



**REQUEST FOR QUOTATION (RFQ)  
(Goods)**

<b>NAME &amp; ADDRESS OF FIRM</b>	<b>DATE: June 20, 2019</b>
	<b>REFERENCE: UNDP-SYR-RFQ-062-19</b>

Dear Sir / Madam:

We kindly request you to submit your quotation for Debris Removal Idleb Governorate (Sinjar City), as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before July 7, 2019 at 2.00 pm and via (choose appropriate box) ☒ e-mail, ☒ courier mail to the address below:

**United Nations Development Programme**  
Mezzeh , West Villas, Gazawi street No. 8  
Attn : Shouaib Al Khuder, Procurement Associate  
**E-mail: [Syria.bids@undp.org](mailto:Syria.bids@undp.org)**

Quotations submitted by email must be limited to a maximum of 15 MB, virus-free and no more than 3 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good/s:

Delivery Terms [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP
Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Address/es of Delivery Location/s (identify all, if multiple)	Idlib Governorate -Sinjar City
UNDP Preferred Freight Forwarder, if any	N/A
Distribution of shipping documents (if using freight forwarder)	N/A
Latest Expected Delivery Date and Time	<input checked="" type="checkbox"/> 60 days from the issuance of the Face Sheet (Purchase Order (PO))
Delivery Schedule	<input checked="" type="checkbox"/> Not Required
Packing Requirements	<input checked="" type="checkbox"/> N/A
Mode of Transport	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars However, for local supplier's payments will be in Syrian Pounds at the prevailing UN exchange rate at the date of the invoice
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-sales services required	N/A
Deadline for the Submission of Quotation	<i>Sunday, July 07, 2019 and at 2.00 pm at Damascus time</i>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English Or <input checked="" type="checkbox"/> Arabic
Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> The bidder must submit a document attesting his ownership of the vehicles or hiring them. <input checked="" type="checkbox"/> List of similar projects. <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List; <input checked="" type="checkbox"/> List of Vehicles. <input checked="" type="checkbox"/> The bidder shall submit a work plan and timetable for implementation.

Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Site Visit	Mandatory site visit will be held on 27/06/2019 at 10.00 am for more information and site visit arrangement please coordinate with the Focal Point: Ghassan Al-Abdallah Mobile: 0993320101 Email: <a href="mailto:ghassan.alabdallah@gmail.com">ghassan.alabdallah@gmail.com</a>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% upon complete delivery of required works.
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay : 0.005 Max. no. of days of delay: 15 days After which UNDP may terminate the contract.
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Attending the site visit <input checked="" type="checkbox"/> One Year Experience and at least one similar project
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier.
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Work (Goods and-or Services) UNDP.
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)  Applicable Terms and Conditions are available at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 15 days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of works based on full compliance with RFQ requirements

Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a> <input checked="" type="checkbox"/> Others Vendor Form (annex 4)  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact Person for Inquiries (Written inquiries only)	<i>Shouaib Al Khuder</i> <i>Procurement Associate</i> <i>Shouaib.alkhuder@undp.org</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP indicated above - <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

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Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

**UNDP encourages every prospective Vendor** to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

**Thank you and we look forward to receiving your quotation.**

Sincerely yours,

**Hanan Al Ali**

Head Of Procurement Unit

June 20, 2019



## Technical Specifications

### The Book of Technical Specifications for the Works of Removal of debris in Sinjar City- Edlib Governorate

#### المواصفات الفنية لعملية ترحيل الأنقاض مع تأمين الآليات اللازمة في بلدة سنجار – محافظة إدلب

المواد المطلوبة	الكمية Qty	وحدة القياس Unit	المواصفات الفنية المطلوبة باللغة العربية	المواصفات الفنية المطلوبة باللغة الإنكليزية	مدة التنفيذ Delivery
ترحيل أنقاض Debris removal	5,000	3م M <sup>3</sup>	<p>تأمين آلات للقيام بعمليات نقل الأنقاض من بلدة سنجار إلى المكب المعتمد كما يلي:</p> <p><u>الغاية والهدف :</u></p> <p>1. تنفيذ اعمال ترحيل ونقل الأنقاض المتراكمة في الشوارع في بلدة سنجار إلى المكب المعتمد , تتضمن عملية الترحيل تأمين الآليات اللازمة (تركسات , شاحنات...) لتجميع هذه الأنقاض وترحيلها.</p> <p>2. ترحيل الأنقاض باستخدام المعدات والتركسات والشاحنات على ان تكون آلات النقل جاهزة للعمل بشكل دائم وبشكل يومي حيث تتم عمليات النقل بشكل يومي وضمن أيام الدوام الرسمية لضمان وجود جهاز الإشراف وتتم عمليات ترحيل الكميات المطلوبة الى المكب برقابة جهاز الإشراف , وتكون طريقة حساب الكمية المرحلة باليوم محسوبة على السيارة وفق أبعاد صندوق السيارة بحيث تحسب الكمية المحملة على السيارة وفق الجزء الذي تشغله من حجم صندوق السيارة والذي يتم احتسابه وتحديدده بواسطة اللجنة الفنية على المشروع , وبحيث يكون الهدف النهائي للترحيل هو 5,000 م<sup>3</sup> طيلة مدة المشروع.</p> <p>3. تقدر المسافة من المنطقة المستهدفة إلى المكب حوالي (3 كم) ذهاب وإياب , والطريق الواصل معبد بالزفت .</p> <p>4. <u>عدد الأحياء المقدر ترحيل الأنقاض منها يبلغ خمسة أحياء ضمن بلدة سنجار.</u></p> <p><u>العمالة اللازمة لترحيل الأنقاض :</u></p> <p>5- عدد ساعات العمل اليومي للعمال لا</p>	<p>Providing vehicles to carry out the removal of debris from the town of Sinjar to the accredited landfill as follows:</p> <p><b>Aim &amp; Purpose:</b></p> <p>1- Executing the works of removing and transferring the debris from the streets of Sinjar town into the accredited landfill. This includes providing the required vehicles (loaders, trucks, etc.) to collect and remove debris.</p> <p>2- Removing debris using equipment, loaders and trucks provided that the vehicles are on standby every day, as transfers shall be conducted on a daily basis during the official working hours to ensure the presence of the supervisory body. Transferring the required quantities into the accredited landfill shall be controlled by the supervisory body. Calculating the transferred quantity shall be done per diem, per vehicle and per the vehicle's body dimension, as the loaded quantity is calculated as per the volume it occupies in the vehicle's body, which is to be calculated/specified by the project technical committee. The final transfer target is 5,000m<sup>3</sup> throughout the project period.</p> <p>3- The distance between the target area to the landfill is estimated at 3km (go and back), and the road is tarmacked.</p> <p>4- The number of neighborhoods planned to remove debris from is five in the town of Sinjar.</p> <p><b>The labor required removing the debris:</b></p>	60 يوم من تاريخ توقيع العقد 60 days from the date of signing the contract

		<p>يزيد عن الحد المسموح به ضمن قانون العمل في الجمهورية العربية السورية.</p> <p>6- على المتعهد تأمين 20 عامل "سائقي آلات ومعاونيهم" وبما يتناسب مع معايير اختيار العاملين</p> <p>7- فترة العمالة المطلوبة شهرين.</p> <p>8- يقوم المتعهد بدفع رواتب العمال (سائقين ومعاونيهم)</p> <p>9- يقدم المتعهد جدول يتضمن الأسماء الثلاثية للعمال وأرقام هواتفهم والرقم الوطني من خلال جدول دوام يومي يسلم لإدارة المشروع .</p> <p><b>الآليات المطلوبة والشروط المتعلقة بها :</b></p> <p>1. على المتعهد تقديم جميع الآليات والمعدات المطلوبة واللازمة والمناسبة للعمل حسب طبيعة المنطقة الجغرافية ، ويتحمل العارض تكاليف الصيانة والمحروقات وجميع النفقات الخاصة ، حيث يتم تأمين الآليات بالحد الأدنى وفق ما يلي :</p> <ul style="list-style-type: none"> <li>• تركس صغير سعة السطل لا تقل عن 1 م<sup>3</sup> عدد 1.</li> <li>• فلاب : سعة لا تقل عن 5 م<sup>3</sup> عدد 4 , أو ما يعادل ذلك.</li> <li>• بوب كات عدد 1.</li> </ul> <p>2. تأمين آلية بديلة في حال تعطل أي آلية خلال مدة أقصاها يومان .</p> <p>3. عرض كلفة الآليات يتضمن الصيانة والوقود.</p> <p>4. عدد ساعات العمل اليومي للآليات لا يقل عن 6 ساعات عمل ويتم الحساب على الكمية المرحلة يومياً.</p> <p>5. مدة تأمين الآليات والعمال الواردة بالكشف 15 يوم كحد أقصى تبدأ من تاريخ توقيع العقد مع العارض.</p>	<p>5- The daily working hours for workers do not exceed the limit permitted by the Labor Law in the Syrian Arab Republic.</p> <p>6- The contractor shall provide 20 workers, " the drivers of vehicles and their assistants " according to the workers selection criteria.</p> <p>7- The required employment period is two months.</p> <p>8- The contractor shall pay the workers ( drivers and their assistants.</p> <p>9- The bidder shall submit a table containing the workers' full names, telephone numbers and National ID numbers through a daily working table submitted to the project administration.</p> <p><b>The required vehicles and their conditions:</b></p> <p>1- The contractor shall provide all the vehicles and equipment required and appropriate for the work according to the region's geographical nature. The bidder shall bear the costs of maintenance, fuel and all other special costs, as the provision of vehicles shall be done according to the following minimum conditions:</p> <ul style="list-style-type: none"> <li>• <b>One</b> small loader – bucket at least 1m<sup>3</sup></li> <li>• <b>Four</b> dump trucks – capacity at least 5m<sup>3</sup> , or equivalent.</li> <li>• <b>One</b> bobcat</li> </ul> <p>2- Providing Alternative vehicles, in case of breakdown any of the above vehicles within 2 days Maximum.</p> <p>3- The vehicles' cost offer shall include maintenance and fuel.</p> <p>4- The vehicles daily working hours shall be at least six hours. Daily transferred quantities shall be calculated.</p> <p>5- The maximum period for providing the vehicles and workers as per provided list shall be 15 days from the date of signing the contract with the bidder.</p>	
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The Bidder is required to comply with the following:	يشترط على العارض الالتزام بما يلي :
<ol style="list-style-type: none"> <li>1. The bidder must have a commercial register or any document that allows him to practice the profession "engineer, contractor, etc." The bidder shall submit documents proving this from the concerned authorities.</li> <li>2. The bidder shall be required to present proof of ownership of the vehicles or a lease contract for all the vehicles to be used in the works.</li> <li>3. The bidder must have one year of experience; at least one similar project has been executed. He shall submit documents proving that with the contracting and reference authorities with the offer.</li> <li>4. The contractor shall <b>declare in writing</b> his responsibility for any malfunction or damage resulting from the use of the vehicles or caused by them during the execution period of the project. He shall undertake to repair any malfunction or damage resulting from the transfer process.</li> <li>5. The bidder shall submit a list of the vehicles to be used in the project with the offer.</li> <li>6. The contractor shall Commit , <b>in writing</b>, that he will ensure regular parking lots for the vehicles.</li> <li>7. The contractor shall undertake, in writing, that he will cover the over vehicles to prevent shedding waste and maintain an appropriate appearance when transferring the required loads.</li> <li>8. Vehicles shall discharge in the approved landfill exclusively and any violation shall lead to writing off and not calculating the transfer that does not reach the final landfill approved by the City Council.</li> <li>9. The contractor must maintain the readiness of the vehicles on a continuous basis and replace broken-down vehicles immediately within Two day maximum.</li> <li>10. The bidder must submit the offer including the required prices in the detailed schedule with the offer.</li> <li>11. The execution period of the required works is 60 days from the date of signing the contract.</li> <li>12. The bidder shall submit a work plan and timetable for implementation.</li> <li>13. Five per thousand of the contract's value shall be deducted for each unjustified delay day, provided that the delay shall not exceed 15 days.</li> <li>14. The Technical Committee and Beneficiary "Partners", Technical Services Directorate- Edlib, Sinjar City Council and the Project Manager appointed by the Program who shall supervise the follow-up of the transfers, collection, receipt, delivery and all that is required.</li> <li>15. All the loading and transferring works shall be borne by the contractor and shall be monitored and followed up by the supervising body appointed by the Programme's staff in participation with technicians from the concerned municipality. The records shall be signed as mentioned above.</li> <li>16. Compliance with the conditions related to the execution of the</li> </ol>	<ol style="list-style-type: none"> <li>1. يشترط على العارض المتقدم أن يكون لديه سجل تجاري أو أي وثيقة تجيز له مزاولة المهنة " مهندس , مقاول , متعهد ... " وعلى العارض تقديم وثائق تثبت ذلك من الجهات المعنية.</li> <li>2. يشترط على العارض المتقدم أن يبرز ما يثبت ملكيته للأليات أو عقد اجار لكامل الأليات المستخدمة بالعمل .</li> <li>3. يشترط على العارض أن يكون لديه سنة خبرة وأن يكون قد نفذ مشروع مشابه واحد على الأقل وعليه تقديم الأوراق التي تثبت ذلك مع بيانات جهة التعاقد والمرجعية مع العرض .</li> <li>4. على المتعهد <b>التصريح خطياً</b> بمسؤوليته عن أي عطل أو ضرر ناتج عن استخدام الأليات او تسببها الأليات أثناء فترة تنفيذ المشروع , وتعهده بإصلاح أي عطل أو ضرر ناتج جراء عملية الترحيل .</li> <li>5. يلتزم العارض بتقديم قائمة بالأليات التي سيستخدمها مع العرض .</li> <li>6. يلتزم المتعهد بتقديم <b>تصريح خطي</b> انه سيقوم بتأمين مبيت للأليات بمواقع نظامية تعد من قبل المتعهد.</li> <li>7. يلتزم المتعهد بتقديم تصريح خطي انه سيقوم بوضع شواذر للأليات المكشوفة لمنع تساقط الحمولة والحفاظ على المظهر اللائق عند نقل الحمولة المطلوبة</li> <li>8. التزام الأليات بالتفريغ في المكب المعتمد حصراً وأية مخالفة تستوجب شطب وعدم احتساب النقلة التي لا تصل إلى المكب النهائي المعتمد من قبل مجلس البلدة.</li> <li>9. على المتعهد المحافظة على جاهزية الأليات بشكل مستمر واستبدال الآلية التي تتعطل عن العمل مباشرة خلال مدة أقصاها يومان.</li> <li>10. على العارض تقديم العرض متضمناً الأسعار المطلوبة في الجدول التفصيلي المذكور.</li> <li>11. مدة تنفيذ الأعمال المطلوبة 60 يوم من تاريخ توقيع العقد .</li> <li>12. على العارض أن يقدم خطة عمل وجدول زمني للتنفيذ مع العرض .</li> <li>13. يتم خصم خمسة بالآلف من قيمة العقد عن كل يوم تأخير غير مبرر , على أن لا تتجاوز مدة التأخير أكثر من 15 يوم.</li> <li>14. اللجنة الفنية والجهة المستفيدة " الشركاء : " محافظة إدلب , مديرية الخدمات الفنية , مجلس بلدة سنجار , مدير المشروع من طرف البرنامج " تعد مشرفة على متابعة عمليات النقل والجمع والاستلام والتسليم وكل ما يلزم .</li> <li>15. كافة أعمال التحميل والترحيل يتحملها المتعهد وتتم تحت رقابة ومتابعة جهاز</li> </ol>



<p>above-mentioned work in accordance with standard criteria.</p> <p>17. The supervising authority of the project shall be entitled "Technical Committee" to amend any item of work within the specified amounts and in accordance with the work requirements and the opinion of the local committee of the project.</p> <p>18. In case any of the contents of an item were violated, it shall not be paid for.</p> <p>19. The value of the contract shall be paid in one lump sum after the completion and delivery of the works in full.</p> <p>20. All contracting procedures shall be in accordance with the regulations of the United Nations Development Programme in Syria.</p> <p>21. A workshop manual shall be organized and handed over to the project cadre responsible for the follow-up work and shall be periodically checked by the manager. It shall include the daily works and the amount of transfers from the targeted sites to the approved landfill, the operating vehicles, the number of working hours, the number of completed transfers, and the progress of work in the site in detail. It shall be duly signed by the partners.</p> <p>22. The contractor shall bear full responsibility in the event of any personal or public damage to the lives, property, vehicles and public facilities during the transferring works. The United Nations Development Programme shall not be liable for this and the contractor shall have to compensate those whose property has been damaged.</p> <p>23. The offer has been prepared according to the field visit. Offers, whose bidders did not take part in the field visit, shall be rejected.</p>	<p>إشرافي معين من قبل كادر البرنامج وبمشاركة فنيين من البلدية ويتم التوقيع على المحاضر وفق ما ذكر أعلاه.</p> <p>16. التقيد بالشروط المتعلقة بتنفيذ الأعمال المذكورة أعلاه وفق المعايير والمواصفات القياسية .</p> <p>17. يحق للجهة المشرفة على المشروع " اللجنة الفنية " تعديل أي بند من بنود الأعمال ضمن المبالغ المحددة ووفق مقتضيات العمل ورأي اللجنة المحلية للمشروع.</p> <p>18. لا يتم صرف قيمة البند في حال مخالفة أي محتوى فيه.</p> <p>19. يتم صرف قيمة العقد دفعة واحدة بعد انتهاء تنفيذ وتسليم الأعمال كاملة.</p> <p>20. جميع إجراءات التعاقد ستتم وفق أنظمة برنامج الأمم المتحدة الإنمائي في سوريا.</p> <p>21. يتم تنظيم دفتر دليل ورشة ويسلم لكادر المشروع المسؤول عن متابعة العمل ويدقق دورياً من قبل المدير , حيث يذكر فيه الأعمال المنجزة يومياً وكمية النقلات المرحلة من المواقع المستهدفة إلى المكب المعتمد والآليات العاملة وعددها وعدد ساعات العمل وعدد النقلات المنجزة وكل ما يطرأ على سير العمل في الموقع بالتفصيل وموقع أصولاً من قبل الشركاء.</p> <p>22. يتحمل المتعهد كامل المسؤولية في حال حدوث أي أضرار بشرية أو مادية خاصة أو عامة في الأرواح والممتلكات والآليات والمرافق العامة أثناء الترحيل , وبرنامج الأمم المتحدة الإنمائي بريء الذمة وليس له أي علاقة بذلك حيث تقع على عاتق المتعهد دفع كافة التعويضات والأضرار ومعالجتها في حال حصولها لمستحقيها أصولاً.</p> <p>23. على العارض تأكيد ان العرض قد تم إعداده وفق الزيارة الميدانية ولن يتم قبول العروض التي لم يشارك مقدمها بالزيارة الميدانية.</p>
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## Annex 2

### FORM FOR SUBMITTING SUPPLIER'S QUOTATION

(This Form must be submitted only using the Supplier's Official Letterhead/Stationery)

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No.:

**TABLE 1 : Offer to Supply works Compliant with Technical Specifications and Requirements**

Item No.	Description/Specification of Goods	Qty	Unit	Latest Delivery	Unit Price	Total Price per
1	كلفة نقل الأنقاض بالمتر المكعب متضمنة تأمين السائقين ومعاونيهم في بلدة سنجار بإدلب cost of removing waste per cubic meter including drivers and their assistants	5,000	m <sup>3</sup>	60 Days		
2	تركس صغير سعة السطل 1م3 Small loader – bucket capacity 1 m3	1	آلية	60 Days		
3	قلاب : سعة لا تقل عن 5 م3 Dump truck – capacity 5 m3	4	آلية	60 Days		
4	بوب كات Bobcat	1	آلية	60 Days		
<b>Total Prices</b>						
Add: Cost of Transportation						
Add: Cost of Insurance						
Add: Other Charges (pls. specify)						
<b>Total Final and All-Inclusive Price Quotation</b>						

**TABLE 2 : Offer to Comply with Other Conditions and Related Requirements**

Other Information pertaining to our Quotation are as follows:	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
الإلتزام بموعد التسليم المحدد ( 60 يوم في سنجار ) : Delivery Lead Time : 60 days in Sinjar			
الإلتزام بوضع شواذر لتغطية الآلية لمنع تساقط الحمولة Commitment to covering the vehicles to prevent loads from falling apart			
الالتزام بالآليات بالتفريغ في المكب المعتمد حصراً Commitment that vehicles shall discharge in the approved landfill exclusively			
الإلتزام بتأمين العمالة " سائقي الآليات ومعاونيهم " 20 Commitment to the provision of workers Drivers and their assistant )			
يلتزم المتعهد بتأمين مبيت للآليات بمواقع نظامية تعد من قبل المتعهد The contractor shall Commit that he will ensure regular parking lots for the vehicles			
يتحمل المتعهد كامل المسؤولية في حال حدوث أي أضرار بشرية أو مادية خاصة أو عامة في الأرواح والممتلكات والآليات والمرافق العامة أثناء الترحيل , وبرنامج الأمم المتحدة الإنمائي بريء الذمة وليس له أي علاقة بذلك حيث تقع على عاتق المتعهد دفع كافة التعويضات والأضرار ومعالجتها في حال حصولها لمستحقها أصولاً The contractor shall bear full responsibility in the event of any personal or public damage to the lives, property, vehicles and public facilities during the transferring works. The United Nations Development Programme shall not be liable for this and the contractor shall have to compensate those whose property .has been damaged			
الإلتزام بجميع فقرات الشروط العامة لبرنامج الأمم المتحدة الإنمائي All Provisions of the UNDP General Terms and Conditions			
مدة صلاحية العرض 60 يوم Validity of Quotation 60 days			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier's Authorized Person]

[Designation

]

[Date]

# Vendor Form

# Annex 4

SECTION 1 (For Internal Use only)		UN INFORMATION	
Requesting Person:		Date:	Atlas Vendor No:
First Name / Last Name/Extension		UN Index No:	
VENDOR TYPE: <input type="checkbox"/> Staff <input type="checkbox"/> SSA <input type="checkbox"/> Service Contract <input type="checkbox"/> Meeting Participant <input type="checkbox"/> NGO <input type="checkbox"/> Supplier <input type="checkbox"/> Other			
VENDOR APPROVER SIGNATURE: _____		DATE: _____	
Complete either Section 2 or Section 3 (not both)			
SECTION 2 PERSON INFORMATION (FOR INDIVIDUALS ONLY)			
Last Name		First Name	Middle Name
Nationality	Date of Birth	Place of Birth	Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>
Address			
City,	State/Province/County	Postal Code (ZIP)	Country
E-mail Address	Telephone Number	Fax Number	
SECTION 3 SUPPLIER INFORMATION (FOR COMPANIES ONLY)			
Company Name:	Parent Company Name (if applicable)	Web Site URL: (if applicable)	
Street Address			
City	State/Province/County	Postal Code	Country
Contact Person (MAIN ADDRESS)	Telephone	Fax	E-mail Address
Name:			
Title:			
SECTION 4 BENEFICIARY BANKING INFORMATION			
Bank Name			
Bank ID:	For US banks only use whether: (9 digits) ACH <input type="checkbox"/> Fed wire <input type="checkbox"/>	SWIFT code 8 or 11 characters (required for overboard payments)	
Branch ID: (for Canadian Banks only) 9 digits routing no.		Branch Name:	
Street Address:			
City	State/Province	Postal Code	Country
SECTION 5 BENEFICIARY BANK ACCOUNT DETAILS			
Account Name: (name as it appears on bank account)		Bank Account Currency <input type="checkbox"/> US\$ <input type="checkbox"/> Other (PLEASE INDICATE) _____	
Bank Account No.: (ENTER WITH NO PUNCTUATION, NO DOTS, DASHES OR SPACES)		Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
IBAN (European Banks)			
Transit Code (5 digit) Canadian Banks		Sort Code (6 digits) UK Banks	BSB code (6 digit) Australia Banks
Bank Information for Intermediary/Correspondent Bank (if applicable)			
Name of Bank:		Address of Bank:	
Bank Account No (of beneficiary bank with intermediary bank)		SWIFT Code:	FEDWIRE NO. (US BANKS ONLY)

I, \_\_\_\_\_, in my capacity as \_\_\_\_\_, hereby authorize the agency to direct payments for goods and services to the above account. Signature: \_\_\_\_\_

