# 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: | UNDP CYP RFQ 245 2021 | Date: Click or tap to enter a date. |

**Company Profile**

|  |  |
| --- | --- |
| **Item Description** | **Detail** |
| Legal name of bidder or Lead entity for JVs | Click or tap here to enter text. |
| Legal Address, City, Country | Click or tap here to enter text. |
| Website | Click or tap here to enter text. |
| 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 |
| 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 | * Yes ☐ No |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| institutions promoting such issues  *(If yes, provide a Copy)* | |  | | | |
| Is your company a member of the UN Global Compact | | * Yes ☐ No | | | |
| Bank Information | | Bank Name: 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: 2 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** |  |
| ☐ | ☐ | **Requirements and Terms and Conditions:** I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them. |
| ☐ | ☐ | I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period. |
| ☐ | ☐ | **Ethics**: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer. |
| ☐ | ☐ | I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct [:https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct](https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct) and acknowledge that it  provides the minimum standards expected of suppliers to the UN. |
| ☐ | ☐ | **Conflict of interest:** I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict  of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation’s Point of Contact. |
| ☐ | ☐ | **Prohibitions, Sanctions:** l/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** |  |
| ☐ | ☐ | **Bankruptcy**: l/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 authorized 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: | UNDP CYP RFQ 245/2021 | Date: Click or tap to enter a date. |

|  |  |  |  |
| --- | --- | --- | --- |
| **UNDP Minimum Requirement** | | **Is Bid compliant? Bidder to complete** | **Details of goods offered. Bidder to complete** |
| Model year | Please Mention | ☐ Yes ☐ No | Insert details |
| Product Must be Brand New |  | ☐ Yes ☐ No | Insert details |
| Name of Manufacturer |  | ☐ Yes ☐ No | Insert details |
| Model | Please Mention | ☐ Yes ☐ No | Insert details |
| Country of Origin | Please Mention | ☐ Yes ☐ No | Insert details |
| Power output kW, min. | 28 | ☐ Yes ☐ No | Insert details |
| No. of cylinders, | 4 | ☐ Yes ☐ No | Insert details |
| Fuel | Diesel, Commercial Grade | ☐ Yes ☐ No | Insert details |
| Engine cooling | Liquid | ☐ Yes ☐ No | Insert details |
| Fuel filter | Fuel filter for low quality diesel. | ☐ Yes ☐ No | Insert details |
| Traction | Tracks/crawler, Steel | ☐ Yes ☐ No | Insert details |
| Two boom system with bucket, all functions  hydraulically activated | Comply | ☐ Yes ☐ No | Insert details |
| Brakes | Hydraulic | ☐ Yes ☐ No | Insert details |
| Travelling speed, min. | 2 km/h | ☐ Yes ☐ No | Insert details |
| Digging depth, mm, min. | 4,500 | ☐ Yes ☐ No | Insert details |
| Max Dump Height, mm, min. | 5,000 | ☐ Yes ☐ No | Insert details |
| Standard Bucket | min. 4 teeth | ☐ Yes ☐ No | Insert details |
| Transport length with standard dipper | maximum 7000mm (to use the machine effectively in small areas) +/- 250mm | ☐ Yes ☐ No | Insert details |
| Capacity, heaped/rated, ISO, m3, min. | 0.13 | ☐ Yes ☐ No | Insert details |
| Dozer blade | min. 1800 mm wide and 300 mm high.  Movement min. 350 mm up and down.  Lift up/down hydraulic operation | ☐ Yes ☐ No | Insert details |
| Displays | Engine temperature, oil pressure, fuel level, hour meter, min. | ☐ Yes ☐ No | Insert details |
| Nominal Output @2200 | Min 150 Ipm | ☐ Yes ☐ No | Insert details |
| Air Conditioning | Temperature maintenance system (hot and cold) as a factory default | ☐ Yes ☐ No | Insert details |
| Tank capacity, liters | Minimum 60 L | ☐ Yes ☐ No | Insert details |
| Emission level, min. Tier II | Tier IV (Euro IV) based on European Emission standards | ☐ Yes ☐ No | Insert details |
| 4 pillar ROPS, sunshade and Falling Objects Roof Protection, min. | ISO 3471 and ISO 3449 | ☐ Yes ☐ No | Insert details |
| Pallets of the Excavator | Chain (Steel tracks) | ☐ Yes ☐ No | Insert details |
| Tool set | To be included | ☐ Yes ☐ No | Insert details |
| Warning reversing buzzer acoustic and rotating amber beacon, 1 min. | reversing buzzer acoustic and rotating amber beacon should work simultaneously for 1 minute | ☐ Yes ☐ No | Insert details |
| 2 kg fire extinguisher | 2kg Powder | ☐ Yes ☐ No | Insert details |
| First aid box | To be included | ☐ Yes ☐ No | Insert details |
| Turning circle - wall to wall, m | minimum 2500mm radius +/- 250mm | ☐ Yes ☐ No | Insert details |
| Dimensions in mm, | minimum 2300mm +/- 250mm | ☐ Yes ☐ No | Insert details |
| Operating weight, kg, min. | 8,500 | ☐ Yes ☐ No | Insert details |
| Owner’s manual | in English | ☐ Yes ☐ No | Insert details |
| Local Representation/availability of spare parts, | please indicate company name address and contact details | ☐ Yes ☐ No | Insert details |
| Warranty | 1 year or 1500 hours whichever comes first | ☐ Yes ☐ No | Insert details |
| ***Other Options*** | | | |
| Repair manual in English language | To be included in the submission if applicable | ☐ Yes ☐ No | Insert details |
| Parts catalogue | To be included in the submission if applicable | ☐ Yes ☐ No | Insert details |

**Compliance with Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Your 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 (60 days) after PO issuance | ☐ | ☐ | Click or tap here to enter text. |
| Warranty and After-Sales Requirements (local service and spare parts provider) | ☐ | ☐ | Click or tap here to enter text. |
| **Warranty Period (**1 year or 1500 hours whichever comes first) | ☐ | ☐ | Click or tap here to enter text. |
| **Training (**Required to conduct 3 days of training for up to 5 personnel on the operations and maintenance of excavator) | ☐ | ☐ | Click or tap here to enter text. |
| Validity of Quotation 90 days | ☐ | ☐ | Click or tap here to enter text. |
| Payment terms | ☐ | ☐ | Click or tap here to enter text. |
| All Provisions of the UNDP General Terms and Conditions | ☐ | ☐ | 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:  (*if export license 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* 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 Authorized Signatory: Click or tap here to enter text.  Email Address: Click or tap here to enter text. |