

United Nations Development Programme



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REQUEST FOR QUOTATION (RFQ)

RFQ Reference: IRN10 – 0000008043	Date: 02 December 2020
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: 

Name: Mazen Gharzeddine

Title: Deputy Resident Representative

Date: 2 December 2020



SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> E-tendering <input type="checkbox"/> Dedicated Email Address <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text. <p>Bid submission address: Through the e-tendering system</p> <ul style="list-style-type: none"> ▪ File Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: N/A ▪ Mandatory subject of email: N/A ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.” ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. <p>For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information</p> <ul style="list-style-type: none"> • Event ID number: IRN10-0000008043 <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
Cost of preparation of quotation	<p>UNDP shall not 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.</p>
Supplier Code of Conduct,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p>



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Fraud, Corruption,	Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti
Gifts and Hospitality	Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier 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. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 60 days</p> <p><input checked="" type="checkbox"/> Liquidated damage will be imposed as follows: Percentage of contract price per day of delay: 0.5%</p>
Eligibility	A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.



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	<p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative</p>
Currency of Quotation	<p>Quotations shall be quoted in :</p> <p>National bidders: Iranian Rial Note: For the local suppliers the purchase order will be issued, and the payment(s) will be made in local currency (Iranian Rial).</p> <p>International Bidders: Euro Note: For the international suppliers the purchase order will be issued, and the payment(s) will be made in Euro.</p> <p>For comparison of all offers, UNDP will convert the currency quoted in the offer into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of bids. Please refer to below website for the updated exchange rates:</p> <p>https://treasury.un.org/operationalrates/OperationalRates.php</p>
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations,</p>

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	<p>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 below:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes for <u>Iranian National Suppliers</u></p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes for <u>International Suppliers</u></p>
Language of quotation	<p>English</p> <p>Documentation including catalogues, instructions and operating manuals in Farsi are also acceptable.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Company Profile.</p> <p><input checked="" type="checkbox"/> Registration certificate;</p> <p><input checked="" type="checkbox"/> List of previous similar contract;</p> <p><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of Contract value in similar field;</p> <p><input checked="" type="checkbox"/> Technical specifications & catalogues</p> <p><input checked="" type="checkbox"/> Designs & schech of the equipment</p> <p><input checked="" type="checkbox"/> Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer</p> <p><input checked="" type="checkbox"/> Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country</p> <p><input checked="" type="checkbox"/> Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder</p>
Quotation validity period	<p>Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.</p>
Price variation	<p>No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes</p>
Alternative Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p> <p>If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"</p>
Payment Terms	<p>Payment Terms</p> <p><input checked="" type="checkbox"/> 20% of the total PO value in advance (deposit/advance payment) against a bank guarantee (valid for the duration of the contract) or certified cheque.</p> <p><input checked="" type="checkbox"/> 40% of PO value within 30 days upon UNDP's acceptance of shipping documents.</p> <p><input checked="" type="checkbox"/> 30% of the PO value within 30 days upon receipt of the signed letter of completion of installation, commissioning, startup and training services issued by beneficiary and UNDP.</p> <p><input checked="" type="checkbox"/> 10% of the PO value within 30 days after issuance of Acceptance Protocol.</p>



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Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection & complete installation <input checked="" type="checkbox"/> Passing all Testing [specify standard, if possible] <input checked="" type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
Contact Person for correspondence, notifications and clarifications	E-mail address: mahsa.ghahreznadeh@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. 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.
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated through e-tendering system
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Comprehensiveness of after-sales services
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	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.
Type of Contract to be awarded	Purchase Order
Expected date for contract award.	31 December 2020
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . 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.

ANNEX 1: SCHEDULE OF REQUIREMENTS

• Introduction

The wide spread of COVID-19 has increased the volume of municipal waste all around the world along with the dangers imposed by municipal waste as health waste now. The pandemic also reduces the recycling rates and consequently increases the material volume diverted to landfill.

To improve waste management system in Tehran, a project is implemented with collaboration of Tehran Waste Management Organization (TWMO) and UNDP. One of the intended purposes of this project is to pilot of alternative, COVID-19-compatible, solid waste management tools and technologies to ensure the effective adoption of safety and health standards throughout Tehran's waste management chain.

Purchasing an appropriate equipment/technology such as Reverse Vending Machine (RVM) not only provides a systemic collection and recycling of beverage containers but also reduce the waste sorters, waste collectors and any other relevant personnel exposure to the risk of infections and transmission

during COVID-19 or any future pandemics.

• Technical and Operational Specifications of the RVM

The bidder shall provide the most appropriate system integration, components, assembly and packaging for 18 off RVM that meet the specifications listed as follows;

Recyclable container specification	<u>Material type:</u> disposable containers and bottles including metal, glass, plastic and polymer (PET and HDPE), ability to separate minimum two material types <u>Container size:</u> 0.1-3 liters ^{1, 2}
Desirable dimension (cm)	L: 110-150 W: 40-70 H: 150-190
Desirable weight (kg)	300-400
Minimum speed (unit/min)	60 ± 5% (maximum acceptable error)
Working temperature (°c)	-10 to 40
Humidity (%)	20-80
Electrical	Low electricity consumption, mono-phase electricity
Payment option	- Specific charge card, - Ability of connection to Iranian bank systems to transfer funds to the user bank account, - Ability of connection to Tehran Municipality User Card to transfer funds - Providing payment receipt
Connectivity	Store, process and send data to the processing centres continuously with connection to internet network
Spare and/or wearing parts	Any suggested spare and/or wearing parts by the supplier for one year



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Accessories	Barcode scanner for charge card or mobile application with NFC reader for smart phone integration
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Preferable spec:

- ¹ Ability to separate bottles based on material, geometry, color and weight is an advantage.
- ² Ability to compact the beverage containers without compromising on quality and item identification.

- **Scope of Services**

This project includes three below main components with the following details:

- a. Supply of the equipment (18 units)
- b. Installation, commissioning, and start-up
- c. Training and documentation

a. Supply of the equipment

- Supply of 18 of RVM with all necessary accessories.
- The Contractor shall provide details of the manufacturer and the technical specifications for each item of equipment.

The Contractor shall:

- Clearly specify the warrantee of the system and where appropriate specific one-year warrantees for the main equipment.
- Ensure all system components have to meet warranty terms and high-quality standards (provide certification) to ensure long-term sustainability of the systems.
- Provide 10 years of after sales service.
- Ensure the equipment meets local utility interconnection requirements (electricity 220-240 V, 50Hz).
- Ensure the equipment will be constructed such that a user can perform routine maintenance and replacing works, and a technician can easily perform system diagnostics or replace components.

b. Installation, commissioning, and start-up

- The Contractor shall include all pricing, designs and specifications fully detailed in the quotation. All installations shall be designed to facilitate inspection, cleaning and maintenance and to ensure continued operation under conditions prevailing at the site.
- In case the bidder is not a local supplier and is an international company, the installation and commissioning shall be performed by the local agent/ representative and/or the bidder's installation team shall not have any restriction for travelling to Iran.
- The Contractor shall provide all labor, materials, tools, equipment's, transportation, insurance, etc. for all work herein specified and or required to complete the project.



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The Contractor shall:

- Provide all necessary information required for the equipment installation
- Install equipment according to manufacturer's specifications, using installation requirements and procedures from the manufacturers' specifications;
- Ensure the design meets local utility interconnection requirements (electricity 220-240 V, 50Hz);
- Warranty of the systems for one-year faultless operation and technical advisory service during the first year;
- Provide test certificates for various components of the systems after performance testing and final commissioning.

c. Training, reporting and documentation

The following subject shall be considered for the training by the Contractor:

- Training of relevant staff on the operation and maintenance of the system in Farsi (Persian);
- Deliver an easy understandable operation/user manual in Farsi (Persian); this includes instructions on how to operate and maintain the systems (including troubleshooting, list of suppliers & spare and/or wearing parts).

The following documentation and records shall be provided by the Contractor:

- Basic and detailed design documents and final as built documentation;
- Training workshop material.

• **Specification of beneficiary (Tehran Municipality) scope of work**

The bidder shall provide a list of local works to be prepared in order to install the equipment. The scope of work described hereunder has been made as comprehensible as possible in order to provide a work distribution and will be finalized together with the selected supplier.

Should you deem it necessary to propose equipment which is scope of supply of the beneficiary, please indicate these parts EXPLICITLY in your quotation.

• **Placement of equipment**

The beneficiary will unpack the equipment and transport it to the defined area. Prepare all the electrical cabling to the equipment and all other resources. Lifting and transport equipment will be provided by the beneficiary. Forklifts and other transport equipment for placement of the equipment as well as ladders and scaffolding will be provided by the beneficiary.

• **Electrical power supply**

Power supply to the electrical cabinet of the supplier is scope of the beneficiary.

Power fluctuation is normally within $\pm 10\%$.

• **Fire extinguishing**

The supplier shall advise as of the fire extinguishing equipment to be provided by the beneficiary.

• **Consumables**

The supplier shall provide a list of all the consumables to be provided by the beneficiary required for procurement.



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- Installation support

During the installation the beneficiary will provide one full time electrical engineer and one full time mechanical engineer for installation support, as well as assign an installation supervisor responsible for coordination between supplier and beneficiary. Specific needs required for the installation shall be timely reported by the supplier.

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods maximum 5 months after Contract signature. The maximum lead time for installation and training is 2 months upon UNDP confirmation on completion of custom clearance and readiness of sites
Delivery Terms (INCOTERMS 2020)	For international supplier: CIP Tehran For national supplier: Ex-work
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Not applicable Shall be done by: UNDP Iran <input type="checkbox"/> Name of organisation (where applicable) <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	For international supplier: Tehran West customs For national supplier: The goods will be collected from the supplier site
Distribution of shipping documents (if using freight forwarder)	Required for International bidders
Packing Requirements	Ship-worthy packaging
Training on Operations and Maintenance	The following subject shall be considered for the installation & training by the Contractor: <ul style="list-style-type: none"> • Installation, Commissioning and Start-up: the supplier is responsible for Installation, Commissioning and start-up In twenty different sites in Tehran • Training of relevant staff on the operation and maintenance of the system in Farsi (Persian) for 5 days for 2 to 8 trainees; • Deliver an easy understandable operation/user manual in Farsi (Persian); this includes instructions on how to operate and maintain the systems (including troubleshooting, list of suppliers & spare and/or wearing parts).
Warranty Period	One year warranty after installation of goods
After-sales service and local service support requirements	10 years after sales services are required
Preferred Mode of Transport	Land



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ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. 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.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy	<input type="checkbox"/> Yes <input type="checkbox"/> No



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documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)				
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict



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Yes	No	
		of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/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.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.



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ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. 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.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Currency of the Quotation: Click or tap here to enter text.					
INCOTERMS: Click or tap here to enter text.					
Item No	Description	UOM	Qty	Unit price	Total price
1.	Reverse vending machine (RCM) based on specification in Annex 1		18		
2.	Barcode scanner for charge card or mobile application with NFC reader for smart phone integration		18		
3.	Any suggested spare and/or wearing parts by the supplier for one year		18		
Total Price					
Transportation Price					
Insurance Price					
Installation & Commissioning Price					
Training Price					
Complete documentation including design and manual					
Other Charges (specify)					
Total Final and All-inclusive Price					

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.



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Warranty and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Other Information:

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.