REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UNDP-SOI-RFQ-2021-008  Date: 02 March 2021

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: Signed
Name: Nadira Sabirova
Title: Procurement Specialist
Date: 02 March 2021
# SECTION 2: RFQ INSTRUCTIONS AND DATA

## Introduction
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](https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/).

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.

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.

## Deadline for the Submission of Quotation
**Wednesday 17 March 2021 5:00PM**
If any doubt exists as to the time zone in which the quotation should be submitted, refer to [http://www.timeanddate.com/worldclock/](http://www.timeanddate.com/worldclock/).

For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.

## Method of Submission
Quotations must be submitted as follows:
- ☐ E-tendering
- ☑ Dedicated Email Address
- ☑ Courier / Hand delivery
- ☐ Other [Click or tap here to enter text.](http://www.timeanddate.com/worldclock/)

Bid submission address: *United Nations Development Programme*
*ANZ Haus, UN Joint Presence Office, Ranadi, Honiara Solomon Islands*
*Attention: Procurement Unit*
*Email: procurement.sb@undp.org*

- File Format: **PDF, Word and Excel**
- 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: **5MB**
- Mandatory subject of email: **UNDP-SOI-RFQ-2021-008**
- 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.
- The bidder should receive an email acknowledging email receipt.

[For eTendering method, click the link [https://etendering.partneragencies.org](https://etendering.partneragencies.org) and insert Event ID information]
- Insert BU Code and Event ID number

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/](http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/)
| **Cost of preparation of quotation** | 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. |
| **Supplier Code of Conduct, Fraud, Corruption,** | 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](https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct)  
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](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** | 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.  
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.  
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. |
| **General Conditions of Contract** | Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract  
Select the applicable GTC:  
☐ General Terms and Conditions / Special Conditions for Contract  
☐ General Terms and Conditions for de minimis contracts (services only, less than 50,000)  
☒ General Terms and Conditions for Works  
Applicable Terms and Conditions and other provisions are available at [UNDP/How-we-buy](http://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct)  
| **Special Conditions of Contract** | ☒ Cancellation of PO/Contract if the delivery/completion is delayed by [20 days]  
☐ Others [pls. specify] |
### 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. 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. Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.

### Currency of Quotation
Quotations shall be quoted in **Solomon Islands Dollars**

### Joint Venture, Consortium or Association
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.

### Only one Bid
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:
- 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
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:

All prices must:
- ☐ be inclusive of VAT and other applicable indirect taxes
- ☒ be exclusive of VAT and other applicable indirect taxes

### Language of quotation
**English**

Including documentation including catalogues, instructions and operating manuals.
### Documents to be submitted

Bidders shall include the following documents in their quotation:
- ☒ Annex 2: Quotation Submission Form duly completed and signed
- ☒ Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1
- ☒ Company Profile.
- ☒ Registration certificate.
- ☒ List and value of projects performed for the last 3 years plus client’s contact details who may be contacted for further information on those contracts;
- ☒ List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project;
- ☒ Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of Contract value in similar field;
- ☒ Completed and signed CVs for the proposed key Personnel.
- ☒ Other Provincial Business License, the winning bidder shall provide the Western Province Business License before contract signing.

### Quotation validity period

Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.

### Price variation

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.

### Partial Quotes

- ☒ Not permitted
- ☐ Permitted

### Alternative Quotes

- ☒ Not permitted
- ☐ Permitted

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”.

### Payment Terms

- ☐ 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
- ☒ Other: Payment will be made in 3 phases and subject to confirmation/ certification of works by UNDP.
  1. 20% upon the Completion of purchasing 25% materials and mobilising at site
  2. 40% upon completion of Completion of carpark slab, walkway slab & purchase of 65% of materials
  3. 40% upon completion purchasing the remaining 10% of materials and completion of the housing extension over the slab, canopy coverings over windows and final handing over

### Conditions for Release of Payment

- ☐ Passing Inspection [specify method, if possible] Complete Installation
- ☐ Passing all Testing [specify standard, if possible]
- ☐ Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible]
- ☒ Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements
- ☒ Others [subject to confirmation/ certification of completion of works by UNDP]
| Contact Person for correspondence, notifications and clarifications | E-mail address: lucas.toro@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. |
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<tbody>
<tr>
<td>Clarifications</td>
<td>Requests for clarification from bidders will not be accepted any later than 5 days before the submission deadline. Responses to request for clarification will be communicated via designated email by 12 March 2021</td>
</tr>
</tbody>
</table>
| **Evaluation method** | ☒ The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer  
☐ Other |
| **Evaluation criteria** | ☒ Full compliance with all requirements as specified in Annex 1  
☒ Full acceptance of the General Conditions of Contract  
☐ Comprehensiveness of after-sales services  
☒ Earliest Delivery /shortest lead time  
☒ Others  
1. Annex 2: Quotation Submission Form duly completed and signed  
2. Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1  
3. Company Profile  
4. Registration certificate;  
5. List and value of projects performed for the last 3 years plus client’s contact details who may be contacted for further information on those contracts;  
6. List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project;  
7. Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of Contract value in similar field;  
8. Completed and signed CVs for the proposed key Personnel;  
9. Provincial Business License, the winning bidder shall submit the Western Province Business License before contract signing. |
| **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  
☐ **Contract Face Sheet** (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.)  
☒ **Contract for Works**  
☐ Other Type/s of Contract [pls. specify] |
<p>| <strong>Expected date for contract award.</strong> | 22 March 2021 |</p>
<table>
<thead>
<tr>
<th><strong>Publication of Contract Award</strong></th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Policies and procedures</strong></td>
<td>This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>.</td>
</tr>
<tr>
<td><strong>UNGM registration</strong></td>
<td>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 must register on the UNGM prior to contract signature.</td>
</tr>
</tbody>
</table>
**ANNEX 1: SCHEDULE OF REQUIREMENTS/ DRAWINGS/BILL OF QUANTITIES**

**Background:**
The Gizo National Disaster Office in the Western Province is planning to build an extension to its existing building to gather for a car park.

This RFQ is to solicit for firms for the construction of the office extension, a slab car park and a canopy to cover the surrounding of the building.

**Below are the functions, performance, and technical specification for the Gizo building extension.**

Interested bidders should contact the focal person indicated herein and visit the Gizo NDC office or UNDP Office to get copies of the details for the scope of work to prepare your quotation. Supplement attachment included with this RFQ are.

1.1 Bill of Quantities
1.2 Drawings

**1.0 Gizo National Disaster Office**

1.1 The reinforced concrete slab to be used for car park
1.2. The extension roof of the building over the car park slab should allow a vehicle (Class 1-4) to easily transit during loading, parking or just travelling in between.
1.3. The canopy extension on the sides of the building covering should be able to cover walkway to be installed on the side of the building to prevent rain going through the existing windows.

<table>
<thead>
<tr>
<th>Work to be Provided</th>
<th>Description/Specifications of Works</th>
<th>Yes/No</th>
</tr>
</thead>
</table>
| 2.1 Installation of the car park slab | Take measurement of the car park area concrete slab as: Length=7.5m, width=4.3m, and depth=0.3m.  
   - Approx. dimension of the car park slab in front of the existing Gizo NDC Building is 33m².  
   - The slab should be elevated with a thickness of 400mm (subject to changes during installations with approval from UNDP’s engineer) with an easily transitional ramp on both edges of the ramp.  
   - Supply quotation as per the Bill of Quantity supplied. |        |
| 2.2 Installation of the roof extension | The roof extension should be a simple gable roof  
   - The roof extension is to cover the car park slab from exposure to rain and weathering  
   - The area of the roof should approx. 109 m²  
   - Proper materials specified within the BoQ should be adhered to  
   - Provide quotation for all the scope of work specified within the supplied bill of quantity (BoQ) sheet |        |
| 2.3 Installation of the building side walkway | The walkway should be installed on the sides of the existing building.  
   - Install the walkway around the existing building as per the drawings supplied.  
   - A concrete strength of 25MPa should be supplied for the work  
   - Cross-sectional dimension of the footpath is 1500mm x 300mm with a total length of 14.75m. |        |
| 2.4 Installation of the extension canopy covering all the |  
   *The extension of the canopy on the sides of the building is to prevent rain from going into the building  
   - The canopy should cover all the existing windows on the eastern end of the building  
   - The canopy covering should cover the from walkway installed  
   - Canopy should be adjusted to the right height on site to maximize covering to prevent rain going into the building  
   Supply quotation for all the scope of work specified in the Bill of Quantity for this portion of the construction. |        |
| 3.0 Provide the best estimated cost and lead time of for all the components to be delivered. | |        |
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.

<table>
<thead>
<tr>
<th>Name of Bidder:</th>
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<tbody>
<tr>
<td>RFQ reference:</td>
<td>UNDP-SOI-RFQ-2021-008 Date:</td>
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</table>

**Company Profile**

<table>
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<tr>
<th><strong>Item Description</strong></th>
<th><strong>Detail</strong></th>
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<tbody>
<tr>
<td>Legal name of bidder or Lead entity for JVs</td>
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<tr>
<td>Legal Address, City, Country</td>
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<tr>
<td>Website</td>
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<td>Year of Registration</td>
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<td>Legal structure</td>
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<tr>
<td>Are you a UNGM registered vendor?</td>
<td>☐ Yes ☐ No  If yes,</td>
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<tr>
<td>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) <em>(If yes, provide a Copy of the valid Certificate):</em></td>
<td>☐ Yes ☐ No</td>
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<tr>
<td>Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? <em>(If yes, provide a Copy of the valid Certificate):</em></td>
<td>☐ Yes ☐ No</td>
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<tr>
<td>Does your Company have a written Statement of its Environmental Policy? <em>(If yes, provide a Copy)</em></td>
<td>☐ Yes ☐ No</td>
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<td>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</td>
<td>☐ Yes ☐ No</td>
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</table>
trade institutions promoting such issues (If yes, provide a Copy)

Is your company a member of the UN Global Compact
☐ Yes ☐ No

Bank Information
Bank Name:
Bank Address:
IBAN:
SWIFT/BIC:
Account Currency:
Bank Account Number:

Previous relevant experience: 3 contracts

<table>
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<tr>
<th>Name of previous contracts</th>
<th>Client &amp; Reference Contact Details including e-mail</th>
<th>Contract Value</th>
<th>Period of activity</th>
<th>Types of activities undertaken</th>
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Bidder’s Declaration

☐ ☐ **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.

☐ ☐ 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.

☐ ☐ **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.

☐ ☐ 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](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.

☐ ☐ **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.
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<th>Yes</th>
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Signature: ____________________________________________
Name: 
Title: 
Date:
ANNEX 3: TECHNICAL AND FINANCIAL OFFER – WORKS

Bidders are requested to complete this form, sign it and return it as part of their quotation 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.

<table>
<thead>
<tr>
<th>Name of Bidder:</th>
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<tbody>
<tr>
<td>RFQ reference:</td>
<td>UNDP-SOI-RFQ-2021-008</td>
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<tr>
<td>Date:</td>
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**Technical Offer**

Provide the following:
- a brief description of your qualification and capacity that is relevant to the Scope of Works;
- a brief method statement and implementation plan;
- team composition and CVs of key personnel

**Financial Offer**

<table>
<thead>
<tr>
<th>Description of Works</th>
<th>UOM</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Total Price</th>
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**Compliance with Requirements**

<table>
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<tr>
<th></th>
<th>Yes, we will comply</th>
<th>No, we cannot comply</th>
<th>If you cannot comply, pls. indicate counter-offer</th>
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<tbody>
<tr>
<td>Delivery Lead Time</td>
<td>□</td>
<td>□</td>
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<tr>
<td>Validity of Quotation</td>
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<tr>
<td>Payment terms</td>
<td>□</td>
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<tr>
<td>Other requirements [pls. specify]</td>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Exact name and address of company</th>
<th>Authorized Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td>Date:</td>
</tr>
<tr>
<td>Address:</td>
<td>Name:</td>
</tr>
<tr>
<td>Phone No.:</td>
<td>Functional Title of Authorised Signatory:</td>
</tr>
<tr>
<td>Email Address:</td>
<td>Email Address:</td>
</tr>
</tbody>
</table>