**Annex 4**

**Check-list for submission**

|  |  |  |
| --- | --- | --- |
| **Sr No.** | **Description** | **Submission of document**  **Yes/No**  **(N/A if not applicable )** |
| 1 | 1. Submission of supplier quotation, Completed and Duly Accomplished Form as provided in (Annex 5) |  |
| 1. Acceptance of the General Terms & Condition Annex 7 |  |
| 2 | **Company Profile**, which should not exceed fifteen (10) pages, including printed brochures and product catalogues relevant to the goods/services being |  |
| 3 | **CV** of proposed professional expertise for the services |  |
| 4 | **Tax Registration/Payment Certificate** issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder |  |
| 5 | **Certificate of Registration of the business**, including Articles of Incorporation, or equivalent document if Bidder is not a corporation |  |
| 6 | **Latest Audited Financial Statement** (Income Statement and Balance Sheet) including Auditor’s Report for the past [2 years] |  |
| 7 | **Statement of Satisfactory Performance from the Top 3 Clients** in terms of Contract Value the past [2 years] |  |
| 8 | **Bank References** (Name of Bank, Account Name, Bank Account No., Bank Location, Contact Person and Contact Details) |  |
| 9 | I aware and agree that selected Bidder will be **piggyback by other UN Agencies** from UNDP Contract |  |

Supplier’s Authorized Person

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

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

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company/Hotel’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Annex 5**

**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. 2020/UNDP-MMR/PN/066 :

**TABLE : Offer to Provide Works compliant with Technical Specifications and Requirements**

The bidders are requested to provide the cost breakdown for the above given prices for each deliverable based on the Bill of Quantities (Anne 2).

**Lot #1 (**Construction of Green houses and Irrigation System for (8) AD Programme Areas in Loilen and Hopong Townships (Dimension ~ Length 30 m x Width 8 m ) (240 square meters)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr.  No | Construction item | Qty | Latest Delivery Date | Unit Price  (MMK) | Total Amount  (MMK) |
| 1 | Construction of Green houses and Irrigation System for (8) AD Programme Areas in Loilen and Hopong Townships (Dimension ~ Length 30 m x Width 8 m ) (240 square meters) | 8 |  |  |  |
| Total Final and All-Inclusive Price Quotation | | | | |  |

**Lot#1**

BILL OF QUANTITY

Construction of Greenhouses and Irrigation System for (8) AD Programme Areas in Loilen and Hopong Townships

( Dimension ~ Length 30 m x Width 8 m ) (240 square meters)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No | Materials and Labors | Unit | Quantity | | Unit Price (MMK) | | Total Amount |
| (MMK) |
|  |  |  |  | |  | |  |
|  |  |  |  | |  | |  |
| A | Materials |  |  | |  | |  |
|  |  |  |  | |  | |  |
| 1 | Galvanize steel rafters (25 mm Ø, 1.2 - 1.5 mm | No. | 75 | |  | |  |
|  | thickness, 6m Length) |  |  | |  | |  |
| 2 | Galvenize steel posts and supports (32 mm Ø, 1.2 - 1.5 | No. | 30 | |  | |  |
|  | mm thickness, 3.5 m length) |  |  | |  | |  |
| 3 | Galvanized groove (6 m ) | No. | 40 | |  | |  |
|  |  |  |  | |  | |  |
| 4 | Galvanized and plastic-coated clip (2 m) | No. | 200 | |  | |  |
|  |  |  |  | |  | |  |
| 5 | Plastic Film (thickness 10 micron) | Kg | 55 | |  | |  |
|  |  |  |  | |  | |  |
| 6 | Nylon net (60 mesh) | Kg | 13 | |  | |  |
|  |  |  |  | |  | |  |
| 7 | Galvanized door | No. | 2 | |  | |  |
|  |  |  |  | |  | |  |
| 8 | PVC pipe (32 mm Ø, length 6 m) | No. | 2 | |  | |  |
|  |  |  |  |  | |  |  |
| 9 | Drip pipe (16 mm Ø, 1000 m / roll) (30 cm dripper | Roll | 1 | |  | |  |
|  | spacing) |  |  | |  | |  |
| 10 | Socket with tap (including washer) | No. | 20 | |  | |  |
|  |  |  |  | |  | |  |
|  |  |  |  | |  | |  |
|  | Sub Total\_Materials ( I ) | |  |  | |  |  |
|  |  | |  |  | |  |  |
| B | Labor |  |  | |  | |  |
|  |  |  |  | |  | |  |
| 11 | Labor for greenhouse construction works | No. | 21 | |  | |  |
|  |  |  |  | |  | |  |
|  |  |  |  | |  | |  |
|  | Sub Total\_Labor ( II ) | |  |  | |  |  |
|  |  | | |  | |  |  |
|  | Total\_Materials and Labor ( I + II ) | | |  | |  |  |
|  |  | | | | | |  |
| 12 | Miscellaneous ( Contingencies and Other Charges ) ( Approx; 3% of Materials and Labor | | | | | |  |
|  |  |  | |  | |  |  |
|  | Grand Total ( I + II + III ) ( For 1 Unit ) ( MMK ) | | | | |  |  |
|  | Grand Total for 8 Unit (MMK) | | | | |  |  |
|  |  |  |  |  | |  |  |

Lot # 2

Construction of Green houses (solar dryer) for (3) AD Programme Areas in Loilen and Hopong Townships (Dimension ~ Length 6 m x Width 4 m ) (24 square meters)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr.  No | Construction item | Qty | Latest Delivery Date | Unit Price  (MMK) | Amount  (MMK) |
| A | Construction of Green houses (solar dryer) for (3) AD Programme Areas in Loilen and Hopong Townships (Dimension ~ Length 6 m x Width 4 m ) (24 square meters) | 3 |  |  |  |
| Total Final and All-Inclusive Price Quotation | | | | |  |

Lot #2

BILL OF QUANTITY

Construction of Greenhouses (solar dryer) for AD Programme Areas in Loilen and Hopong Townships

( Dimension ~ Length 6 m x Width 4 m ) (24 square meters)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No | Materials and Labors |  | Unit |  | Quantity | Rate | Amount |
|  |  | (MMK) | (MMK) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| A | Materials |  |  |  |  |  |  |
| 1 | Galvanize steel rafters (25 mm Ø, 1.2 - 1.5 mm |  | No. |  | 5 |  |  |
|  | thickness, 6m Length) |  |  |  |  |  |  |
| 2 | Galvenize steel posts and supports (32 mm Ø, 1.2 - 1.5 |  | No. |  | 4 |  |  |
|  | mm thickness, 6 m length) |  |  |  |  |  |  |
| 3 | Galvanized groove |  | No. |  | 5 |  |  |
|  |  |  |  |  |  |  |  |
| 4 | Galvanized and plastic-coated clip |  | No. |  | 14 |  |  |
|  |  |  |  |  |  |  |  |
| 5 | Plastic Film (thickness 10 micron) |  | No. |  | 3 |  |  |
|  |  |  |  |  |  |  |  |
| 6 | Galvanized door |  | No. |  | 1 |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Sub Total\_Materials ( I ) | |  |  |  |  |  |
|  |  | |  |  |  |  |  |
| B | Labor |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 7 | Labor for greenhouse construction works |  | No. |  | 3 |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Sub Total\_Labor ( II ) | |  |  |  |  |  |
|  |  | | | |  |  |  |
|  | Total\_Materials and Labor ( I + II ) | | | |  |  |  |
|  |  | | | | | |  |
| 8 | Miscellaneous ( Contingencies and Other Charges ) ( Approx; 3% of Materials and Labor | | | | | |  |
|  |  |  | |  |  |  |  |
|  | Grand Total ( I + II + III ) ( For 1 Unit ) ( MMK ) | | | | | |  |
|  | Grand Total for 3 unit (MMK) | | | | | |  |
|  |  |  |  |  |  |  |  |

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]*

*[Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]*

*[Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]*