



REQUEST FOR QUOTATIONS

**Replacement of two Passenger Elevators at UN House,
Maseru, Lesotho
Reference: RFQ/UNCS/2021/003**





REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQ/UNCS/2021/003	Date: 25 October 2021
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SECTION 1: *REQUEST* FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for ***Replacement of two Passenger Elevators at UN House, Maseru, Lesotho***, 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

Annex 4: Terms of Reference

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: *Pheea Mafethe*

Name: Pheea Mafethe

Title: Operation Analyst

Date: 26 October 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>As indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</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>Bidders should avoid attempting to register and upload just prior to the deadline as UNDP shall not be held responsible for congestion or delays in transmission. It is the Bidder's responsibility to ensure bids uploaded before the deadline</p> <p>Any changes to the deadline will be updated in the eTendering system and UNDP website</p>
Allowable Manner of Submitting Quotations	<p><input checked="" type="checkbox"/> e-Tendering</p> <p>Quotation may be submitted on or before the deadline indicated by UNDP in the e-Tendering system</p>
Deadline for the Submission of Quotation	<i>Friday, November 19, 2021 at 12pmGMT+2</i>
Submission Address	<p>Quotations must be submitted in the online e-tendering system in the following link https://etendering.partneragencies.org</p> <p>Insert BU Code: LSO10 Event ID number: 0000010747</p> <p>Using the username and password. If you have not registered in the system before, you can register now by logging in using;</p> <p>Username: event.guest Password: why2change And follow the registration steps as specified in the e-tendering instruction manual or use this link to access e-tendering manual</p> <p>https://www.undp.org/content/dam/undp/library/corporate/Procurement/english/English%20UNDP%20eTendering%20User%20Guide%20for%20Bidders%20-%20Feb%202018.pdf</p> <p>Video guide link on how to register in UNDP eTendering</p> <p>https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be</p> <p>Video guide link on how to submit a bid on etendering</p> <p>https://www.youtube.com/watch?v=cy34AXsYMrC&feature=youtu.be</p>
Electronic submission	<ul style="list-style-type: none"> Format: PDF files only

eTendering requirements	<ul style="list-style-type: none"> File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. It should only contain letters from the English alphabet. All files must be free of viruses and not corrupted. Max. File Size per transmission: 10MB If you are uploading a large number of files (ex. 15 or more), please zip the files into a ZIP folder and upload the folder instead of each file individually. You can upload several ZIP folders, but if you do this, please note that the total size of each ZIP folder uploaded cannot exceed 50MB. Please read the solicitation documents of the event carefully to ensure that you are meeting the event requirements for document submission. There may be restrictions on the size and format of the
Cost of preparation of quotation	UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Supplier Code of Conduct, Fraud, Corruption,	<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> <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 http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</p>
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>

	Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy
Special Conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days <input checked="" type="checkbox"/> Bidder should agree with the General Terms and Conditions of UNDP
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>
Preferred Currency of Quotation	Quotations shall be quoted in Local Currency LSL (Maloti)
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 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 certificates <ol style="list-style-type: none"> i. Traders license ii. Certificate of incorporation (Company) iii. Certified copy of passport (Sole Proprietor) iv. VAT Certificate and Valid Tax Clearance Certificate <input checked="" type="checkbox"/> Track Record – 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"/> Evidence/Certification of Environmental Sustainability (“Green” Standards) of the Company or the Product being supplied if any; <input checked="" type="checkbox"/> The proposed equipment must have a certificate of conformity provided by the Manufacturer and meet the operating technical standards in South Africa. <input checked="" type="checkbox"/> Audited Financial Statement (Income Statement and Balance Sheet) including Auditor’s Report for the past three years; <input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel; <input checked="" type="checkbox"/> 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	Quotations shall remain valid for 120 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	<input checked="" type="checkbox"/> Not Permitted.
Alternative Quotes	<input checked="" type="checkbox"/> Not Permitted.
Payment Terms	<input checked="" type="checkbox"/> Other <ul style="list-style-type: none"> - Payments shall be distributed as follows: - 90% of the total contract amount shall be paid in stages, based on the actual amount of work completed by the Contractor each month (certificates of works performed must be approved by a UNDP representative and a representative of the organization providing technical supervision of construction, and must be submitted no later than 5 days following the reporting month). The cost of the elevator equipment can be paid after delivery of the complete set to the object with a full set of necessary documentation. The Contractor is fully responsible for the proper and safe storage of the equipment at the site from the time of delivery to the facility until its installation and commissioning. - 10% of the total contract amount shall be paid after 12 months warranty period upon issuance of the Certificate of Final Completion. The Contractor may substitute the remaining 10% of the total contract amount with an on-demand bank guarantee in a form, and from a source, acceptable to UNDP. Upon the expiration of the warranty period for the works, upon signing of the Certificate of Final Completion by the representative of the owner, UNDP representative and the Contractor, the bank security will be returned to the Contractor by UNDP.
Liquidated Damages	<p>According to Clause 45 of the General Conditions, the liquidated damages for delay shall be 0.5% of the total amount for each day of delay until actual completion, up to maximum deduction of 10% of the value of the Civil Works Contract. Once the maximum is reached, UNDP may consider termination of the Civil Works Contract.</p> <p>In case of severe weather conditions and inability to perform outdoor works, Parties agree on amended deadlines in writing</p>

Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection [if required] <input checked="" type="checkbox"/> Complete Installation <input checked="" type="checkbox"/> Passing all Testing [specify standard, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Payment	<input checked="" type="checkbox"/> Completion of Training on Operation and Maintenance [to the UNDP appointed trainees] – upon receiving the final approval by the premise's manager. <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements.
Pre-bid to be conducted in English Participation by Bidders in this pre-proposal conference is strongly recommended	<p>A pre-bid conference and will be held on: Date and Time: 02 November 2021, 03:00pm Venue: Venue: Online zoom meeting Meeting ID: 818 6052 7599 Passcode: 555763</p> <p>Register in advance for this meeting: https://undp.zoom.us/meeting/register/tZUlcemtrDwvE92IMzAfSvvgI5Q1AyQMPH-I</p> <p>Agenda of pre-proposal meeting - A brief introduction on UN bidding rules -- Clarifications to questions relating to the bidding process (RFQ) and other issues that may be unclear to bidders</p> <p>Site Visit Date & time: 04 November 2021 (Between 10am and 12 noon) Venue: UN House, 13 UN Road, Maseru, Lesotho *Please confirm your participation by sending an email to tumeliso.ramaili@undp.org 2 days prior.</p> <p>Important Notes : 1. Bidders are strongly encouraged to participate in the pre-proposal meeting and site visit. 2. The pre-proposal meeting and site visit will be conducted in English hence participants are required to communicate in English.</p>
Contact Person for correspondence, notifications and clarifications	<p>Mamello Raliapeng E-mail address: lesotho.common.services@one.un.org</p> <p>Attention: Quotations shall not be submitted to this address but through the eTendering System. 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.</p>
Clarification	Requests for clarification from bidders will not be accepted any later than 5 days before the submission deadline. Responses to request for clarification will be communicated via eTendering System and bidders will receive email.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
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 checked="" type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Delivery & installation within 6 months <input checked="" type="checkbox"/> User friendly, minimum maintenance cost, & safety measures etc.
UNDP will award to:	<input checked="" type="checkbox"/> One and only one supplier
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order

Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) <input checked="" type="checkbox"/> Maintenance Contract
Expected date for contract award.	24 December 2021
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**Technical Specifications of the elevators**

Category	Minimum Requirement / Specification
Preamble	Supply, install, test, commission, maintain, and manufacturer warranty (full package electrical lift)
	The supplier should be direct agent for the mother company or exclusive distributor, not be broker, the supplier should present official written documentation duly endorsed from the Manufacturer and/or the main importer
	All lift major components including motor, controller, all safety devices, ropes, car, doors, should be manufactured by the mother company with indicating certificates and component list showing all manufactured by the same mother company (factory) from which lift is finally shipped. Price shall include all related material and electrical works related to lift with the following specifications:
	The contractor is obliged to execute the works according to South Africa and Lesotho laws & Standards that is enforced in this domain as well to secure all relevant documentations required
Type	Machine less Electric elevator - Passenger lift
Quantity	2 Elevators
Capacity	600 Kg / 8 persons
Velocity	1 m/s
Drive	VVVF – Closed Loop
No. of Car entrance:	1
No. of Stops:	5
No of Doors	5 in line
Floor Numbering	GF, 1, 2, 3, 4
Travel Height	Approximately 20m
Structure	Existing
Shaft Size	Approximately 1800mm *2000mm
Power Supply	AC - 3 phase, 400/230 V, 50 Hz with neutral and ground wires (for power). AC - 1 phase, 230 V, 50 Hz (lighting). Power consumption <5 KW.
Power supply connection of Elevators to the existing Main Power Supply	Supply and install sub-electric panel for each elevator including the supply of the required quality of cables to connect to the existing Power supply.
Motor	<ul style="list-style-type: none"> • Minimum motor efficiency class: IE2 • Motor IP Rating: IP55
Basic Control drive and Operation Function	<ul style="list-style-type: none"> • Basic Control: Simplex • Control System: Fully computerized - based on low-energy multiprocessor technology • Motor Drive: Closed loop - Variable Voltage Variable Frequency (VVVF) system • Selector: A microprocessor system with full options to arrange the registration of the call respect to the priorities and direction of the car • Fully automatic - Collective/Selective control in up and down direction with automatic floor leveling
Safety in the Control	<ul style="list-style-type: none"> • Overload function • Fire emergency return control • Re-leveling • Noise and thermal protection

	<ul style="list-style-type: none"> • Earth leakage protection • Voltage drop protection • Over speed protection • Phase failure and phase reversal protection • Full load bypass • Automatic return to main floor • Independent operation • Anti-stall timer • Door obstacle Detection: Photocell protection barrier • Intercom between car and controller box • Compliance with handicapped options as EN81-70 for Automatic Evacuation: Whenever there is a power failure, the lift will take passengers safely to the next floor and open doors.
Car Specifications	<ul style="list-style-type: none"> • Special steel structure frame and platform holding the cage through a rubber vibration isolator • Steel sheet Ceiling • Stainless Steel side walls with United Nations Logo. • artificial granite Flooring • Rear side of circular section of Stainless-Steel Handrail • Rear side clear mirror above the handrail • Exhaust fan - Auto exhaust fan shut-off • LED lighting - Auto light shut-off, min 150lux • Stainless steel frame to cover the full width of the wall opening
Car Operating Panel	<ul style="list-style-type: none"> • One COP of Stainless Steel, stylish, full height. • Electromechanical push buttons at side wall panel. Composed of: <ul style="list-style-type: none"> ○ Electromechanical push buttons for landing (floor designations), ○ Braille buttons – functionality for universal access (braille, lowered buttons, wheelchair access) ○ Alarm Button ○ Open door button ○ Close door button ○ Digital position indicator ○ Intercom with two-way call ○ Direction arrows ○ Instruction plate ○ Fan switch ○ Full load indication signal ○ Overload protection device with audible and visible signal ○ Emergency lighting and sounding system enclosed in COP ○ Text Signs: Highlighted, increased font size and contrasted colors (+ Braille) ○ Signals: audible announcements and visual display to indicate the lift car approaching, the arrival of the lift and floor number, the lift doors opening, the lift doors closing, the floor requested ○ Voice recognition controls (added advantage)
Car Doors	<ul style="list-style-type: none"> • Car door: Fully automatic side 2 panels, heavy duty Telescopic opening 2 panels stainless steel • Include full height photocell with safety edge device

Landing Doors	<ul style="list-style-type: none"> • stainless steel at all floors • Box frame in Stainless Steel at all floors • Landing operation and indication panels: All floors • Position indicator, direction arrows: Above the doors in all floors • Push buttons: Electromechanical push buttons, Braille lettering • Signals: audible announcements and visual display to indicate the lift car approaching, the arrival of the lift and floor number, the lift doors opening, the lift doors closing • Voice recognition controls (added advantage)
Safety features:	<ol style="list-style-type: none"> 1. Fireman key switch at the Main Floor with complete system 2. Safety gear - Progressive type CE certified 3. Ascending safety protection according to the international directives 4. Limit and final limit switch 5. Outside door latch 6. Door lock switch 7. Semi-Automatic brake release by means of push button outside the shaft to evacuate trapped people 8. Emergency evacuation battery charger system to evacuate trapped people in case of Power failure
Lifespan	<ol style="list-style-type: none"> 9. The proposed elevator should carry a useful lifespan of at least 20 years, and confirmation that maintenance parts will be available for the proposed elevator make and models during this period.

- Bidder is requested to submit the work schedule along with the quotation

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver & install the elevator within 120 days after Contract signature.
Delivery Terms (INCOTERMS 2020)	DDP
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Not applicable
Exact Address(es) of Delivery Location(s)	United Nations House 13 United Nations Road, Maseru, Lesotho
Training on Operations and Maintenance	Training on operations & maintenance should be done within 5 working days of installation. Payments will be released after completion of training and approved by United Nations Representative
Warranty Period	At least 2 years
After-sales service and local service support requirements	Should the equipment fail or break down during the warranty period, the vendor shall repair the equipment at no cost and guarantee the workmanship and parts for a period of 24 months or replace locally Services should be given after the 24 months as per the service agreement (please share a copy of the service & maintenance agreement)
Preferred Mode of Transport	As per bidder's preference (should meet the given delivery time)

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:	RFQ/UNCS/2021/003	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 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"/>	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.
<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.

Yes	No	
<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 - 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.

Currency of the Quotation: Click or tap here to enter text.					
INCOTERMS: Click or tap here to enter text.					
Item No	Description	UOM	Qty	Unit price	Total price
1.	Click or tap here to enter text.				
2.	Click or tap here to enter text.				
3.	Click or tap here to enter text.				
4.	Click or tap here to enter text.				
5.	Click or tap here to enter text.				
Total Price					
Transportation Price					
Insurance Price					
Installation Price					
Training Price					
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	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements	<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.

Other Information:

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	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.	
<i>Exact name and address of company</i> 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.