



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM UNDP TLS CO	August 09, 2022
	REFERENCE: UNDP/TLS/RFQ/0000013214 – Waste Collection Services for UN Compound Dili, Timor-Leste

SECTION 1: REQUEST FOR QUOTATION (RFQ)

Dear Sir / Madam:

We kindly request you to submit your quotation for **Waste Collection 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.

Signature:	DocuSigned by: 
Name:	Ronald Kumar 7938473DBCE645A...
Title:	Operations Manager
Date:	09 August 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>23 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>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/0000013214 ▪ 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- 0000013214 <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_an_dinvestigation.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</p>

	vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p>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> <p><input checked="" type="checkbox"/> Latest Audited financial statement for last 2 years,</p>
Quotation validity period	<p>Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.</p>
Price variation	<p>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.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p>
Alternative Quotes	<p><input checked="" type="checkbox"/> Not permitted</p>
Payment Terms	<p><input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p>
Conditions for Release of Payment	<p><input checked="" type="checkbox"/> Successful completion of order</p>
Contact Person for correspondence, notifications and clarifications	<p>E-mail address: procurement.staff.tp@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	<p>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</p>
Evaluation method	<p><input checked="" type="checkbox"/> UNDP will award to one offeror only</p>
Evaluation criteria	<p><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1</p>

	<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 20,000\$ 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	<p>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:</p> <p>(a) The agreement shall be signed in the currency of Offer:</p> <p>(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.</p> <p>(c) UNDP doesn't not warrant that any quantity of Goods and/ or Services will be purchased during the term this arrangement.</p> <p>(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.</p> <p>(e) The performance of the LTA holder will be monitored on quarterly basis and meetings will be held to improve the quality of services.</p> <p>(f) UNDP will establish one LTA out of this process and all orders shall be placed with the selected LTA holder.</p>

ANNEX 1: Scope of Services

Waste Collection Services for UN Compound Dili, Timor-Leste

1. Objective.

The UN House Compound covers a total lot area of 34,228 m² with multiple building offices conference rooms, public toilets all covered and open drainage systems, septic tanks, and an abundance of foliage's. to determine clean less, beauty and hygiene in the office buildings, conference rooms public toilets and all open space of common areas at UN compound, the provision of waste and garbage collection services is highly required. Thus, Common Premises is organizing to hire or contract a company who has experienced of the waste and garbage collection to provide services at UN Compound.

The overall of having a Waste and Garbage collection Services is to ensure emptiness of all Septic tanks and all garbage that place at the UN compound. UNDP as the leading organization performs Services Provider role managing the provision of common premises and related services for UN House in Dili, Timor-Leste. To provide Cleaning and Gardening services to the UN House a competitive procurement process is required.

2.Waste Collection and Disposal system.

To achieve all the objectives, the contractor shall perform the following tasks.

1. Collection and disposal of liquid waste and solid rubbish at the UN Agencies Compound as and when required.
2. Provision of all necessary equipment, special purpose vehicles (a truck with minimum capacity for appr. 5,000 Ltr) and suitable qualified/skilled personnel with appropriate experience who will be required to remove the liquid waste from the 12 (twelve) concrete septic tanks with volume of 4.0m³ each located near, WHO, WFP, IOM, UNRCO, UNICEF, UNDP, UNWOMEN, CPU, Northern and Eastern Entrance Security Gate at the UN Agencies Compound and 5 (five) Prefabricated septic tanks with volume 3.0m³ and 2.5m³ located at the UN Compound.
3. Provision of all necessary equipment, special purpose vehicles and suitable qualified/skilled personnel with appropriate experience who will be required to remove the dry rubbish and wet kitchen waste from 34 green plastic dustbins (220Ltr) at the UN Agencies Compound.
4. The Contractor will control those tradesmen assigned for services provision required and will ensure effective and efficient services of the UN Premises.
5. Maintenance of acceptable standards of hygiene is essential.
6. The Contractor shall also perform such other tasks as may be requested by UNDP for itself or on behalf of any other Agency in connection with waste collection and disposal.

3. Schedule of services

3.1 Waste Collection Services

1. Provide all necessary equipment, special purpose vehicles to support in performing of assigned waste collection and disposal services from 7:00 to 16:00 hours Monday through Friday.
2. Provide personnel with skilled appropriate with experience that is required for successful performance of assigned waste collection and disposal services from 7:00 to 16:00 hours Monday through Friday and on call at all other times (24 hours /7 days per week) in emergency.
3. During national holidays that are not included in UN Holidays, Contractor's personnel shall also report for work to render regular services.
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 removal of liquid waste to be performed from Monday to Friday once per day precisely before 7:50am, or more often upon request from Common Premises Manager or UNDP Operation Manager.
6. The removal of liquid and solid waste to be performed on following schedule:
 - a) The septic tanks with volume of 4.0m³ each located 2 (two) near UNWOMEN, 1 (one) near UNICEF and 1 (one) near CPU to be emptied for 60% of volume ones per day and additionally when it will be requested (but not often than two times per month);
 - b) The 2(two) septic tanks with volume of 4.0m³ each located near Northern and Eastern Entrance Security Gates to be emptied for 100% of volume ones per week and additionally when it will be requested (but not often than one time per month);
 - c) The 2 (two) concrete septic tanks with volume 0,8 m³ and 2.2m³ located at the UN Compound 1 to be emptied for 100% of volume ones per two month and additionally when it will be requested (during raining season);
 - d) The solid rubbish and wet kitchen waste to be collected from 18 green plastic dustbins (220Ltr each) on an acceptable frequency of at least once per day, or more often if required.
7. The Contractor shall provide uniforms to personnel for easy identification.
8. The Contractor will provide training in waste collection and disposal services to personnel.

4. Qualifications of the Contractor.

The Contractor shall possess the following requirements.

1. Proven track record in rendering satisfactory Waste and Garbage collection and disposal services to Common Premises, buildings, condominiums, apartments, and offices in various business/financial institutions.
2. Practice and enforce the provisions of the National labour code. Copies of license and other permission documents to confirm ability to provide waste collection and disposal services and not pollute the green environment 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 and Laborers must be over the age of 18.
6. 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.

Duration of Contract.

UNDP will enter a none binding agreement for period of 1 year and may extend the agreement based on need, satisfactory performance, and demand for further 2 years.

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.

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 - 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

S.N	Type of Services required as per the SCOPE OF SERVICES	UoM	Quantity (a)	Cost Per Unit (b)	Total Cost (axb)
1	Collection and disposal of liquid waste as below: The septic tanks with volume of 4.0m3 each located 2 (two) near UNWOMEN, 1 (one) near UNICEF and 1 (one) near CPU to be emptied for 60% of volume ones every two weeks and additionally when it will be requested (but not often than 4 (four) times per month);	Monthly	12		
2	Collection and disposal of liquid waste as below: The 2(two) concrete septic tanks with volume of 4.0m3 each located near Northern and Eastern Entrance Security Gates to be emptied for 100% of volume ones every 2 (two) weeks and additionally when it will be requested (but not often than 4 (four) times per month);	Monthly	12		
3	Collection and disposal of liquid waste as below: The 5 (five) prefabricated septic tanks with volume 3.0 m3 and 2.5m3 located at the UN Compound 3 to be emptied for 100% of volume ones per week and additionally when it will be requested (During raining season).	Monthly	12		
4	d)The solid rubbish and wet waste to be collected from 34 green plastic dustbins (220Ltr each) on an acceptable frequency of at least once per day, or more often if required	Monthly	12		
	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)				
Transport of waste				
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: (if export licence required this must be submitted if awarded the contract)	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.	
Exact name and address of company Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.