



## **REQUEST FOR QUOTATION (RFQ)**

### **FOR PROCUREMENT OF**

**FIXING, RE-COMMISSIONING OF INCINERATOR and UPGRADING OF WASTE DISPOSAL AREA AT KANIFING  
GENERAL HOSPITAL**

**RFQ Reference:** 2021/UNDP/GAM/ENV/103

Issued on 13-July-2021

**Deadline for the Submission of Quotation:** Sunday, 25-July-2021 at 5pm GMT

UNDP The Gambia

RFQ Reference: 2021/UNDP/GAM/ENV/103	Date: 12 July 2021
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## SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for Upgrading of [Waste disposal Area, Fixing, commissioning of Incinerator and Pavement of area at Kanifing General Hospital](#), 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: Nana Chinbuah

Title: Deputy Resident Representative Programme and Operations

Date: 13-July-2021

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Introduction</b>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
<b>Deadline for the Submission of Quotation</b>	<b>Sunday, 25-July-2021 at 5pm GMT</b>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p>Bid submission address: <a href="mailto:bids.gm@undp.org">bids.gm@undp.org</a></p> <ul style="list-style-type: none"> <li>▪ File Format: <b>PDF</b></li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: <b>8MG</b></li> <li>▪ Mandatory subject of email: : <b>2021/UNDP/GAM/ENV/103 Fixing, Re-Commissioning of Incinerator and Upgrading of Waste Disposal Area at Kanifing General Hospital</b></li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> </ul>
<b>Cost of preparation of quotation</b>	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.
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>

<b>Conflict of Interest</b>	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [indicate number of days]</p>
<b>Eligibility</b>	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative</p>
<b>Currency of Quotation</b>	<p>Quotations shall be quoted in <a href="#">Local Currency GMD</a></p>
<b>Joint Venture, Consortium or Association</b>	<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 <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
<b>Only one Bid</b>	<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> <p>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</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p>

	<p>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;</p> <p>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</p> <p>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.</p>
<b>Duties and taxes</b>	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation</b>	<p><b>English</b></p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><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</p> <p><input checked="" type="checkbox"/> Company Profile.</p> <p><input checked="" type="checkbox"/> Registration certificate.</p> <p><input checked="" type="checkbox"/> List and value of projects performed for the last 5 years plus client's contact details who may be contacted for further information on those contracts.</p> <p><input checked="" 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.</p> <p><input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 2 clients in terms of Contract value in similar field.</p> <p><input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel.</p> <p><input checked="" type="checkbox"/> A GPPA registration certificate in addition to the Business registration certificate, both valid in 2021, is required for companies operating in The Gambia</p>
<b>Quotation validity period</b>	<p>Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.</p>
<b>Price variation</b>	<p>No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.</p>
<b>Partial Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p>
<b>Alternative Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p>
<b>Payment Terms</b>	<p><input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p> <p><input checked="" type="checkbox"/> Different payment terms can be negotiated according to agreeable milestones before signing the contract as indicated in the terms of reference.</p>
<b>Conditions for Release of Payment</b>	<p><input checked="" type="checkbox"/> Passing Inspection Complete Installation</p> <p><input checked="" type="checkbox"/> Passing all Testing</p> <p><input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements</p>

<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address: <a href="mailto:getachew.araya@undp.org">getachew.araya@undp.org</a> <b>Attention:</b> 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.
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 4 days before the submission deadline. Responses to request for clarification will be communicated <b>on</b> <a href="http://procurement-notice.undp.org">procurement-notice.undp.org</a> by 21 July 2021
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time Bidders are required to propose their shortest execution period for their offer taking into account the requirement for 1 month.
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, <a href="#">Click or tap here to enter text.</a> 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.
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services)
<b>Expected date for contract award.</b>	03 August 2021
<b>Publication of Contract Award</b>	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

## **ANNEX 1: SCHEDULE OF REQUIREMENTS**

### **TERMS OF REFERENCE**

#### **KANIFING GENERAL HOSPITAL:**

**RE-COMMISSIONING OF INCINERATOR, UPGRADING OF WASTE DISPOSAL AREA, ERECTION OF ENCLOSURE, BUILDING OF FOUR STORAGE ROOMS, TOILET / SHOWER FOR OPERATOR, OPERATOR'S WATCH, FOUR ADDITIONAL COVERED ASH PITS ROOM, FENCING OF AREA, ACCESS GATE TO SITE AND ACCESS GATE FROM MORTUARY**

#### **Background**

Minimaster MK II Incinerator is a medical classified incinerator that meets the WHO and other international regulations in incinerator standards. It is environmentally friendly equipment, low maintenance and simple to operate.

The Minimaster Incinerator has been installed in Kanifing General Hospital since the inception of the hospital as a medical institution and facility. The incinerator operates on both the use of Kerosene fuel and electricity. It incinerates primarily the medical waste generated by the General hospital. This waste includes toxic poisonous waste such as sharp objects, clinical waste etc. The hospital generates roughly above 300kg of waste daily.

This waste exposes serious health issues both to human and the hospital surrounding if not managed and incinerated regularly and on time. Thus, the need for a functional incinerator in helping maintain a clean healthy environment within the hospital cannot be overemphasized.

#### **Inspection of Incinerator and its current status**

- Faulty Riello Kerosene designed burners
- Dirty and clogged filter elements
- Thermocouple sensors not reading
- General maintenance works and servicing required
- Equipment is technically towards the end of its designed life span of 8-10yrs

#### **Observation and Recommendation**

1. The control modules within the burners are rusty, corroded and damaged. The pump injection elements are all weak and clogged with dirt particles.
2. Filter elements are clogged and damaged. Corrosion process is visible on the filter casing and on filter element.
3. High temperature thermocouple sensors are faulty and not reading. The sensor terminals are rusty and with moisture.

Generally, the incinerator can be maintained and brought back into full active operation within a short period. It would require a complete overhaul of its vital parts. Replacement of the complete set of Riello kerosene designed burners. This includes the pump elements and the control modules. The present filter unit is obsolete and would require a completely new replacement. Efficient filter units are readily available. Replacement of the thermocouple sensors. Perform general overhaul maintenance, servicing and re-commissioning of the incinerator.

### **Scope of Works**

The works are split into the following phases. Each specific scope of work is listed in each item.

#### **ITEM A: PRESTART MAINTAINANCE WORKS**

- **Air System:** Check the combustion air fan; clean and change/replace filter, as needed.
- **Electrical System:** inspect and test all sensors and switches connected to the Control Panel; check timers and relays for proper operation.
- **Fuel System:** Replace existing pipe works and all connections, flexible hoses, change fuel filters and clean fuel strainers, and inspect fuel valves and change/replace as needed.
- **Exhaust System:** Check/repair Ignition and After-burners visually for blockage, leaks, corrosion; check condensation trap and muffler condition.
- **Instrumentation:** check all instruments/gauges for proper operation; check safety and interlocking circuits, shutdowns, alarm systems.
- **Doors:** Lubricate and grease seizure due to corrosion; check the mechanical door interlock mechanism and shutdown system.
- **Fuel Tank:** Check fuel storage tank for any sediments or residue due to corrosion and oxidation; drain, filter and clean tank as needed.

These prestart works are required to secure the safety of equipment and operation in the event of any failure as the Incinerator has not been in use for a very longtime, given the fuel leakages and level of seizure of parts due to corrosion etc.

#### **ITEM B: COMMISSIONING OF INCINERATOR**

- Test and recalibrate protective relays and main circuit breakers; perform insulation-resistance test on all power cables, fans and burners wiring with respect to ground.
- Test Interlock mechanism and adjust controls and safety: replace all damaged and malfunctioning controls and equipment.

#### **ITEM C: UPGRADING OF WASTE DISPOSAL AREA.**



This entails the following civil works:

- Remove existing foundation and build a new foundation to suit new structures.
- Build four Rubbish Stores for segregated waste, including operators Room, Toilet and Fire service facility at entrance of area with dwarf walls, Doors and Roof cover
- Build a 2000m width by 9400m long Concrete walkway along Ash pit area.
- Build four New Ash pit with dwarf walls, Chain link and Roof Cover
- Fencing of area by building a wall facing Mosque with double access gate to allow trucks into area. Open a gate along right wall for access from Mortuary.
- Affix 9 new doors and Chain link to complete 50cm dwarf wall height with galvanized chain link

#### **ITEM D: PAVEMENT OF THE AREA FROM THE MOSQUE TO THE INCINERATOR:**

This entails the following civil works:

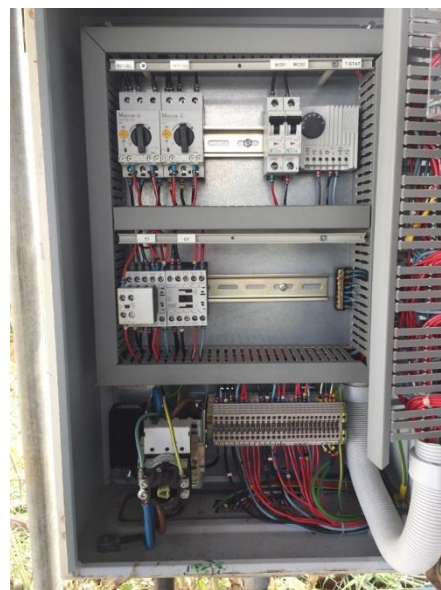
- Removal and disposing of 42.3m<sup>3</sup> of topsoil.
- Backfilling and compacting with clean sand, 15cm thick.
- Import and laying of 282m<sup>2</sup> of interlocking pavement blocks, 9cm thick with edges where necessary.

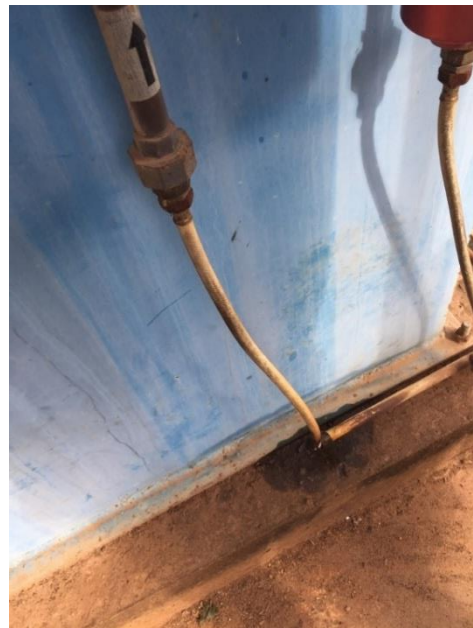
#### **SUMMARY OF WORKS**

#	Description	Costing
01	Prestart Maintenance Work and Rehabilitation and Commissioning of the Incinerator	
02	Pavement of the Area from the Mosque to the Incinerator, Beautification and Landscaping of area	
03	Upgrading of Waste Management Area	
04	PPE, Trolleys, Waste Bags etc.	
	Total	

#### **CURRENT CONDITION OF THE INCINERATOR AND SURROUNDING ENVIRONMENT**

See images on the following pages









### **Quality of Services**

- The Contractor will ensure that works are performed to high quality standards and to meet all required specifications
- The Contractor shall also provide all technical support needed in order to ensure the timely and satisfactory completion of the works
- The Contractor shall have at least 5 years' experience in Industrial Mechanical and Electrical Engineering and Construction.
- Experience in maintenance and/installation of incinerator will be an asset.

### **Contract period and Completion of Works**

- Works shall commence immediately following the signature of the contract
- The works shall be completed within **30 days** following payment of the advance.
- The Contractor will have unlimited access to the site during contract period until works are complete.

### **Safety**

- The Contractor shall take full responsibility of their own safety
- The Contractor shall take full responsibility of the works.

### **Works supervision**

- The works are placed under the supervision of a person appointed by the Management of Kanifing General Hospital and referred to as the works supervisor who will certify the achievement of the works.

### **Terms of Payment**

- **An advance payment can be negotiated, but it cannot be beyond 20%** of agreed sum prior to work commencement and after signing of contract.
- **Up to 25% payment upon procurement of all items**
- **60% % payment upon successful completion of the scope of works.**

The design of the Kanifing General Hospital is provided in a separate attachment

## ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

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

### Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input 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 institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

#### Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: \_\_\_\_\_

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.



### ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

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:	Click or tap here to enter text.	Date: Click or tap to enter a date.

#### Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- a brief methodology, approach and implementation plan;
- team composition and CVs of key personnel

#### Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

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

Ref	Description of Deliverables	Price
1.	Prestart Maintenance Work and Rehabilitation and Commissioning of the Incinerator	
2.	Pavement of the Area from the Mosque to the Incinerator, Beautification and Landscaping of area	
3.	Upgrading of Waste Management Area	
4.	PPE, Trolleys, Waste Bags etc.	
Total Price		

#### Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
Other expenses				
International flights				

Subsistence allowance				
Local Transportation				
Communication				
Other Costs: (please specify)				
<b>Total</b>				

### 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.	
<p><i>Exact name and address of company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>