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REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UNDP/AFG/RFQ/2020/0000008573, Fabrication, Supply, Installations, Testing and Commissioning of Solar Dryers	Date: 18 February 2021
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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: Technical and 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: Shadi Hussein

Title: Head of Procurement Unit

Date: February 18, 2021

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>As indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>PLEASE NOTE: -</p> <p>Date and time visible on the main screen of event (on E-Tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the E-Tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering</p> <ul style="list-style-type: none"> ▪ File Format: PDF, Excel, Word ▪ 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. <p>[For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]</p> <ul style="list-style-type: none"> • UNDP/AFG/RFQ/2020/0000008573 <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, Fraud, Corruption,	<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> <p>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_an_dinvestigation.html#anti</p>
Gifts and Hospitality	<p>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</p>

	<p>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.</p>
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 [20 days]</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Eligibility	<p>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.</p> <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 US\$</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.</p> <p>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.</p> <p>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, 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</p>
Language of quotation	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Copy of two (02) contract for similar projects in the last 5 years, including contract description, contract value, clients name and contact details with national or international organizations, with one contract amount of at-least \$ 20,000 for similar field <input checked="" type="checkbox"/> Copy of 2018 and 2019 audited report must be submitted to verify firm's cash flow <input checked="" type="checkbox"/> Company Profile. <input checked="" type="checkbox"/> Registration certificate; <input checked="" type="checkbox"/> Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of Contract value in similar field;
Quotation validity period	<p>Quotations shall remain valid for 60 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>
Alternative Quotes	<p><input checked="" type="checkbox"/> Not permitted</p>
Payment Terms	<p><input checked="" type="checkbox"/> 75% upon delivery of equipment and 25% upon completion of installations, testing and commissioning</p>
Conditions for Release of	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Passing Inspection [Sample check] <input checked="" type="checkbox"/> Passing all Testing [Sample check]

Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input checked="" type="checkbox"/> Others [Submission of correct invoice by the contractor]
Contact Person for correspondence, notifications and clarifications	Focal Person: Procurement Officer E-mail address: procurement.af@undp.org Attention: Quotations shall not be submitted to this address but through Atlas System. 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 working days (Fridays and Saturdays are not working days) before the submission deadline. Responses to request for clarification will be communicated through addendum through Atlas before submission deadline
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"/> Financial capacity: The firm should have at-least annual cash flow of \$50,000 for last two years. (2018 and 2019 audited report must be submitted to verify firm's cash flow) <input checked="" type="checkbox"/> At-least 2 similar projects delivered and successfully completed during last 5 years with one contract amount of at-least \$20,000 in similar field. <input checked="" type="checkbox"/> full acceptance of warranty as specified in Annex 3 <input checked="" type="checkbox"/> Compliance with delivery time, i.e. 1 Month after issuing of the contract
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	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services)
Expected date for contract award.	20 March 2021
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

i. Project Background

The UNDP's Afghanistan Sustainable Energy for Rural Development (ASERD) project, implemented by the Ministry of Rural Rehabilitation and Development (MRRD) builds on the existing efforts to provide energy to rural areas of Afghanistan. Rural areas of Afghanistan which remains socio-economically underdeveloped in terms of education, incidence of poverty, and access to infrastructure. Lack of access to modern forms of energy has serious health implications on rural Afghani's and predominantly affects women and children. Lack of access to energy also constrains the productivity of private enterprise and limits delivery of public services. Rural areas of Afghanistan are also blessed with renewable energy resources such as hydro, solar, wind and biomass which, when combined with appropriate technologies and institutional approaches, could significantly support the development of rural areas. The ASERD project is based on four pillars.

- a) Rural energy services: implement renewable energy projects such as mini-grids powered by small hydro power, solar, wind and thermal energy. In electrified villages opportunities will be provided for local business developers, entrepreneurs and SMEs to take advantage of the availability of power.
- b) Capacity building and outreach: the energy projects in rural area will also work closely with local MRRD staff and other government entities in order to improve their capacity.
- c) Innovative models: the program will seek to use and introduce new delivery models to Afghanistan, ranging from technology choice to financial tools.
- d) Rural Energy policy and Regulation: the program will closely coordinate with stakeholders, especially the Ministry of Energy and Water (MEW) in terms of addressing policy and regulation gaps.

ii. Context

The Ministry of Rural Rehabilitation and Development (MRRD), with the support of UNDP, aims to distribute Solar Dryers at subsidized rate to targeted farmers in Parwan Province under its Afghanistan Sustainable Energy for Rural Development (ASERD) project.

In Afghanistan, large quantities of fruits and vegetables spoil due to inadequate infrastructure, insufficient processing capacities, inadequate transportation facilities and growing marketing difficulties caused by intensifying competition and protectionism in exports. Drying these products can help solve these problems, while also making an important contribution to improving the population's income and supply situation. Traditionally, Afghan farmers uses open-air drying method that takes place when food is exposed to the sun and wind by placing it in trays, on racks, or on the ground. The advantage of drying products directly open-air is that almost no costs for fuel and appliances have to be spent by the farmer. However, the dried products are often of lower quality due to varying temperature levels and contamination of the products with dust, vermin's and leaves. Solar dryers eliminates those problems and also significantly reduces the drying time of products. Afghanistan weather conditions are favourable for solar dryers in almost all parts of Afghanistan.

iii. Project location

ASERD has selected and registered 28 (twenty-eight) beneficiaries of the solar dryers from the following locations in Afghanistan.

Parwan Province: Centre, Sayed Khil, Jabaluseraj and Bagram Districts

The major drying products of the beneficiaries are grapes, purne and tomato. Harvesting period for the products are from August till November. The bidder must supply solar dryers with the loading capacity of 50 Kg (of grapes) and as per the specifications at the doorsteps of the beneficiaries.

iv. Special condition

UNDP encourages private sector funding for the renewable energy technologies. With this solar dryer project, UNDP aims to engage local fabricators, private companies or non-government organizations (NGOs) working in the Solar Dryer sector to partially pre-finance the costs of the units. UNDP will finance the major 80% cost of the units. 20% cost of the dryer units will be provided by the end-users. The bidder will receive 80% costs of items from the UNDP upon delivery of goods and service, in accordance with the agreed payment terms. The Bidder must agree to receive the 20% of cost from the end-users (farmers) in instalments over a period of maximum one year, either in cash or in the form of dried fruit products at the current market rate as agreed between the bidder and the farmers. MRRD will facilitate signing of agreement between the bidder and the farmers to receive the 20% of cost, however, it will be the sole responsibility of the bidder to collect the agreed amount from the farmers.

v. Technical specifications

- a) Solar dryer design considerations: The bidder must consider the following parameters for the design and fabrication drawings of the dryers.
- Natural convention
 - Average moisture contents
 - Average daily sunshine hours
 - Daily solar radiation
 - Wind speed

b) Indicative sketches:

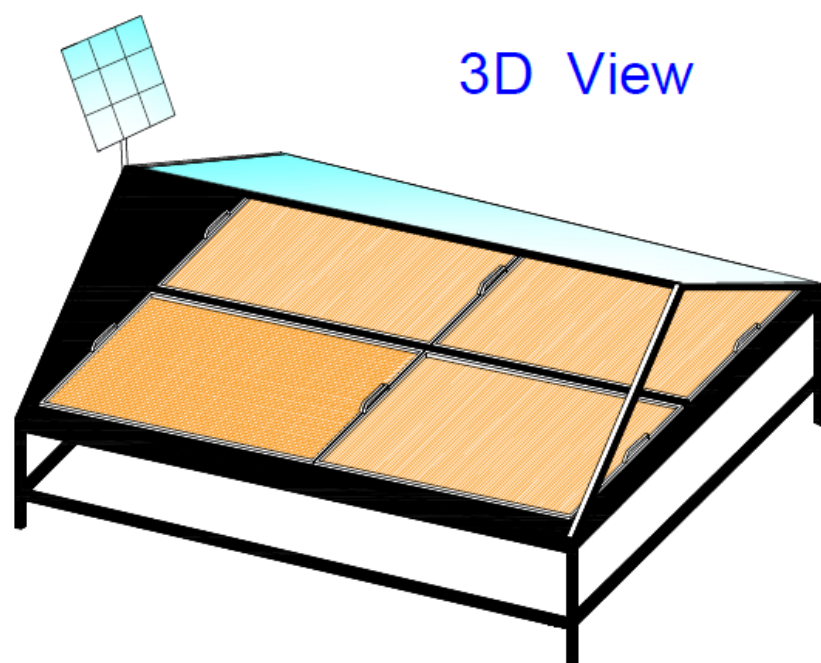


Fig. 3: Indicative design, tunnel-type solar dryer (Approximate dimensions; L x W x H : 2.8 m x 1.8 m x 1.5 m)

The sketch is indicative only. The bidder must provide fabrication drawings to the employer for a review and approval. Bidder must also ensure that the functionality of the product and that the minimum loading capacity is as per the requirement.

c) Specific technical specification

Dryer Chamber	The outdoor body of the solar dryer must be resistant and low weathering to exposed environment	
Insulation	Dryer Description	Suggested U Value (W/m ² K)
	Transparent drying chamber with single layer glazing	9
	Transparent drying chamber with 2 layers of glazing	6
	Un-insulated opaque drying chamber e.g. timber	4
	Insulated opaque drying chamber	1
	Rust free food grade trays -wooden/stainless steel or relevant	
	Appropriate sealant on the doors to avoid any air infiltration	
	MS frames coated with anti rust and rigid enough to avoid any buckling during manual handling or under wind pressure of 170km/hr	
Paint	Low reflecting black paint must be non toxic or relevant coating technology	
Aperture	3-4mm clear toughened glass with transitivity >80% i 2-3mm UV stabilized food grade polycarbonate (PC) sheet The glass or PC must be sealed with appropriate UV resistant sealant UV mark and Food grade certificate from manufacture is mandatory.	

	The air draught opening of the dryer must have steel mesh preferably air filter to restrict insects and minimize debries	
Others	All parts/components should be low weathering design specifications to withstand outdoors weather under local climatic conditions for a minimum period of 10 years (except for glass or Plastic which may require replacement in 5 years).	
Label	The dryer must be well labeled as <ul style="list-style-type: none"> • Project name, Donor Name and Logos (to be provided by the Employer) • Dryer Model • Loading Capacity, Kg • Total drying area, m² • Effective drying area, m² • Effective drying volume, m³ • Manufactured Date • Manufacturer Name • Manufacturer Contact Phone number and address 	
Warranty Card	The supplier shall provide a guarantee card duly signed by the supplier with seal and date of supply	
Warranty	1 Year	

vi. Scope of work

The United Nations Development Program (UNDP), Afghanistan has made funds available for engaging a capable and qualified Afghan Contractor to carry out design, fabrication, supply, installations, testing, commission and one-year guarantee of solar dryers (type appropriate to the local conditions) to the qualities stipulated in the 'Bill of Quantities' to targeted farmers in Parwan Province: Center, Sayed Khil, Jabaluseraj and Bagram Districts. The detail scope of work includes:

- Fabrication Drawing:** In accordance with the provided technical specifications, the bidder shall prepare detail fabrication drawings depicting components of the solar dryer to the satisfaction of the Employer. The bidder must obtain approval from the Employer before fabrications of the dryers.
- Fabrication:** In accordance with the Fabrication drawings, the bidder shall fabricate itself or supply the agreed quantities of the solar dryer. All solar dryers must be made available to the Employer or its representative for inspection and quality assurance at the fabricated location before their transportation. Any units that fails the quality inspection against the technical specification must be replaced.
- Transportation and Installations:** The bidder shall transport the solar dryers to the locations stipulated in this bid document and deliver them to the farmers selected by the employer. The bidder must repair any damage occurred during the transportation.
- One-days collective trainings:** The bidder shall provide a one-days trainings about the use of solar dryers

to the recipients. At the end of training, the recipients must be able to understand at least the following activities about the usage of dryer.

- Sun-face (direction) of solar dryer for efficient use
- Pre-processing of fruits and vegetables before loading
- Loading and unloading of fruits/vegetables from the trays
- Troubleshooting problems

Technical Specifications for Goods:

SN	Specification (Equivalent brands/specs acceptable)	QTY	UoM
1	Design, fabrication, supply, Installations and (sample) testing of solar dryer (type appropriate to the local conditions) in accordance with the provided technical specifications. The loading capacity shall be at least 50 kg (of fresh grapes).	28	units
	One-days collective trainings to the users	1	LS
	One-year warranty and after sales services	1	LS

Note: contract amount between the UNDP and the successful bidder will be 80% of the total Price.

Delivery Requirements =

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods 1 Month after Contract signature.
Delivery Terms (INCOTERMS 2020)	DAP, Kabul Afghanistan
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Shall be done by: UNDP
Exact Address(es) of Delivery Location(s)	Parwan Province: Center, Sayed Khil, Jabaluseraj and Bagram Districts
Distribution of shipping documents (if using freight forwarder)	<p>If custom clearance to be completed by UNDP, the supplier is responsible to provide the below listed documents to UNDP Logistics Officer before starting of the shipment:</p> <ul style="list-style-type: none"> -Bill of Lading/Air Waybill -Invoice -Packing List <p>Note: all documents shall be issued on the name of UNDP Afghanistan. A complete set of original shipping document listed above must be pouched and/or through email to UNDP Afghanistan for custom clearance purpose before starting of the shipment.</p>
Packing Requirements	As per manufacturer packing, supplier must ensure the goods are delivered to final destination without any physical damage
Training on Operations and Maintenance	As per ANNEX 1: SCHEDULE OF REQUIREMENTS
Warranty Period	One year on parts and labor
After-sales service and local service support requirements	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 1 year <input checked="" type="checkbox"/> Technical Support for warranty period
Preferred Mode of Transport	<input checked="" type="checkbox"/> Land The supplier may use any mode of transportation as long as the ordered goods are delivered to final destination as per delivery timeline.

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 documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No

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 in USD	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 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.

Yes	No	
<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.

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.

UNDP will pay to the successful contractor the 80% of cost of items after completion of the project while 20% cost of the items shall be collected/obtained by the contractor from the end-users (Farmers). The successful contractor will receive 80% costs of items from the UNDP upon delivery of goods and service, in accordance with the agreed payment terms. The contractor must agree to receive the 20% of cost from the end-users (farmers) in installments over a period of maximum one year, either in cash or in the form of dried fruit products at the current market rate as agreed between the contractor and the farmers. MRRD will facilitate signed agreement between the bidder and the farmers to receive the 30% of cost, however, it will be the sole responsibility of the contractor to collect the agreed amount from the farmers.

Currency of the Quotation: United States Dollars					
INCOTERMS: DAP 2020					
Item No	Description	UOM	Qty	Unit price in USD	Total price in USD
1.					
2.					
3.					
Total Price					
Transportation Price					
Other Charges (specify)					
Total Final and All-inclusive Price					

Note: contract amount between the UNDP and the successful bidder will be 80% of the total 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 2020, DAP)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Certified Reseller of product	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time (1 Month)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty Terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation (60 days)	<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.
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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.