



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: UNDP-SOI-RFQ-2022-023	Date: 02 June 2022
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, 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: Nadira Sabirova

Title: Procurement Specialist

Date: 02/06/2022

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>15 June 2022, +11hrs</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p><input checked="" type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: <i>United Nations Development Programme ANZ Haus, UN Joint Presence Office, Ranadi, Honiara Solomon Islands Attention: Procurement Unit Email: procurement.sb@undp.org</i></p> <ul style="list-style-type: none"> ▪ File Format: PDF, Word and Excel ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 5MB ▪ Mandatory subject of email: UNDP-SOI-RFQ-2022-023 ▪ Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y." ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt.
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, 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	<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>
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [30 days]</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they</p>

	<p>are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative</p>
Currency of Quotation	Quotations shall be quoted in Solomon Islands Dollar
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process; d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation	English

Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Company Profile. <input checked="" type="checkbox"/> Registration certificate; <input checked="" type="checkbox"/> List and value of projects performed for the last 3 years plus client's contact details who may be contacted for further information on those contracts; <input type="checkbox"/> List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project; <input type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top XXXX clients in terms of Contract value in similar field; <input type="checkbox"/> Completed and signed CVs for the proposed key Personnel; <input type="checkbox"/> Other Click or tap here to enter text.
Quotation validity period	Quotations shall remain valid for 90 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	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
Alternative Quotes	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <p>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"</p>
Payment Terms	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other Click or tap here to enter text.
Conditions for Release of Payment	<ul style="list-style-type: none"> <input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	<p>E-mail address: nadira.sabirova@undp.org and rodney.kauramo@undp.org</p> <p>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</p> <p>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>

Clarifications	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated via email or phone by 10 June 2022
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others Click or tap here to enter text.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input checked="" type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	28 June 2022
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	<p>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.</p> <p>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.</p>

ANNEX 1: SCHEDULE OF REQUIREMENTS

Statement of Works

BACKGROUND:

The Solomon Islands National Disaster Management Office (NDMO) is one of the key offices which plays major role in coordinating the disaster management in Solomon Islands. It also plays a vital role in coordinating humanitarian operations especially with the current COVID-19 pandemic. The current NDMO building is a warehouse which was turned into an office, after their original office building was demolished 5 years ago.

The NDMO office accommodates programmes, camp management (quarantine sites management) and the National Emergency Operations Centre (NEOC). Given the high rate of COVID-19 infections amongst staff in January 2022, the NEOC component was moved to Mendana Hotel conference room temporarily to allow for decontamination to take place at the NDMO building at Ranadi.

Due to change in the operating context, the NEOC at Mendana operation was scaled down on 31 March 2022 with all staff now operating back at the NDMO premises at Ranadi. Based on this shifting of staff and given the high risk of additional COVID-19 transmission, the NDMO has requested UNDP IDRM project to do alterations to the current office layout to allow for more circulation of air. This request was also raised during the IDRM project board meeting of 18 March and was approved with budget already allocated.

This Request for Quotation (RFQ) is to solicit for suppliers of the renovation of the current glazing windows, installation of a new exterior door, repair of the existing interior door separating the main front office from the NEOC, installation of a consultation counter and partitioning of additional 2 rooms.

Below are the functions, performance, and technical specification for the NDMO Office Renovation Works.

Interested bidders should contact the focal person indicated herein and visit the NDMO Office at Ranadi or UNDP Office to get copies of the details for the scope of work to prepare your quotation.

1.0 Honiara NDMO Office

1.1 Changing of all existing exterior glaze windows to have a proper aluminum frame with allowance of one (1) glaze panel having the ability to be opened by sliding. Also changing of interior windows to have sliding glaze panel and proper aluminum frames.

1.2. Installation of a new exterior hard security door with changing of door accessories for interior doors to oil-filled include the hydraulic dampers.

1.3. Installation of consultation counter Infront of the office building

1.4. Installation of partition for 2 rooms within the office building

Work to be Provided	Description/Specifications of Works	Estimated completion date
2. Changing of all exterior and interior windows to have a proper aluminum frame and allowance for sliding	<p>2.1 Installation of sliding glaze window panels for all exterior windows</p> <p>Take measurement of the current existing glaze panels which is to be improved</p> <p>Length=2.5m, width=1.1m, and thickness=5mm.</p> <ul style="list-style-type: none">• Improve total of 9 exterior existing window glass and replace damaged window glasses. Allow for one glass to sliding for all the exterior glazing.• Installation of protective screen wire and net on the outside of all the windows is also required.• Supply quotation as per the Bill of Quantity supplied.	

2.2 Installation of sliding glaze windows for interior windows

Installation of interior sliding windows and new aluminum frames

- The roof extension is to cover the car park slab from exposure to rain and weathering
- The area of the roof should approx. 109 m²
- Proper materials specified within the BoQ should be adhered to
- Provide quotation for all the scope of work specified within the supplied bill of quantity (BoQ) sheet.

2.3 Installation of new emergency exit door and repair of current existing interior door.

The installation of the new emergency door will include:

- Demolishing of current existing masonry block and framing of the door frame.
- Installation of the door will also include installation of the all the accessories needed for the door (knobs, locks, automatic close etc.)
- Reinstallation of the nearby glazing window which needs to be protected during the door installations
- Current existing doors of the building needs to have proper automatic (oil-filled hydraulic damper) door closer and door lock (preferably Lockwood brand or similar lock which have the same function).

2.4 Installation of Consultation Counter Infront of the office

*A consultation counter needs to be installed Infront of the NDMO office to control and avoid public access through the main door of the current building.

- Sliding glaze window should be installed and it should be accessible to all people (Should be inclusive)
- Supply quotation for all the scope of work specified in the Bill of Quantity for this portion of the construction.

2.5 Installation of Two office rooms

- *Two room partitioning should be undertaken within the existing building. The two-office area should have all accessories of an office area space. One room will be 3.5m x 3m in floor dimension whilst the second room will be 2.5m x 3m in dimension. Height of both rooms will not be higher than 2.3m
- Smaller room should have a glass tint door whilst the bigger room have a good interior engineering door.
- Reallocation of all the current existing light should be done neatly and installed in both rooms.
- Refer to Bill of Quantity for more information in the partitions and its pricing

3.0 Provide the best estimated cost and lead time of for all the components to be delivered.

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods 60 days after Contract signature.
Delivery Terms (INCOTERMS 2020)	DAP
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> UNDP (Where applicable) <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	1. National Disaster Management Office, Prince Phillip Highway, Ranadi, Honiara, Solomon Islands PO Box G21, Phone: 27937
Packing Requirements	
Preferred Mode of Transport	Land

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-SOI-RFQ-2022-023	Date: Click or tap to enter a date.

Company Profile

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

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

Bidder's Declaration

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

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

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	UNDP-SOI-RFQ-2022-023	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of your qualification and capacity that is relevant to the Scope of Works;
- a brief method statement and implementation plan;
- team composition and CVs of key personnel

Financial Offer

Description of Works	UOM	Qty	Unit Price	Total Price
A1: Windows Type I: Exterior (Type 1: 2500mm x 1100mm,)				
A1.1: Check existing windows condition and remove 1 window per 3 sets of panels that are to be replaced with a sliding window glass panels. Supply similar type 1 windows (5mm) for the middle glass window panel that have the ability to open by sliding whilst the two windows on the sides are fixed. Supply all relevant accessories (windowsills, screws etc.) associated with installation of the window type 1 glass panels. Replace timber frames with improved aluminium window frames for all the windows. Light tinting of glass windows should also be included. (Refer to drawing for window dimensions)	No.	8		
A1.2: Supply and install proper external window crinsafe security screen and window protection aluminium covering for all the window type 1 where appropriate. Dimension of window type 1 is 2500mm x 1100mm (All frames are to be made from aluminium).	No.	8		
A2: Windows Type II: Interior (Type 2: 1150mm x 1100mm)				
A2.1: Check existing windows type II condition and determine condition of window glass panels. Replace, supply and install sliding window glass panels where required for all type II windows with all the relevant accessories (All frames are to be made from aluminium). (Refer to drawing for window dimensions)	No.	4		
A3: Window Type III: Interior only (Type 3: 150mm x 1150mm)				
A3.1: Check existing windows type III condition and determine condition of window glass panels. Using existing glass install sliding window on one side of the type III windows with all the relevant accessories (sills, tint, screws etc..) (All frames are to be made from aluminium). (Refer to drawing for window dimensions)	No.	1		
A4: Door Type I: Interior Glazing door (Type1: 850mm x 2000mm)				

A4.1: Supply and install all glass doors with relevant automatic door closer, door stopper and replace locks with a more high security door lock. Making sure locks provided are in provision to upgrade into an automatic door lock. Make sure proper doorknobs are constructed. (Refer to drawing for window dimensions)	No.	1		
A5: Door II: Exterior Solid Hard Core Door (Type II: 1020mm x 2100mm)				
A5.1: Set out relevant dimension measurement for the installation of an additional emergency door to be installed on the left wing of NDMO office building. Remove all masonry wall and type I glazing window to be cleared for construction of a new door type II (850mm x 2000mm). Make sure structural elements of the building is not compromised during the course of construction adjustments.	Lump sum	1		
A5.2: Supply and install all fireproof exterior hard core engineering door with relevant automatic door closer (Preferably Ryobi brand etc), door stopper and replace locks with a more high security door lock. Making sure locks provided are in provision to upgrade into an automatic door lock. (Refer to drawing for window relevant dimensions and design)	No.	1		
A5.3: Supply and install all relevant aluminum door frames and accessories for the installation of the door type II and re-install type I glazing window removed which is to be installed	No.	1		
A6: Consultation counter				
A6.1: Remove existing window type III in front of the office building and install high quality consultation glass counter for consultation in front of the NDMO office building. The counter should be a sliding window with the ability to be locked from inside. The dimension of the new consultation counter should be 500mm x 1050mm with all accessories all aluminium frame and accessories for installation (Refer to drawing for window relevant dimensions and design)	No.	1		
A6.2: Supply and install counter which should be at 1050mm height both in door and outside positioned at where the sliding consultation window is being installed. Counter should be at 1050mm height and should have a width of 500mm from center of consultation window both inside and outside of the NDMO office building. Top of the counter should be made of hardwood (preferably Vitex) and stained properly for finishing. All counter materials should be weatherproof. Top of the counter should be made of marble stone or material similar marble stone top. (Refer to drawing for window relevant dimensions and design).	No.	1		
A6.3: Replace additional glazing removed above the newly built counter with new glazing which fits. Install with all relevant glazing accessories needed to complete the installations. Tinting of all the exterior window glass is recommended.	No.	1		
A7: Final Painting and installation of relevant skirtings				

A7.1: All affected area where the existing paints faded, contractor is expected to repaint all areas under and surrounding the windows and newly installed door frames joining with the wall. Make sure colour of paint is matches with current colour of the building. Make provision for replacing of skirtings (bullnose, quarter round etc) that were removed during the process of installations. Making sure colour of skirtings matches existing interior colours	Lump sum	1		
A8: Installation of 2 interior rooms (partitioning)				
A8.1: Supply and install well seasoned timber frame wall partition (stud & noggings) for the the interior of partition. Partitioning should be done for two rooms. Rooms are of dimension 3m x 3m x 2.5m each. Supply and install all relevant timber finishings for the wall. Preferably Gyprock wall (Gypsum board) finishing is recommended. Skirtings (bull nose, quarter rounds etc) should also be supplied and installed matching current interior finishings. All nails, bolts and accessories needed for the partitioning should also be included	No.	2		
A8.2: Install two ceiling mounted flourecent light bulbs for both of the rooms with all its accessories. Connection to existing electrical wiring within the building under Solomon Power Grade A license certificate is highly recommended	No.	2		
A8.3: Supply and install all fire proof interior hard core engineering door (Preferably hard core door with glass window inbuilt) with all its relevant door frames and accessories. Door should have genuine lockwood locker and door knob handle and all its relevant frames	No.	2		
A8.4: Supply and paint all the interior walls partitioned with 2 coats of paint matching existing wall colours. Preferably acrylic paint or similar paint which does the same function. (undercoat & final coat)	Lump sum	1		
Mobilization/Demobilization				
Total Cost including labour charges, contractor profit, transportation etc. (SBD)				

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 <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
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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 NameClick 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>