# REQUEST FOR QUOTATION (RFQ)

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| RFQ Reference: RFQ 49-21<br><br>**Lot1:** Supply and installation of Pyramid and rectangular bag tea packaging machine with outer envelope packing.<br><br>**Lot2:** Supply and installation of Rectangular/two chamber bag tea packaging machine with outer envelope packing.<br><br>**Lot3:** Supply and installation of Large bag herbal tea packaging machine<br><br>**Lot4:** Overwrapping Cellophane packing machine for ready-made tea packs | Date: 3 May 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:

Name: Suren Saghatelyan

Title: Procurement Analyst

Date: 30/04/2021

## SECTION 2: RFQ INSTRUCTIONS AND DATA

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| **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<br><br>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.<br><br>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** | **17 May 2021, 16:00 pm** Yerevan time (GMT+4)<br>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.<br><br>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:<br>☐ E-tendering<br>☒ Dedicated Email Address<br>☐ Courier / Hand delivery<br>☐ Other Click or tap here to enter text.<br><br>Bid submission address: **tenders.armenia@undp.org**<br><br>▪ File Format: PDF<br>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.<br>▪ All files must be free of viruses and not corrupted.<br>▪ Max. File Size per transmission: 10 MB<br>▪ Mandatory subject of email:<br>**Lot1:** Supply and installation of Pyramid and rectangular bag tea packaging machine with outer envelope packing.<br>**Lot2:** Supply and installation of Rectangular/two chamber bag tea packaging machine with outer envelope packing.<br>**Lot3:** Supply and installation of Large bag herbal tea packaging machine<br>▪ 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.<br>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.<br>▪ The bidder should receive an email acknowledging email receipt. |
| **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. |

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| **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<br>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** | 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.<br><br>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.<br><br>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<br>Select the applicable GTC:<br>☒General Terms and Conditions / Special Conditions for Contract.<br>☐ General Terms and Conditions for de minimis contracts (services only, less than $50,000)<br>☐ General Terms and Conditions for Works<br>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy |
| **Special Conditions of Contract** | ☐ Cancellation of PO/Contract if the delivery/completion is delayed by 30 days |

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| **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.<br><br>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.<br>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: AMD or USD |
| **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.<br>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.<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>b) they have the same legal representative for purposes of this RFQ; or<br>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;<br>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<br>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:<br>All prices must:<br>☐ be inclusive of VAT and other applicable indirect taxes<br>☒ be exclusive of VAT and other applicable indirect taxes |
| **Language of quotation** | Armenian<br>English |

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| **Documents to be submitted** | Bidders shall include the following documents in their quotation:<br>☒ Annex 2: Quotation Submission Form duly completed and signed<br>☒ Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1<br>☒ CE / ISO certificates as per Annex 1<br>☒ Manufacturer's Authorization Form.<br>☒ Company Profile.<br>☒ Registration certificate.<br>☒ Technical specifications |
| **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<br>☐ Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes |
| **Alternative Quotes** | ☒ Not permitted<br>☐ 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, Click or tap here to enter text. 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.<br>☐Other Click or tap here to enter text. |
| **Conditions for Release of Payment** | ☒ Passing Inspection, Complete Installation<br>☒ Passing all Testing<br>☐ Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible<br>☒ Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements<br>☐ Others [pls. specify] |
| **Contact Person for correspondence, notifications and clarifications** | E-mail address: procurement.armenia@undp.org<br>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.<br>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |
| **Clarifications** | Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. |
| **Evaluation method** | ☒ The Contract will be awarded to the lowest price substantially compliant offer<br>☐ Other Click or tap here to enter text. |

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| **Evaluation criteria** | ☒Full compliance with all requirements as specified in Annex 1<br>☒Full acceptance of the General Conditions of Contract<br>☒Comprehensiveness of after-sales services<br>☒ Manufacturer/suppliers must have at least 3 years of experience in manufacturing/supply of required goods or similar products<br>☒ Supplier should provide warranty as per Annex 1 requirements<br>☒ Supplier should provide quality certificates as per Annex 1 requirements |
| **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, Click or tap here to enter text. 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<br>☒ 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.)<br>☐ Contract for Works<br>☐ Other Type/s of Contract [pls. specify] |
| **Expected date for contract award.** | 30 May 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**

**Lot 1**

| **Product name:** | **Pyramid and rectangular bag tea packaging machine with outer envelope packing.** |
|---|---|
| Quantity, piece | 2 sets |
| Type: | Multi-Function Packaging Machine |
| Main Functions | Weighing, Forming, Filling, Sealing, Wrapping |
| Construction material: | Stainless steel AISI 304 |
| Application: | Different kinds of **herbal teas**, flower teas, fruit/berry teas and blending teas |
| Tea bags type: | Rectangular and pyramid bag with tag and thread with easy shift on touch screen |
| Conveyor to outer Envelope Packing Machine: | Included |
| Filling range | 1-10 grams, accuracy: ≤ ±0.1g/bag |
| Sealing type | Ultrasonic Sealing for inner bag;<br>Heat or ultrasonic sealing for envelope |
| Packing material | Nylon, PLA, PET, Non-woven, Plastic, including biodegradable materials |
| Productivity, packaging speed: | 30 bags/min and higher |
| Inner film width | 120, 140, 160, 180 mm |
| Outer film width | 160, 180, 200 mm |
| Sealing length: | 50, 60, 70, 80(mm) |
| Electricity requirements: | Voltage: 220V or 380 V,<br>Frequency: 50 HZ<br>Power: up to 4 kWt |
| Interface: | PLC (programmable logic controller) , language: English |
| Dosing device: | Four Head Electronic Weigher (SUS304) |
| Feeding system: | 2 times feeding system |
| Additional extras: | Ribbon Date Printer |
| Automation: | 1. Automatic calibration and tension control device for packaging materials. |
| | 2. Automatic alarm and shutdown function in case of failure. |
| | |
| Certificates: | CE / ISO Approved |
| Place of delivery: | Vanadzor and Odzun communities of Lori Marz |
| Delivery period: | 90 days |
| Warranty period, at least | 1 year |

**Lot 2**

| **Product name:** | **Rectangular/two chamber bag tea packaging machine with outer envelope packing.** |
|---|---|
| Quantity, piece | 2 sets |
| Type: | Multi-Function Packaging Machine |
| Main Functions | Volume measuring, Forming, Filling, Sealing, Wrapping |
| Construction material: | Stainless steel AISI 304 |
| Application: | Different kinds of **herbal teas**, flower teas, fruit/berry teas and blending teas |
| Tea bags type: | Rectangular bag with tag and thread |
| Filling range | 3-15 ml |
| Sealing type | Heat sealing |
| Packing material | Paper, Plastic, Aluminum, Filter |
| Productivity, packaging speed: | 25 bags/min and higher |
| Inner bag size: | W: 50-80(mm) L: 50-70(mm) |
| Outer bag size: | W: 70-90(mm) L: 80-120(mm) |
| Tag size: | W: 25mm L: 18-22mm |
| Thread length: | 155-175mm |
| Electricity requirements: | Voltage: 220V,<br>Frequency: 50 HZ<br>Power: up to 4 kWt |
| Interface: | PLC |
| Dosing device: | Volumetric cup filler (SUS304) |
| | |
| Certificates: | CE / ISO Approved |
| Place of delivery: | Vanadzor town, Lori marz and Ijevan town of Tavush marz |
| Delivery period: | 90 days |
| Warranty period, at least | 1 year |

Lot 3

| **Product name:** | **Large bag herbal tea packaging machine** |
|---|---|
| Quantity, piece | 1 set |
| Type: | Multi-Function Packaging Machine |
| Main Functions | Volume measuring, Forming, Filling, Sealing, Wrapping |
| Construction material: | Stainless steel AISI 304 |
| Application: | Different kinds of **herbal teas**, flower teas, fruit/berry teas and blending teas |
| Bags type: | Gusset bag or Stand-up Pouch |
| Filling and measuring range: | 25 - 500 ml |
| Sealing type: | Heat sealing |
| Cutting: | Tooth cut, Flat (optional) |
| Packing material | Composite material: OPP/CPP, OPP/CE, MST/PE/PET/PE |
| Productivity, packaging speed: | 10 bags/min and higher |
| Large package size: | W: 200 (mm) L: 300 (mm) |
| Small package size: | W: 60-80(mm) L: 60-100 (mm) |
| Electricity requirements: | Voltage: 220V<br>Frequency: 50 Hz<br>Power: up to 2.5 kW |
| Interface: | PLC |
| Dosing device: | Volumetric cup filler (SUS304) |
| Additional extras: | Date Printer |
| | |
| Certificates: | CE / ISO Approved |
| Place of delivery: | Ijevan town of Tavush marz |
| Delivery period: | 90 days |
| Warranty period, at least: | 1 year |

Lot 4.

| **Product name:** | Overwrapping Cellophane packing machine for ready-made tea packs. |
|---|---|
| Quantity, piece | 2 sets |
| **Application:** | Suitable for packaging various kinds of regular objects like tea-bag teas set, biscuits, pies, chocolates, etc. |
| Bag length: | 80-300mm |
| Bag width: | 50-200mm |
| Width of film roll | Up to 450mm |
| Measuring range: | 150-6000ml |
| Packing speed: | At least 10 bags/min |
| Air consumption: | Up to 0.7 mPa |
| Power, voltage: | 220V, 2.0-3.0 kW |
| Warranty: | At least 1 Year |
| Delivery to: | Odzun vil. of Lori marz and Tavush vil. of Tavush marz |

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| Certificates: | CE / ISO Approved (Preferable) |
| Place of delivery: | Odzun village of Lori marz, and Tavush village of Tavush marz |
| Delivery period: | 90 days |
| Warranty period, at least: | 1 year |

**Delivery Requirements**

| **Delivery Requirements** | |
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| **Delivery date and time** | Bidder shall deliver the goods **90** days after Contract signature. |
| **Delivery Terms (INCOTERMS 2020)** | Lot1: Vanadzor and Odzun communities of Lori Marz<br>Lot2: Vanadzor town, Lori marz and Ijevan town of Tavush marz<br>Lot3: Ijevan town of Tavush marz<br>Lot4: Odzun village of Lori marz, and Tavush village of Tavush marz |
| **Customs clearance (must be linked to INCOTERM** | ☐ Not applicable<br>Shall be done by:<br>☒ **UNDP (where applicable)**<br>☐ Supplier/bidder<br>☐ Freight Forwarder |
| **Exact Address(es) of Delivery Location(s)** | Lot 1: Vanadzor and Odzun communities of Lori Marz<br>Lot 2: Vanadzor town, Lori marz and Ijevan town of Tavush marz<br>Lot 3: Ijevan town of Tavush marz<br>Lot 4: Odzun village of Lori marz, and Tavush village of Tavush marz |
| **Distribution of shipping documents (if using freight forwarder)** | All shipping related documents to be provided. |
| **Packing Requirements** | N/A |
| **Training on Operations and Maintenance** | Installation and training on usage of equipment |
| **Warranty Period** | 1 year |
| **After-sales service and local service support requirements** | After-sales service |
| **Preferred Mode of Transport** | Any |

## 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.*

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

**Company Profile**

| Item Description | Detail |
|---|---|
| Legal name of bidder or Lead entity for JVs | Click or tap here to enter text. |
| Legal Address, City, Country | Click or tap here to enter text. |
| Website | Click or tap here to enter text. |
| Year of Registration | Click or tap here to enter text. |
| Legal structure | Choose an item. |
| Are you a UNGM registered vendor? | ☐ Yes ☐ 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):* | ☐ Yes ☐ 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):* | ☐ Yes ☐ No |
| Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)* | ☐ Yes ☐ No |

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| 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)* | ☐ Yes ☐ No |
| Is your company a member of the UN Global Compact | ☐ Yes ☐ 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. |

**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 |
|---|---|---|---|---|
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**Bidder s Declaration**

| Yes | No | |
|---|---|---|
| ☐ | ☐ | **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. |

| Yes | No | |
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| ☐ | ☐ | 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. |
| ☐ | ☐ | **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. |
| ☐ | ☐ | **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. |
| ☐ | ☐ | **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. |
| ☐ | ☐ | **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity. |
| ☐ | ☐ | 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. |
| ☐ | ☐ | By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf. |

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

## ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

*Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

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

Lot 1

**Currency of the Quotation:** Click or tap here to enter text.

**INCOTERMS:** Click or tap here to enter text.

| Item No | Description (L-W-H) | UOM | Qty | Unit price | Total price |
|---|---|---|---|---|---|
| 1. | Supply and installation of Pyramid and rectangular bag tea packaging machine with outer envelope packing | pcs | 2 | | |
| | | | | Total Price | |
| | | | | Transportation Price | |
| | | | | Insurance Price | |
| | | | | Installation Price | |
| | | | | Training Price | N/A |
| | | | | Other Charges (specify) | |
| | | | | **Total Final and All-inclusive Price** | |

Lot2:

| **Currency of the Quotation:** Click or tap here to enter text.<br>**INCOTERMS:** Click or tap here to enter text. | | | | | |
|---|---|---|---|---|---|
| **Item No** | **Description (L-W-H)** | **UOM** | **Qty** | **Unit price** | **Total price** |
| 1. | Supply and installation of Rectangular/two chamber bag tea packaging machine with outer envelope packing | pcs | 2 | | |
| | | | | Total Price | |
| | | | | Transportation Price | |
| | | | | Insurance Price | |
| | | | | Installation Price | |
| | | | | Training Price | N/A |
| | | | | Other Charges (specify) | |
| | | | | **Total Final and All-inclusive Price** | |

Lot3:

| **Currency of the Quotation:** Click or tap here to enter text.<br>**INCOTERMS:** Click or tap here to enter text. | | | | | |
|---|---|---|---|---|---|
| **Item No** | **Description (L-W-H)** | **UOM** | **Qty** | **Unit price** | **Total price** |
| 1. | Supply and installation of Large bag herbal tea packaging machine | pcs | 1 | | |
| | | | | Total Price | |
| | | | | Transportation Price | |
| | | | | Insurance Price | |
| | | | | Installation Price | |
| | | | | Training Price | N/A |
| | | | | Other Charges (specify) | |
| | | | | **Total Final and All-inclusive Price** | |

Lot4:

| **Currency of the Quotation:** Click or tap here to enter text.<br>**INCOTERMS:** Click or tap here to enter text. | | | | | |
|---|---|---|---|---|---|
| **Item No** | **Description (L-W-H)** | **UOM** | **Qty** | **Unit price** | **Total price** |
| 1. | Overwrapping Cellophane packing machine for ready-made tea packs | pcs | 2 | | |
| | | | | Total Price | |
| | | | | Transportation Price | |
| | | | | Insurance Price | |
| | | | | Installation Price | |
| | | | | Training Price | N/A |
| | | | | Other Charges (specify) | |
| | | | | **Total Final and All-inclusive Price** | |

**Compliance with Requirements**

| | **You Responses** | | |
|---|---|---|---|
| | **Yes, we will comply** | **No, we cannot comply** | **If you cannot comply, pls. indicate counter - offer** |
| Minimum Technical Specifications | ☐ | ☐ | Click or tap here to enter text. |
| Delivery Term (INCOTERMS) | ☐ | ☐ | Click or tap here to enter text. |
| Delivery Lead Time | ☐ | ☐ | Click or tap here to enter text. |
| Warranty and After-Sales Requirements | ☐ | ☐ | Click or tap here to enter text. |
| Validity of Quotation | ☐ | ☐ | Click or tap here to enter text. |
| Payment terms | ☐ | ☐ | Click or tap here to enter text. |
| Other requirements *[pls. specify]* | ☐ | ☐ | 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>(*if export licence required this must be submitted if awarded the contract*) | 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*<br>Company NameClick 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. |