



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM UNDP TLS CO	DATE: July 22, 2022 REFERENCE: UNDP/TLS/RFQ/0000013193 - Building-Ground and Generator Maintenance Services for UN Compound Dili, Timor-Leste
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

Dear Sir / Madam:

We kindly request you to submit your Quotation for **Building-Ground and Generator Maintenance Services for UN Compound Dili, Timor-Leste** as detailed in Terms of Reference 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: Terms of Reference, Schedule of Requirements /Technical Specifications/Drawings

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.

Documents uploaded in the system as part of your quotation must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Thank you and we look forward to receiving your quotations.

<p>Signature:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>DocuSigned by:</p>  <p>7938473DBCE645A...</p> </div> <p>Name: Ronald Kumar Title: Operations Manager Date: 22 July 2022</p>

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>04 August 2022</p> <p>For exact closing time please refer to https://etednering.partneragencies.org</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 checked="" type="checkbox"/> E-tendering</p> <p style="padding-left: 40px;">Bid submission address: https://etednering.partneragencies.org</p> <ul style="list-style-type: none"> ▪ File Format: PDF, Word, ZIP, RAR or JPG ▪ 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: 10 MB ▪ Mandatory subject of email: UNDP/TLS/RFQ/0000013193 ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. <p>[For eTendering method, click the link https://etendering.partneragencies.org and insert Event ID information]</p> <ul style="list-style-type: none"> • Insert BU Code (TLS10) and Event ID number- 0000013193 <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders</p>
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_andinvestigation.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</p>

	<p>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>X General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	The services shall be paid based on actual number of days event or training has been held
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>
Currency of Quotation	Quotations shall be quoted in United States Dollars US\$
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> <p>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</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>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;</p> <p>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</p> <p>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.</p>
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> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
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> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><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</p> <p><input checked="" type="checkbox"/> Company Profile.</p> <p><input checked="" type="checkbox"/> Local Registration certificate from Timor Leste Government.</p> <p><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;</p> <p><input checked="" type="checkbox"/> TAX Clearance documents</p>

	<input checked="" type="checkbox"/> Latest Audited financial statement for last 2 years.
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	<input checked="" type="checkbox"/> Not permitted
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Successful completion of order
Contact Person for correspondence, notifications and clarifications	E-mail address: procurement.staff.tp@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. 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.
Clarifications	Requests for clarification from bidders will not be accepted any later than 7 days before the submission deadline. Responses to request for clarification will be communicated via e-tendering or email only
Evaluation method	<input checked="" type="checkbox"/> UNDP will award to one offeror only
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"/> At-least 3 years of professional experience in relevant field, <input checked="" type="checkbox"/> At-least 2 similar contracts in relevant field of requested services/works during last 3 years with cumulative contract value of at-least 20,000\$ <input checked="" type="checkbox"/> Financial capacity: Financial turnover of at-least 30,000\$ during last 2 years (2020 and 2021)
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)
Expected date for contract award.	01 September 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
Other Information	The results of this solicitation exercise, UNDP intends to enter into non-exclusive- Long-term Agreement(s) with the one or several successful Offeror(s) for the provision of indefinite quantity of the specified services in support of UNDPs operations. In the event of UNDP signing a Long-term Agreement, the following shall apply: (a) The agreement shall be signed in the currency of Offer: (b) The agreement shall valid for 1 one year with possibility of extension up to a maximum period of 2 (two) additional years, subject to satisfactory performance by the contractor(s) and continued requirement of UNDP. (c) UNDP doesn't not warrant that any quantity of Goods and/ or Services will be purchased during the term this arrangement. (d) The Contractor(s) shall accord the same terms and conditions to any other organization within the United National System that wishes to avail of such terms. (e) The performance of the LTA holder will be monitored on quarterly basis and meetings will be held to improve the quality of services. (f) UNDP will mostly establish one LTA out of this process and all orders shall be placed with the selected LTA holder.

ANNEX 1: Scope of Services

Building and Ground Maintenance and Power Generator services at UN House Compound

1. Objective.

With the desire of all UN agencies to assure and maintaining acceptable standards of maintenance within the environment of the UN Common Premises in Dili, Timor-Leste, the provision of Building and Ground Maintenance Services is required. Because building and maintenance is working to keep or improve every part of a building, its services to a currently acceptable standard and to sustain the utility and value of the facility at UN compound.

The overall of having a Building and Ground maintenance Services is to ensure all premises are in good condition and regular maintenance such as doors, windows, air corn and building equipment and electrical appliance that belong to all agencies weather inside building offices, public toilets and conference rooms and conference rooms facilities and outside buildings remain well-kept. In order to provide Building and Ground Maintenance and Power Generator Services at the UN Agency Compound a competitive process will be launching.

2. Scope of Building, Ground and Generator Maintenance services

To achieve all the objectives, the contractor is expected to provide labor services and shall perform the following tasks which include but not limited to:

1. Provide Electricals, plumbing, carpentering, civil works, air conditioning services (AC) and water/submersible pump service as and when required.
2. On daily basis checking electricity power, Aircon, generator, drainages, sewerage and the water supply, office storages, conference rooms and toilets are functioning normally.
3. Receive work orders from Common Premises Unit then provide services to different Agencies based on request.
4. Plan and prioritize work with consultation and approval of Common Premises Manager (CPM).
5. The Contractor's Technical Supervisor will outsource as required, obtain an estimate of the cost of the work to be done and submit to CPM for further necessary action and subsequent approval. Purchasing of all required items will be sustained by the UN Agencies Common Premises Budget with item quality consultation from the Contractor's Technical Supervisor.
6. Prepare detailed reports describing inspections, repairs and other works & services conducted at UN Premises. Onwards after delivery of above-mentioned type of services, reports to be submitted to CPM for approval daily.
All reports that were approved during following month to be attached to an invoice for confirmation of a monthly fee payment.
7. Prepare a technical report about condition of UN Premises including buildings and power/ AC/ water/ drainage/ sewer working systems once every three months.
8. Prepare preventive maintenance plan including budget for a period of three following months and present in prior to CPM for review and approval and carry out preventive maintenance work as authorized. The maintenance plan for each following three months has to be presented within a first week of previous month.
9. The Contractor shall monitor the conditions of the buildings, electrical installations, air conditioners and assure that they are at all times in good order and not hazardous to use by UN staff members and guests.
10. The Contractor shall assist staff with any special requirements that may come up from time to time and responding to any emergencies which may arise at UN Agency Premises.
11. The Contractor shall provide all necessary equipment, electrical and building appliance means and suitable personnel with appropriate experience for required services in the UN Agency Premises. Maintenance of acceptable standards of maintenance is essential.
12. The Contractor shall also perform miscellaneous services as maybe needed by staff which may include, but not limited to, moving furniture and relocating offices, attending to guests and running errands within or around the building.
The Contractor shall also perform such tasks as may be requested by UNDP for itself or on behalf of any other Agency.
13. Responsible for the provision of skilled electrician/generator technicians to maintain a 750 kVA Cummins to perform the following tasks:
 - a. regular and systematic (Schedule) maintenance imperative, for a generator to operate as always required

- b. Six months Preventive Maintenance
 - c. For every 2 Hours Continuous Engine Running (weekly)
14. The contractor should have an expertise in the area of generator maintenance as well to operate the generator manually anytime once the EDTL power is cutoff.

3. Schedule of services

1. Place a Technical Supervisor and skilled laborer which includes electricians, plumbers, carpenters, civil construction workers, air conditioner (AC) and water/submersible pump service technicians as and when required in the UN Premises from 7.30 to 17.30 hours Monday through Friday and on call at all other times (24 hours /7 days per week) in emergency.
2. During national holidays that are not included in UN Holidays, Contractor's personnel shall also report for work to render regular services.
3. Place a standby technical person who will be responsible to operate the Generator at UN compound when the EDTL power is cutoff and on call at any times (24 hours /7 days per week).
4. In exceptional contingency circumstances, upon request for delivery services after working hours, the contractor will provide personnel required. The cost of services delivered after working hours shall be part of fixed monthly fee and not considered as extra expenses. The Contractor shall therefore maintain a sufficient number of personnel, with regular assignment or on-call basis, for the above-mentioned purposes.
5. The Contractor shall provide uniforms to personnel for easy identification.
6. Contractor will provide training in building maintenance services to personnel.

ITEM NO.	DESCRIPTION OF AREA/ ITEM	DESCRIPTION OF SERVICES	REQUIRED FREQUENCY	PROPOSED FREQUENCY
1.0	Buildings			
1.1	Electrical	Ensure all electrical appliances are working and in good condition.	On call basis	
1.2		Change worn out cables, plugs and accessories	As and when required	
2.0	Water Tank			
2.1		Ensure that the level of water is always at maximum for supplying the toilets and offices. All water pumps are operating properly.	Daily	
2.3		Ensure all water supply appliance (taps, fittings, pipes etc.) are working and in good condition at toilets, offices and external water distributing lines.	Daily	
3.0	Air Conditioners			
3.1		Ensure all air conditioners in offices and Kobe houses are maintained regularly, clean and functioning properly and repair or change damaged ones.	As and when required	
4.0	Drainages and car park			
4.1		Ensure that drainages are not clogged with debris weekly and after heavy rainfalls.	As and when required	
4.2		Potholes in Official and staff car parks are always filled up to avoid settling of water.	As and when required	
4.3		Ensure that all rain gutters at UN premises are not clogged with debris weekly and after heavy rainfalls. Remove tree leaves and other debris from roofs.	As and when required	
5.0	Sewerage			

5.1		Ensure that sewerage pipes from toilets and offices are not clogged and clean when required. Maintain level of liquid waste in five septic tanks and alert CPM for septic tanks cleaning action.	Daily	
6.0	Generator			
6.1		Ensure to operate the generator when the EDTL power is cutoff.	As and when required	
6.2		Ensure the generator engine running properly	Weekly	
6.3		Prepare preventive maintenance plan (Infrequent replacement of major components of generator).	Every Six months	
7.0	Office blocks			
7.1		Ensure that occupational health and safety standards are met and maintained.	Daily	
7.2		Reactive building maintenance to correct faults and damages.	As and when required	
7.3		Repair locks, doors, roofs and windows.	As and when required	
7.4		Prepare detailed reports describing repairs, inspections and other works conducted at UN Premises. Reports to be submitted to CPM for approval. Upon CPM approval, reports to be attached to an invoice to confirm a monthly fee payment.	As and when completed	
7.5		Prepare preventive maintenance plan (Infrequent replacement of major components of buildings).	Monthly	
7.6		Measure and re-construct office spaces, install ventilation, cooling and electrical power sources.	As and when required	
7.7		Alter or modify the fabric of buildings, grounds or their infrastructure.	As and when required	
7.8		Receive work orders and obtain cost estimate of construction work.	As and when required	

4. Qualifications of the Contractor.

The Contractor shall possess the following requirements:

1. Proven track record in rendering satisfactory services to Common Premises, buildings, condominiums, apartments and offices in various business/financial institutions.
2. Practice and enforce the provisions of the National labor code. Copies of license and other permission documents to confirm ability to provide Building and Ground Maintenance Services in Timor-Leste.
3. Financially sound and stable, as may be evidenced by authentic financial statements for the past one (1) of operation.
4. Sufficient trustworthiness of personnel to be allowed access to offices of the highest UN officials and even the most sensitive areas of the UN Premises.
5. Physically and mentally fit personnel to efficiently and effectively perform the daily services required. The Supervisor must be over the age of 21. The Technicians must be over the age of 18.
6. Must possess utmost integrity, outstanding moral character, emotionally stable and ethical in their behavior at all times.
7. The Contractor shall fully recognize that noncompliance or violation of any of the above requirements and standards during the contractor's engagement with the UN may result to request for replacement or personnel or termination of the contract.

5. Duration of Contract

The services of the building maintenance shall be contracted by the UNDP on behalf of the UN Agencies for the UN Common Premises in UN compound Dili, Timor-Leste for a period of one year with two-year optional renewal period. This contract will be renewed on an annual basis subject to their satisfactory performance as may be recommended.

6. Payment Terms

The contract will be a fixed output-based price payable on monthly basis subject to satisfactory service and approval of the report.

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:	Click or tap here to enter text.	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: 2 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<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.
<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 - Services

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.

TABLE 1: Offer to Supply Goods Compliant with Technical Specifications and Requirements

ITEM NO.	AREA/ ITEM	DESCRIPTION OF SERVICES	Unit of measures	Quantity (a)	Unit Price (b)	TOTAL (axb)
1.0	Electrical	Checking, repair and maintenance (Labor cost only)	Monthly	12		
2.0	Water, Sanitation and drainage	Monitoring and ensuring sufficient supply of water within UN compound (Except drinking water), maintenance of water supply accessories as required and use and maintenance of water pump.	Monthly	12		
3.0	Air Cons	Maintenance and regular Servicing of aircon in UN. (Labor cost only)	Monthly	12		
4.1	Generator	Monitoring, maintenance and operating of generator during power cutoff (fuel and other accessories will be provided by the UN)	Monthly	12		
4.2		Preventive Maintenance every six months	Every Six months	2		
		TOTAL				

TABLE 2: Costs breakdown Costs

List of Consumable Item/Personal/Other elements	Unit of Measure	Qty	Unit Price	Total Price per Item
Personnel (workers)				
Cost for electrical services				
Cost for WATSAN and Drainage services				
Cost for AIRCON Services				
Cost for Generator Services				
Total				

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Acceptance of Scope of Services	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Availability of technical staff for provision of services	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation 60 days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms- 30 days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Acceptance of UNDP General Terms and Conditions	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Other Information:

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. 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.