



RFQ Reference: RFQ/MUS/2021/003 – Request for quotations (RFQ) for the purchase, fitting and installation of lighting equipment and Networking for UNDP office, 6th Floor	Date: 05 March 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: Fatuma Musa

Title: Operations Manager

Date: 05 March 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>14 March 2021</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>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address procurement.mu@undp.org</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: procurement.mu@undp.org</p> <ul style="list-style-type: none"> File Format: PDF format 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: 30 MB Mandatory subject of email: RFQ/MUS/2021/003 – Request for quotations (RFQ) for the purchase, fitting and installation of lighting equipment and Networking for UNDP office, 6th Floor 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. <p>[For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]</p> <ul style="list-style-type: none"> Insert BU Code and Event ID number <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p>

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

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> <ul style="list-style-type: none"> <input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
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"/> Company Profile. <input checked="" type="checkbox"/> Registration certificate. <input checked="" type="checkbox"/> List and value of projects performed for the last five (5) years plus client's contact details who may be contacted for further information on those contracts; <input type="checkbox"/> 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; <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of Contract value in similar field; <input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel; <input checked="" type="checkbox"/> Other Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List
Quotation validity period	<p>Quotations shall remain valid for 120 days from the deadline for the Submission of Quotation.</p>

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	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted By lot only														
Alternative Quotes	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> 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	<input type="checkbox"/> 100% within 30 days after receipt of goods and submission of payment documentation. <input checked="" type="checkbox"/> Other Works/Services as per table below: <table border="1" data-bbox="338 701 1434 1115"> <thead> <tr> <th>Payment Term</th><th>Payment Percentage</th><th>Progress Performance</th></tr> </thead> <tbody> <tr> <td>Upon signing of contract and submission of new workplan</td><td>30%</td><td>Prior to commence of works</td></tr> <tr> <td>Upon Certificate of Substantial Completion within 2 weeks upon signing of contract</td><td>60%</td><td>After 80% of site progress performance, not include minor defect repair</td></tr> <tr> <td>Upon Certificate of Final Completion (Completion of Defects Liability Period)</td><td>10%</td><td>Defect liability after 3 months after completion of works and upon handover of completed office</td></tr> </tbody> </table>			Payment Term	Payment Percentage	Progress Performance	Upon signing of contract and submission of new workplan	30%	Prior to commence of works	Upon Certificate of Substantial Completion within 2 weeks upon signing of contract	60%	After 80% of site progress performance, not include minor defect repair	Upon Certificate of Final Completion (Completion of Defects Liability Period)	10%	Defect liability after 3 months after completion of works and upon handover of completed office
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Upon Certificate of Final Completion (Completion of Defects Liability Period)	10%	Defect liability after 3 months after completion of works and upon handover of completed office													
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection Complete Installation <input checked="" type="checkbox"/> Passing all Testing <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others														
Contact Person for correspondence, notifications and clarifications	E-mail address: deepa.seeburn@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.														
Clarifications	Requests for clarification from bidders will not be accepted any later than 6 days before the submission deadline. Responses to request for clarification will be communicated by email by 10 March 2021														
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input checked="" type="checkbox"/> Other Technical Compliant														
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 type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others Click or tap here to enter text.														

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, the 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 type="checkbox"/> 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.) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	18 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

- [TERMS OF REFERENCE - RFQ/MUS/2021/003 – Request for quotations \(RFQ\) for the purchase, fitting and installation of lighting equipment and Networking for UNDP office, 6th Floor](#)

Background Information

The UNDP Mauritius occupies the Anglo Mauritius House, Intendance Street, Port Louis, on the 5th and 6th Floor. We now have an increase of staff and activities and with a view at providing an optimal environment for UNDP staff housed at Anglo-Mauritius House, we wish to first renovate the 6th floor.

UNDP Mauritius Office has an architectural design and building space plan, that we wish to actualize it. This new plan will ensure there is an interior fit-out of the office that will optimize the utilization of space and existing furniture, fixtures, equipment and accessories and promote an effective and efficient work environment. This renovation should result to a modern, collaborative and creative space (office and conference room) adequate to the type of work done in its offices.

The working drawing is hereby provided in the Annex II of this TOR

Description of required service

The services required are Interior Installation, Mechanical & Electrical and IT;. The supplier is expected to provide the goods and related services to ensure the required works are delivered and installed properly and inline with the overall schedule of renovation.

Location of work

Anglo Mauritius House, 6th Floor, Intendance Street,

Delivery lead Time/Period of Performance

3 weeks from the issuance of the contract of Lighting, Electrical and Networking with a 3 (three) months retention

Scope of Work

1. Construction/installation work (please refer to work description on Bill of Quantity/BoQ and detail drawing)
2. Mobilization of adequate workers.
3. Mobilization of adequate construction work supporting equipment.
4. Mobilization of expertise resources to manage construction work on site.
5. Provision of building materials and transportation to project sites.
6. Final clearing work upon completion of construction work.
7. Three (3) months of defect and liability period.
8. Reporting and documentation.

Technical specification

The total work area is 309 square meters. The technical specification and drawing will be provided to Contractor.

Deliverables

1. Renovated office with complete necessary installation defined under the scope of work

2. Statement of Completion with final payment invoice.

Qualification of the Company

- Contractor with legal company certificate.
- Contractor with classification for building construction work who has minimum 3 relevant project within the last 5 years.
- Contractor with financial ability and classification level based on project budget.
- Personnel availability.
- Availability of required and relevant equipment.

Qualification of Personnel

The contractor should provide the following personnel:

1. Supervisor Coordinator and Quality Controller - 1 person

Supervision, Monitoring and Reporting

1. The contractor should maintain daily supervision.
2. The daily activity should be compiled in one specific format in weekly basis (Weekly report).
3. Prepare weekly report as progress report in weekly basis and the supporting document for payment instalment
4. Final report with as built drawings upon completion of works and first hand-over note.
5. Second hand over note upon completion with full satisfactory of defect and liability period.

Payment

Payment will be made after satisfactory acceptance by UNDP the services provided on the following schedule

Payment Term	Payment Percentage	Progress Performance
Upon signing of contract and submission of new workplan	30%	Prior to commence of works
Upon Certificate of Substantial Completion within 2 weeks upon signing of contract	60%	After 80% of site progress performance, not include minor defect repair
Upon Certificate of Final Completion (Completion of Defects Liability Period)	10%	Defect liability after 3 months after completion of works and upon handover of completed office

Technical Specifications for Works:

Renovation of UNDP Office
6th floor, Anglo Mauritius House
Intendence Street, Port Louis

Item	Description	Unit	QTY	Rate	Amount
Lot 1	<u>Networking</u>				
1.0	Installation of data points Specifications: Cat 6 pure copper cable Data Points ending at server room on a patch panel Sockets to be provided and fixed on wall Sockets type: Arteo or equivalent (samples to be provided) Sockets to be labeled and tested	no.	26		
1.1	POE 24 Ports gigabit switch manageable	no.	1		
1.2	Data CABINET 42U 800X1000X2000	no.	1		
1.3	SHELF FOR 42/30/20U 800X1000	no.	3		
1.4	Patch Panel 24 Ports	no.	2		
1.5	Power Bar 13 A 10 modules for data cabinet	no.	1		
1.6	Rack Mounted 2KVA online UPS	no.	2		
1.7	Removal of existing Databinet Transfer all equipments in new cabinet Move all fibre phone services in data cabinet Commission UPS	Set	1		
1.8	Relocate FAX line to specified location	Set	2		
	Networking	LOT 1	Balance C/f to Summary		

Item	Description	Unit	QTY	Rate	Amount
Lot 2	<u>Electrical works</u>				
2.0	Supply and installation of electrical points for workstation 13 A Specifications: 2.5mm Cable to be used Socket type: British universal 13 A Arto or equivalent (SAMPLE TO BE PROVIDED) Circuit to be seperated for each office	No.	52		
2.1	Supply and installation of electrical points for Regrigerator, Cofee machine (16 A) Specifications: 2.5mm Cable to be used Socket type: French 16A Arto or equivalent (SAMPLE TO BE PROVIDED)	No.	3		
2.2	Supply and installation of electrical points for A/C grid 13 A Specifications: 2.5mm Cable to be used Socket type: British 13 A Synergy type ending in false ceiling.Circuit to be seperated as per provided plan	no.	16		
2.3	HDMI points: HDMI socket to be provided Arto type HDMI extension cable from location to equipment	No.	6		
2.4	USB Extension cable	No.	2		
2.5	Supply and installation of power points floor Access. Floor sockets to be provided as per plan	No.	3		
2.6	Supply and installation of cable tray along corridors with relevant fixation. Height to be determined by engineer. (Approx 50M)	Set	1		
2.7	Supply and installation of 25mm cable from CEB main to distribution box (Approx 10 M)	Set	1		

2.8	Supply and installation of electrical distribution box including breaker, ELCB, isolater ect according to standards	Set	1		
	Electrical Works	LOT 2	Balance C/f to Summary		

Item	Description	Unit	QTY	Rate	Amount
Lot 3	<u>Lighting</u>				
3.0	Supply and Installation of 600 X 600 LED Grid lights to be mounted in false ceiling. Cable to be used: 1.5mm Specification: At least 30 Watts or more. Daylight LED. min. 40,000 hours average rated life	no.	32		
3.1	- Supply and installation of 3m tracklights LED for corridors	no.	6		
3.2	Supply and installation of lighting for boardroom Quantity and samples to be confirmed with enginneer	Set	1		
3.3	Supply and installation of linear LED pendent light of 1200mm length. Fixation height to be determined by engineer	no.	5		
3.4	Supply and installation of lighting Switch (Offices) Specification: 1G 1W Arteo type or equivalent	no.	18		
3.5	Supply and installation of lighting Switch (Corridor2) Specification: 1G 2W Arteo type or equivalent		2		
	Lighting	LOT 3	Balance C/f to Summary		0.00

Electrical and Lighting Drawing

Please see annex as

- Drawing 1 – Proposed Lighting and AC Layout
- Drawing 2 – Proposed socket layout plan

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the works within 3 weeks after Contract signature.
Delivery Terms (INCOTERMS 2020)	Inspection by UNDP Consultant Engineer
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (where applicable) <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	UNDP Country Office, 6th Floor Anglo Mauritius House, Intendance Street, Port-Louis
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	N/A
Training on Operations and Maintenance	N/A
Warranty Period	3 (three months)
After-sales service and local service support requirements	N/A
Preferred Mode of Transport	N/A

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's , 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/MUS/2021/003 – Request for quotations (RFQ) for Electrical and network works for office space	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 checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input checked="" 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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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

Bidder's Declaration

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

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

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.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	RFQ/MUS/2021/003 – Request for quotations (RFQ) for Electrical and network works for office space	Date: Click or tap to enter a date.

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

Description of Works	UOM	Qty	Unit Price	Total Price
Total				

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	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.	
Exact name and address of company 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.