



## REQUEST FOR QUOTATION (RFQ)

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| RFQ Reference: <b>RFQ-YEM-0016-2021</b> | Date: <b>25 February 2021</b> |
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### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of **Network and Fire Alarm Systems for New UN Clinic Building - Aden Office as per attached 2 LOTs** 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: Procurement department

Signature: \_\_\_\_\_ *Hari Kafle*

Name: Hari Kafle, Team Leader, Procurement and Travel

Date: 25 February 2021

**SECTION 2: RFQ INSTRUCTIONS AND DATA**

|   |  |
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| <b>Introduction</b>                             | <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 <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></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>   |
| <b>Deadline for the Submission of Quotation</b> | <p><input checked="" type="checkbox"/> <b>Please refer to e-Tendering website.</b><br/> <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a></p> <p>Date and Time: As specified in the system (note that time zone indicated in the system is New York Time zone).</p>  |
| <b>Method of Submission</b>                     | <p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> <b>E-tendering</b></p> <p><input type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input checked="" type="checkbox"/> File Format: PDF files only</p> <p><input checked="" type="checkbox"/> File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</p> <p><input checked="" type="checkbox"/> All files must be free of viruses and not corrupted.</p> <p><input checked="" type="checkbox"/> Max. File Size per transmission: 5MB</p> <p><input checked="" type="checkbox"/> Mandatory subject of email: RFQ-YEM-0016-2021</p> <p><input checked="" type="checkbox"/> 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.”</p> <p><input checked="" type="checkbox"/> It is recommended that the entire Quotation be consolidated into as few attachments as possible.</p> <p><input checked="" type="checkbox"/> The bidder should receive an email acknowledging email receipt.</p> <p>[For eTendering method, click the link <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> and insert Event ID information]</p> <p>• YEM10 and Event ID number # 0000008638</p> <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: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></p> <p>Bids must be submitted in the online eTendering system in the following link: <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> using your username and password. If you have not registered in the system before, you can register now by logging in using<br/> username: event.guest<br/> password: why2change<br/> and follow the registration steps as specified in the system user guide.</p> <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: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></p> |
| <b>Cost of preparation of quotation</b>         | <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>  |
| <b>Supplier Code of Conduct,</b>                | <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 <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p>   |

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| <b>Fraud, Corruption,</b>             | 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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</a>   |
| <b>Gifts and Hospitality</b>          | 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.  |
| <b>Conflict of Interest</b>           | <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> |
| <b>General Conditions of Contract</b> | <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"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>   |
| <b>Special Conditions of Contract</b> | <p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [30 calendar days] from the due date specified</p> <p><input type="checkbox"/> Others [pls. specify]</p>  |
| <b>Eligibility</b>                    | <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>  |
| <b>Currency of Quotation</b>          | Quotations shall be quoted in United States Dollar; OR Yemeni Riyals (YER) at the discretion of the bidder. The contract will be signed in the currency in which bidder has submitted their bid. UNDP   |

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|   | will use the UN Operational exchange rate prevalent on the last day of bid closure for the purpose converting the currency for the bid comparison purpose.   |
| <b>Joint Venture, Consortium or Association</b> | 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.<br>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.   |
| <b>Only one Bid</b>                             | 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.<br>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:<br>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<br>c) they have the same legal representative for purposes of this RFQ; or<br>d) 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;<br>e) 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<br>f) 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. |
| <b>Duties and taxes</b>                         | 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:<br>All prices must:<br><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes<br><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes  |
| <b>Language of quotation</b>                    | <b>English</b><br>Including documentation including catalogues, instructions and operating manuals.  |
| <b>Documents to be submitted</b>                | Bidders shall include the following documents in their quotation:<br><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed.<br><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.<br><br><input checked="" type="checkbox"/> Company Profile including the following (a brief one, also showing the names of the shareholders):<br>1. Experience = minimum 5 year in similar field.<br>2. at least CVs of network engineers and systems engineers (2 CVs)<br><input checked="" type="checkbox"/> Valid Company Registration certificate.<br><input checked="" type="checkbox"/> List and value of projects completed in the last Five (2) years, including client's contact details who may be contacted for further information on those contracts.<br><input checked="" type="checkbox"/> Catalogue of Product (PABX System and Fire alarm System), clearly showing the specification, brand proposed etc.  |

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| <b>Quotation validity period</b>   | Quotations shall remain valid for <b>(60) Sixty Calendar days</b> from the deadline for the Submission of Quotation.   |
| <b>Price variation</b>   | 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.  |
| <b>Partial Quotes</b>  | <input checked="" type="checkbox"/> Not permitted  |
| <b>Alternative Quotes</b>  | <input checked="" type="checkbox"/> Not permitted<br><input type="checkbox"/> Permitted<br>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, <b>UNDP</b> 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 “ <b>Main Quote</b> ” and “ <b>Alternative Quote</b> ”  |
| <b>Payment Terms</b>   | <input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.<br><input checked="" type="checkbox"/> Testing, commissioning and acceptance of the Systems installed, network cabling, cameras in accordance with the approved specifications and operational training to the end users  |
| <b>Conditions for Release of Payment</b>                                   | <input checked="" type="checkbox"/> Complete Delivery, Passing Inspection and Complete Installation. A retention<br><input checked="" type="checkbox"/> Passing all Tastings.<br><input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements<br><input checked="" type="checkbox"/> Availability of Original Invoice   |
| <b>Contact Person for correspondence, notifications and clarifications</b> | Any clarification or notification shall be addressed to the below email address. UNDP will prepare the consolidated response and will share with the concerned bidders<br>E-mail address: <b>procurement.yemen@undp.org</b>  |
| <b>Clarifications</b>  | Requests for clarification from bidders will not be accepted any later than <b>2 working days</b> before the submission deadline. Responses to request for clarification will be communicated via emails   |
| <b>Evaluation method</b>   | <input checked="" type="checkbox"/> Technically Qualified, eligible and lowest bidder.   |
| <b>Evaluation criteria</b>   | <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price<br><input checked="" type="checkbox"/> Appropriateness of the implementation Timetable<br><input checked="" type="checkbox"/> Relevant Experience of minimum 3 years, experience with UN entities may be given an added advantage.<br><input checked="" type="checkbox"/> Minimum of 2 similar projects completed in the last 3 years (supported by previous contracts/POs.)<br><input checked="" type="checkbox"/> Company should be specialized in network and fire alarm systems, at least 2 CVs of network engineers will be evaluated to check their suitability to the project.<br><input checked="" type="checkbox"/> Compliance to the Annex 2 and Annex 3 Requirements<br><input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions |
| <b>Right not to accept any quotation</b>                                   | UNDP is not bound to accept any quotation, nor award a contract or Purchase Order  |
| <b>Right to vary requirement at time of award</b>                          | At the time of award of Contract or Purchase Order, <b>UNDP</b> 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.  |

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| <b>Type of Contract to be awarded</b>    | <input checked="" type="checkbox"/> Purchase Order (PO), together with PO conditions<br>PO Conditions attached for the upfront information of bidders.<br><input type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)<br><input type="checkbox"/> <a href="#">Contract for Works</a><br><input type="checkbox"/> Other Type/s of Contract [pls. specify] |
| <b>Expected date for contract award.</b> | 15 March 2021   |
| <b>Publication of Contract Award</b>     | 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.   |
| <b>Policies and procedures</b>           | This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>  |
| <b>UNGM registration</b>                 | 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 <a href="http://www.ungm.org">www.ungm.org</a> . 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 might register on the UNGM prior to contract signature.   |

**ANNEX 1: SCHEDULE OF REQUIREMENTS****RFQ-YEM-0016-2021****Technical Specifications: LOT 1**

| <b>Item No</b> | <b>Minimum technical requirements</b> | <b>Location</b>   | <b>Unit</b> | <b>Quantity</b>                |
|----------------|---------------------------------------|---|-------------|--------------------------------|
| 1              | <b>Network system</b>                 | UNDP Aden Office, UN Enclave, Embassies Area, Khormaksar, Aden, Republic of Yemen | Each        | As per attached BOQs (Annex 4) |

**Specifications; Please see attached (Annex 4) Network & PABX Specs**

**Technical Specifications: LOT 2**

| <b>Item No</b> | <b>Minimum technical requirements</b>               | <b>Location</b>  | <b>Unit</b> | <b>Quantity</b>                |
|----------------|---|--|-------------|--------------------------------|
| 1              | <b>Fire Alarm System for New UN Clinic Building</b> | Enclave, Embassies Area, Khormaksar, Aden, Republic of Yemen | Each        | As per attached BOQs (Annex 5) |

**Specifications; Please see attached (Annex 5) Fire Alarm System**

**Delivery Requirements LOT1 & 2**

| Delivery Requirements  |  |
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| <b>Delivery date and time</b>  | 4 Weeks from the date of receiving the PO.   |
| <b>Delivery Terms (INCOTERMS 2020)</b>                                 | <b>DDP- Delivered Duty Paid. UNCLINIC Office, Aden</b>   |
| <b>Customs clearance (must be linked to INCOTERM)</b>                  | <input type="checkbox"/> Not applicable<br>Shall be done by:<br><input type="checkbox"/> Name of organisation (where applicable)<br><input checked="" type="checkbox"/> Supplier/bidder<br><input type="checkbox"/> Freight Forwarder  |
| <b>Exact Address(es) of Delivery Location(s)</b>                       | UNCLINIC Office, UN Enclave, Embassies Area, Khormaksar, Aden, Republic of Yemen   |
| <b>Distribution of shipping documents (if using freight forwarder)</b> | N/A  |
| <b>Packing Requirements</b>  | As applicable by bidder  |
| <b>Training on Operations and Maintenance</b>                          | <b>Not Required</b>  |
| <b>Warranty Period</b>   | <b>Two Years on site technical service and support.</b>  |
| <b>After-sales service and local service support requirements</b>      | *The bidder must commit themselves to repair or replace the damaged items within the warranty period at no additional cost to UNDP;<br>*Bidder's technicians are available for maintenance and repair within warranty period upon call;<br>*Accept to replace the items that are of the below approved specification within the reasonable time period agreed with UNDP and at no additional cost to UNDP; |
| <b>Preferred Mode of Transport</b>                                     | Up to the bidder   |

**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:  | RFQ-YEM-0016-2021                | 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. |



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|---|---|-----------------------|---------------------------|---------------------------------------|
| 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.<br>Bank Address: Click or tap here to enter text.<br>IBAN: Click or tap here to enter text.<br>SWIFT/BIC: Click or tap here to enter text.<br>Account Currency: Click or tap here to enter text.<br>Bank Account Number: Click or tap here to enter text. |                       |                           |                                       |
| <b>Previous relevant experience: 3 contracts</b>  |   |                       |                           |                                       |
| <b>Name of previous contracts</b>   | <b>Client &amp; Reference Contact Details including e-mail</b>  | <b>Contract Value</b> | <b>Period of activity</b> | <b>Types of activities undertaken</b> |
|   |   |                       |                           |                                       |
|   |   |                       |                           |                                       |
|   |   |                       |                           |                                       |

**Bidder's Declaration**

| Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Requirements and Terms and Conditions:</b> 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"/> | <b>Ethics:</b> 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 : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Conflict of interest:</b> 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"/> | <b>Prohibitions, Sanctions:</b> 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"/> | <b>Bankruptcy:</b> 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"/> | <b>Offer Validity Period:</b> 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.

**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:  | RFQ-YEM-0016-2021                | Date: Click or tap to enter a date. |

| <b>Currency of the Quotation:</b> Click or tap here to enter text. |                                  |     |     |            |             |
|--|----------------------------------|-----|-----|------------|-------------|
| <b>INCOTERMS:</b> Click or tap here to enter text.                 |                                  |     |     |            |             |
| Item No  | Description                      | UOM | Qty | Unit price | Total price |
| 1.   | Click or tap here to enter text. |     |     |            |             |
| 2.   | Click or tap here to enter text. |     |     |            |             |
| 3.   | Click or tap here to enter text. |     |     |            |             |
| 4.   | Click or tap here to enter text. |     |     |            |             |
| 5.   | Click or tap here to enter text. |     |     |            |             |
| Total Price  |                                  |     |     |            |             |
| Transportation Price   |                                  |     |     |            |             |
| Insurance Price  |                                  |     |     |            |             |
| Installation Price   |                                  |     |     |            |             |
| Training Price   |                                  |     |     |            |             |
| Other Charges (specify)  |                                  |     |     |            |             |
| <b>Total Final and All-inclusive Price</b>                         |                                  |     |     |            |             |

**Compliance with Requirements**

|   | You Responses            |                          |   |
|---|--------------------------|--------------------------|---|
|   | Yes, we will comply      | No, we cannot comply     | If you cannot comply, pls. indicate counter - offer |
| Minimum Technical Specifications (as indicated)                               | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text.                    |
| Delivery Term (INCOTERMS), <b>DDP</b>   | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text.                    |
| Delivery Lead Time 4 weeks maximum the fastest delivery will be an advantage. | <input type="checkbox"/> | <input type="checkbox"/> | Click or tap here to enter text.                    |
| Warranty and After-Sales Requirements.  | <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 Information:**

|  |                                  |
|--|----------------------------------|
| Estimated weight/volume/dimension of the Consignment:  | Click or tap here to enter text. |
| Country/ies of Origin:<br><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><br>Company Name: Click or tap here to enter text.<br>Address: Click or tap here to enter text.<br>Click or tap here to enter text.<br>Phone No.: Click or tap here to enter text.<br>Email Address: Click or tap here to enter text. | Authorized Signature:<br>Date: Click or tap here to enter text.<br>Name: Click or tap here to enter text.<br>Functional Title of Authorised Signatory: Click or tap here to enter text.<br>Email Address: Click or tap here to enter text. |