**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 per the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

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

**Company Profile**

|  |  |
| --- | --- |
| **Item Description** | **Detail** |
| Legal name of the bidder or lead entity for joint ventures | 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, 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 a 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)* | [ ]  Yes [ ]  No |
| 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 and reference contact details, including e-mail** | **Contract value** | **Period of activity**  | **Types of activities undertaken** |
|  |  |  |  |  |
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**Bidder’s Declaration**

| **Yes** | **No** |  |
| --- | --- | --- |
|[ ] [ ]  **Requirements and terms and conditions:** I/We have read and fully understand the RFQ, including the RFQ Instructions 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 licenses to 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 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 about 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 illegal practices or any other unethical practice with the UN or any other party, and conduct business in a manner that averts any financial, operational, reputational or other undue risks to the UN. Wehave read the UN 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 point of contact of the procuring organization. |
|[ ] [ ]  **Prohibitions and sanctions:** l/We hereby declare that our firm, its affiliates, subsidiaries or employees, including any joint venture/consortium members, subcontractors or suppliers for any part of the contract, is not under procurement prohibition by the UN, including but not limited to prohibitions derived from the compendium of UN Security Council Sanctions Lists, and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN organization, 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 that could impair 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 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.