conducted in all the Nine or eight sites at the same time by deploying eight teams:

Item	Activities	Timeline
1	Mobilization	2days
2	Fieldwork	1 week
3	Laboratory Analysis	1 week
4	Reporting	0.5 week
Total		3 Weeks

9) Preamble to the BOQ:

Note-1: The quantities shown under the BOQ table are just reasonable indicative figures to the volume of work anticipated during the field visit as well as office and laboratory works. Actual payments shall be due and ascertained through measurement along the entire process of works.

Note-2: Tentatively 3 trial pits are assumed to be adequate to reasonably determine the character of soil and bearing capacity to support the proposed building structures. However this number might increase depending on the variability of the ground to be exhibited during the field survey. The final number of trial pits and locations will be ascertained on site by the Engineer's representative.

Note-3: The rates, in addition to the direct costs, deemed to include all mark-ups including overhead costs necessary to properly conduct the services in accordance with the requirements set under this document.

Note 4: The sites have been grouped into three lots (Lot 1: Addis Ababa, Nekempte & Jimma; Lot 2: Adama, Diredawa and Hawassa; Lot 3: Bahirdar, Dessie & Mekelle). Comparison of the quotes and award will be done on lot basis. Summary price included under as indicated in Section IV form B need to be supported by detailed BOQ or price for the work.

1: Bill of Quantities

Summary of Costs

Item	Description	Amount (ETB)
1	Soil Investigation	
	Field Work: Sub-Total (1.1)	
	Laboratory Test: Sub-Total (1.2)	
	Reporting: Sub-Total (1.3)	
	Summary of Soil Investigation - Summary-1	
2	Topographic survey	
	Summary of Topographic - Summary-2	
	VAT (15%)	
	Grand Total	

1) Geo-technical Investigation – Per site

1.1. Field Work

Item	Description	Unit	Quantity	Unit Rate (ETB)	Amount (ETB)
1	Mobilization & Demobilization to the site	LS	LS		
2	Drilling 3 Pits (2.0 m x 2.0m) to a depth of 3.0m.	m3	36		
3	Collection of disturbed samples using box for log reports : 0-3 m	No.	3		
5	Collection of undisturbed samples (if the characteristics of soil permits) for laboratory tests- 3 samples from each test pit at 1.0m, 2.0m and 3.0m	NO.	9		
6	Dynamic Cone Penetration Test (DCP) to the depth reached	NO.	3		
Sub-Total (1.1)					

1.2 Laboratory Tests

Item	Description	Unit	Quantity	Unit Rate (ETB)	Amount (ETB)
Disturbed Samples					
7	Gradation	NO.	9		
8	Atterberg Limits	No.	9		
9	Specific Gravity	No.	9		
10	Free Swell	No.	3		
Undisturbed Samples					

11	Unconfined Compressive Strength	NO.	9		
12	Direct Shear	NO.	9		
13	Consolidation Test	NO.	9		
14	Moisture Content	NO.	9		
15	Bulk Density	NO.	9		
Sub-Total (1.2)					

1.3 Reporting Costs

Item	Description	Unit	Quantity	Unit Rate (ETB)	Amount (ETB)
16	Soil Classification & Log Report	NO.	3		
17	Bearing Capacity & Foundation Recommendation	L.S	L.S		
18	Documentation & Reporting	L.S	L.S		
Sub-Total (1.3)					

Technical Requirement

(Vendors are advised to fill-in and return the below table)

Requirement	Does the Offer Comply with the Requirement?	Remarks
- Will the vender deliver 3 copies of Geo-technical investigation report?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
- Does the vendor agree to submit Topographic map in Autocad format?.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
- Will ASTM D2216-9, ASTM D2437-97 and ASTM D-854-90 or equivalent be use for moisture content, field & bulk density, and specific gravity tests respectively?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
- Are ASTM D422-990 and ASTM 424-432 and ASTM D4318-84 or equivalent used for classification tests?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
- Will chemical Tests be performed according to DIN4030 Part1 and BS1377(199) or equivalent?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
-		
- Will the assignment be carried out in 15 days' time?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
- Have the important aspects of the task been addressed in sufficient detail?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
- Does the vendor have a minimum number of the following equipment?		
a. Automatic Levelling Equipment Set and/or Dumpy Level set?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
b. Theodolite with 20 seconds accuracy and/or total station set with accessories		
c. Levelling Staff – minimum of 2 total		
d. Ranging Rods		
e. GPS surveying equipment, distance measuring equipment, tape measures etc as required for the task		



<p>- Key Personnel Proposed: Does the key personnel proposed for the work meet the minimum qualification and experience as required in the TOR?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>- Does the supplier has one registered/certified surveyor with 5 years or more experience in the field for deployment to each location?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>- At least three 3 Survey Assistants, who can effectively carry out surveying and levelling for deployment to each location</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	



Section IV: 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

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 the services] in **[Name of country/city]**, RFQ Case No. RFQ/UNOPS-ETOH /SERVICE/2017/012, 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;
- 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 judgment 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 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/UNOPS-ETOH /SERVICE/2017/012 **Conducting Geophysical and Topographical Survey for Nine Locations to be used for the construction of High Pressure Medical and Pharmaceutical Wastes incinerator rooms**

Currency	ETB
----------	-----

Templates for Price quotation

(Please note that comparison of price and final award will be made on lot basis. Detailed BOQ for each location has to accompany this template or Summary).

Lot 1- Addis Ababa, Nekempte & Jimma

a) Addis Ababa

Item	Description	Amount (ETB)
1	Soil Investigation	
	Field Work: Sub-Total (1.1)	
	Laboratory Test: Sub-Total (1.2)	
	Reporting: Sub-Total (1.3)	
	Summary of Soil Investigation - Summary-1	
2	Topographic survey	
	Summary of Topographic - Summary-2	
	VAT (15%)	
	Grand Total	

b) Nekempte

Item	Description	Amount (ETB)
1	Soil Investigation	
	Field Work: Sub-Total (1.1)	
	Laboratory Test: Sub-Total (1.2)	
	Reporting: Sub-Total (1.3)	
	Summary of Soil Investigation - Summary-1	
2	Topographic survey	
	Summary of Topographic - Summary-2	
	VAT (15%)	
	Grand Total	

c) Jimma

Item	Description	Amount (ETB)
1	Soil Investigation	
	Field Work: Sub-Total (1.1)	
	Laboratory Test: Sub-Total (1.2)	
	Reporting: Sub-Total (1.3)	
	Summary of Soil Investigation - Summary-1	
2	Topographic survey	
	Summary of Topographic - Summary-2	
	VAT (15%)	
	Grand Total	



Lot 2: Adama, Hawassa & Diredawa

a) Adama

Item	Description	Amount (ETB)
1	Soil Investigation	
	Field Work: Sub-Total (1.1)	
	Laboratory Test: Sub-Total (1.2)	
	Reporting: Sub-Total (1.3)	
	Summary of Soil Investigation - Summary-1	
2	Topographic survey	
	Summary of Topographic - Summary-2	
	VAT (15%)	
	Grand Total	

b) Hawassa

Item	Description	Amount (ETB)
1	Soil Investigation	
	Field Work: Sub-Total (1.1)	
	Laboratory Test: Sub-Total (1.2)	
	Reporting: Sub-Total (1.3)	
	Summary of Soil Investigation - Summary-1	
2	Topographic survey	
	Summary of Topographic - Summary-2	
	VAT (15%)	
	Grand Total	

c) Diredawa

Item	Description	Amount (ETB)
1	Soil Investigation	
	Field Work: Sub-Total (1.1)	
	Laboratory Test: Sub-Total (1.2)	
	Reporting: Sub-Total (1.3)	
	Summary of Soil Investigation - Summary-1	
2	Topographic survey	
	Summary of Topographic - Summary-2	
	VAT (15%)	
	Grand Total	

Lot 3: Bahirdar, Desie and Mekelle

a) Bahirdar

Item	Description	Amount (ETB)
1	Soil Investigation	
	Field Work: Sub-Total (1.1)	
	Laboratory Test: Sub-Total (1.2)	
	Reporting: Sub-Total (1.3)	
	Summary of Soil Investigation - Summary-1	
2	Topographic survey	
	Summary of Topographic - Summary-2	
	VAT (15%)	
	Grand Total	



b) Dessie

Item	Description	Amount (ETB)
1	Soil Investigation	
	Field Work: Sub-Total (1.1)	
	Laboratory Test: Sub-Total (1.2)	
	Reporting: Sub-Total (1.3)	
	Summary of Soil Investigation - Summary-1	
2	Topographic survey	
	Summary of Topographic - Summary-2	
	VAT (15%)	
	Grand Total	

c) Mekelle

Item	Description	Amount (ETB)
1	Soil Investigation	
	Field Work: Sub-Total (1.1)	
	Laboratory Test: Sub-Total (1.2)	
	Reporting: Sub-Total (1.3)	
	Summary of Soil Investigation - Summary-1	
2	Topographic survey	
	Summary of Topographic - Summary-2	
	VAT (15%)	
	Grand Total	

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

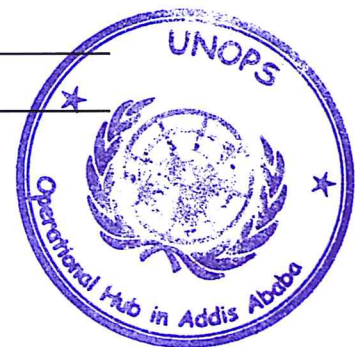
I, the undersigned, certify that I am duly authorized by to sign this quotation and bind should UNOPS accept this quotation:

Name : _____

Title : _____

Date : _____

Signature : _____



Form C: Previous experience form

RFQ reference no: RFQ/UNOPS-ETOH /SERVICE/2017/012

Name of Bidder: [insert name of Bidder]

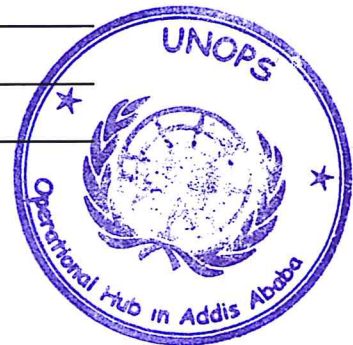
Description of services	Country	Total amount of Contract	Contract Identification and Title and Contact details of Client (Name, Address, telephone, email, fax)	Year project was undertaken

Name : _____

Title : _____

Date : _____

Signature : _____



Form D: Key Personnel Form/Assigned Experts

RFQ reference no: RFQ/UNOPS-ETOH /SERVICE/2017/012

Name of Bidder:

Key Staff/Experts to be involved in the project

Ser No.	Name of Key Staff	Position in the Company	Qualification	Proposed Position
1				
2				
3				
4				
5				
6				
7				
8				
9				

Please include CVs for Key Staff





Form E: Method Statements

Note:

Bidders shall provide a brief statement (not more than 15 pages) showing their approach to address the following technical requirements:

- Compliance towards the requirements in Section III: Schedule of Requirements.
- Compliance to the standard set in the table of requirement (TOR)

Bidders can submit using their own format.





Form F: General Requirements

Note:

Please attach company profile, business licences and registration certificates issued from authorized authority to conducted environmental and social related services.

Bidders can submit using their own format.

