**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: | **RFQ\_24\_2022 – Rehabilitation Of Macomia Attorney** |  |

**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. |
| Contact Person Name | Click or tap here to enter text. |
| Contact Person email Address | Click or tap here to enter text. |
| Contact Person Phone No. | Click or tap here to enter text. |
| 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 or 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 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. |

**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: | **RFQ\_24\_2022 Rehabilitation of Macomia Attorney** | Date:. |

**Technical Offer**

*The Bidder's Technical Offer shall include all the required documents to be submitted in addition to the following:*

***Please complete the following documents including the technical brand name and technical offer:***

|  |
| --- |
| **ANNEX 3.1. *TECHNICAL OFFER for* Rehabilitation of Macomia Attorney** |

***The bidder can use the below table or other form***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Table 1: Brief description of your qualification and capacity that is relevant to the Scope of Works*** | | | | |
|  | Name of The Company | Description of Qualifications | Capacity that is relevant to the Scope of Works | Other relevant infrmation |
|  |  |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

***The bidder can use the below table or other form***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Table 2: Brief methodology statement and implementation Plan*** | | | | |
|  | Name of The Company | Methodology Statement | Implementation Plan | Other relevant infrmation |
|  |  |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

***The bidder should complete the below table***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Table 3. Team composition and CVs of Key Personnel and Availability of staff to perform the work*** | | | | | | |
| **No** | **Full names of the staff** | **Position** | **Qualification** | **Years of Work experience** | **Status: Fully dedicated to this project /partially dedicated to this project** | **CVs to be attached** |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| ..... |  |  |  |  |  |  |

***The bidder should complete the below table***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Table 4. Works performed as a contractor for construction works of a similar nature in the last 3 (three) years*** | | | | | |
| **Name of previous contracts/Project Name** | **Client & Reference Contact Details including e-mail** | **Description of Works** | **Contract Value** | **Period of activity** | **Types of activities undertaken** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

***The bidder should complete the below table***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Table 5. Works’ schedule –*Rehabilitation of Macomia Attorney** | | | |
| **No.** | **Work Chapter** | **Timing of the performance of works from the date of signing the contract** | **Duration of Work/DAYS** |
| **Rehabilitation of Macomia Attorney** | | | |
| 1. | **Rehabilitation Of Macomia Attorney** |  |  |
| **TOTAL NO. OF DAYS** | | |  |

***The bidder should complete the below table***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Table 6. Equipment list*** | | | | | |
| **Equipment list** | **Ownership** | **Rental** | **Value** | **Quantity** | **Period of Rental/contract** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Financial Offer**

**Please Complete the attached Financial Offer in both Excel and PDF**

|  |
| --- |
| **ANNEX 3.2 *FINANCIAL OFFER OF BOQ* Rehabilitation of Macomia Attorney** |

**Please Complete the Below Financial Summary**

|  |  |  |
| --- | --- | --- |
| ***Table 6. Financial Summary*** | | |
| **Rehabilitation of Macomia Attorney** | | |
|  | **Description of Work/Chapter as per BOQ** | **Total Price (MZN)** |
| 1. | **Rehabilitation of Macomia Attorney** |  |
| **TOTAL 1-5 Excluding VAT** | |  |
| **VAT (17%)** | |  |
| **GRAND TOTAL Including VAT** | |  |

**Compliance with Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **You Responses** | | |
| **Yes, we will comply** | **No, we cannot comply** | **If you cannot comply, pls. indicate counter - offer** |
| Delivery Lead Time (Number of calendar days to complete construction works should not be more, than **75 (Seventy-Five) calendar days [10 weeks]** from the date of the contract signing) | ☐ | ☐ | Click or tap here to enter text. |
| Validity of Quotation (90 Day) | ☐ | ☐ | Click or tap here to enter text. |
| Payment terms | ☐ | ☐ | Click or tap here to enter text. |
| Free of charge to the Customer to eliminate any defects, deficiencies, inconsistencies of substandard materials, works, devices, structures, revealed within 12 months after the site was put into operation | ☐ | ☐ | 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. |