**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? | [ ]  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):* | [x]  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):* | [x]  Yes [ ]  No |
| Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)* | [x]  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 institutions promoting such issues *(If yes, provide a Copy)* | [x]  Yes [ ]  No |
| Is your company a member of the UN Global Compact  | [x]  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: 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** |  |
| --- | --- | --- |
|[ ] [ ]  **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 wehave read the United Nations Supplier Code of Conduct :<https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN. |
|[ ] [ ]  **Conflict of interest:** I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation’s Point of Contact. |
|[ ] [ ]  **Prohibitions, Sanctions:** 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. |
|[ ] [ ]  **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 wecertify that the goods offered in our Quotation are new and unused. |
|[ ] [ ]  By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf. |

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

## **ANNEX 3: TECHNICAL AND FINANCIAL OFFER – 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 similiar 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 Double-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 door knobs are constructed. (Refer to drawing for window dimensions) | No. | 1 |  |  |
| **A5: Door II: Extrior 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. | Lumpsum | 1 |  |  |
| **A5.2:** Supply and install all fire proof exterior hard core engineering door with relevant automatic door closer (Preferrably Ryobi brand), 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 infront of the office building and and install high quality consultation glass counter for consultation infront 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 (prefereably Vitex) and stained properly for finishing. All counter materials should be weatherproof. Top of the counter should be made of mable stone or material similar mable 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 neeeded 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. Maksure colour of skirtings matches existing interior colours | Lumpsum | 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. Partioning 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. 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 (Preferrably hard core door with glass window) with all its relevant door frames and accessories. Door should have genuine lockwood locker and door knob handle and all its alumiunm frames | No. | 2 |  |  |
| **A8.4:** Supply and paint all the interior walls partitioned with 2 coats of paint matching existing wall colours. Preferablly acrylic paint or similar paint which does the same function. (undercoat & final coat) | Lumpsum | 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 |[ ] [ ]  Click or tap here to enter text. |
| Validity of Quotation |[ ] [ ]  Click or tap here to enter text. |
| Payment terms |[ ] [ ]  Click or tap here to enter text. |
| Other requirements *[pls. specify]* |[ ] [ ]  Click or tap here to enter text. |

|  |
| --- |
| 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 NameClick 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. |