# **Section IV: Returnable Quotation Forms**

**Note to Bidders:** **Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Quotation Forms as instructed** **and return them as part of your quotation.**

The following returnable Quotation forms are part of this RFQ and must be FULLY completed and returned by bidders as part of their Submission.

**Form A: Quotation submission form**

Bidders are requested to complete this form, sign it and return it as part of their bid submission. 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.

Date: [Insert submission date]

**Subject: Request for quotations for the Supply, delivery, installation, testing and commissioning of IT Equipment and Electronics with related accessories for the Immigration and Naturalization Department in Mogadishu, Somalia. RFQ Case No.: REQ-SOCO-2020- EPP-064**, dated **[insert date]**

We, the undersigned, declare that:

* 1. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract;
	2. Our quotation shall be valid for the period of time of [90 days] from the date fixed for the submission deadline as set out in the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
	3. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS [If you have any actual or potential conflict of interest as defined in Article 3 of Section I: Instructions to Bidders, please disclose it here];;
	4. Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
	5. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the Contract—has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/PD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 3, Eligibility;
	6. We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact;
	7. 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;
	8. We have not offered and will not offer fees, gifts and/or favours of any kind in exchange for this RFQ and will not engage in any such activity during the performance of any Contract awarded.

I, the undersigned, certify that I am duly authorized by [***insert full name of bidder***] to sign this quotation and bind [***insert full name of bidder***] should UNOPS accept this quotation:

Name: [complete]

Title: [complete]

Date: [complete]

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide the name and contact information for the primary contact from your company for this quotation:

Name: [complete]

Title: [complete]

Email address: [complete]

Telephone: [complete]

**Form B: Price Schedule Form**

Bidders shall fill in this Price Schedule Form in accordance with the instructions indicated.

| **Currency** | **USD** |
| --- | --- |

| **Type of equipment** | **Unit of measure****(UOM)** | **Quantity** | **Unit price FCA (USD)** | **Total price FCA (USD)** |
| --- | --- | --- | --- | --- |
|
| **1** | **HP Computer** |  | Pcs | 50 | Insert] | Insert] |
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|
| **2** | **Windows server 2022** |  | Pcs | 6 | Insert] | Insert] |
| **3** | **Microsoft** |  | Pcs | 6 | Insert] | Insert] |
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|
| **4** | **UPS** |  | Pcs | 6 | Insert] | Insert] |
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|
|
| **5** | **UPS** |  | Pcs | 50 | Insert] | Insert] |
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|
| **6** | **TV screen** |  | Pcs | 2 | Insert] | Insert] |
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|
|
| 7 | **Anti static floor mat** |  | m2 | 35 | Insert] | Insert] |
| 8 | **Installation, testing and commissioning fees (if applicable)** | **lump sum** | 1 | Insert] | Insert] |
| **Bidder’s grand total price (FCA USD)** | Insert] | Insert] |
| **Freight Cost to the Immigration and Naturalization Department in Mogadishu, Somalia.** | **lump sum** | 1 | Insert] | Insert] |
| **Insurance and Customs Clearance Cost to** | **lump sum** | 1 | Insert] | Insert] |
| **Bidder’s GRAND total price DAP (Incoterms 2010) the Immigration and Naturalization Department in Mogadishu, Somalia.** **Note: *Upon Delivery At Place (DAP), the goods will be installed, tested and commissioned before payment is made to the contractor/Supplier.*** |  |

**Warranty: Minimum of 24 months for the IT equipment and 12 months on the other items.**

Payment terms 30 days accepted: ☐ Yes

**Bidder’s discount for accelerated payment:** \_\_\_\_% of total firm price for each calendar day less than thirty (30) days

**List of subcontractors or suppliers**

Bidders must identify the names of all subcontractors/suppliers who will be providing goods/services under this Contract and the type of work being subcontracted, if applicable.

1. \_[Full legal name and address of subcontractors]\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, the undersigned, certify that I am duly authorized by [***insert full name of Bidder***] to sign this quotation and bind [***insert full name of Bidder***] should UNOPS accept this quotation:

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: Bidders must include the following documents in their submissions:**

* Complete specifications of the products offered, photos/catalogue and country of origin of the products that they are proposing.

**Form C: Technical Quotation Form**

**Name of Bidder: [insert name of Bidder]**

1. **Please fill the Bidder’s specification column with the corresponding details of your offer in each row/ line. Bidders MUST NOT copy and PASTE UNOPS’ specifications.**
2. **A dimension/measure deviation of +/- 20mm or 2cm may be acceptable as may be deemed fit at the time of evaluation of bids.**

| **Item No.** | **UNOPS Specifications (Description (Note: the photos are only indicative, not actual)** |
| --- | --- |
| **Minimum technical requirements** | **Quantities** | **Complies with UNOPS Specifications****(Indicate YES/NO)****If NO, please indicate deviations** | **Bidder's specification i.e details of offered item to be indicated on each corresponding row below; DO NOT use YES/NO answers**  |
| **1** | **HP Computer**HP All-in-One 24-df1036xt All-in-One PC, Intel i5, 8 GB memory; 1 TB HDD storage; 256 GB SSD storage23.8" inch diagonal FHD display, Windows 10 professional,Microsoft office 2019. | 50 |  | Insert specification details of your offer (in this **row**) |
| **2** | **Windows server 2022**Windows server 2022, Standard edition license | 6 |  | Insert specification details of your offer (in this **row**) |
| **3** | **Microsoft**SQL Server 2022 Standard edition license | 6 |  | Insert specification details of your offer (in this **row**) |
| **4** | **UPS**MercuryModel:MP9106SCapacity:6KVA/5.4KWInput:220Vac,50/60Hz,40A Max,1ФOutput:220Vac,50,60Hz,25A, 1ФBattery:120VdcProtective ClassIcc:10kA | 6 |  |  |
| **5** | **UPS**Input frequency:50HzInput phase: Single-phaseCold Start (0 to 100% load): Press the ON/OFF switchInput range (220V):140V-300VRating output (VA):650VARating output (W):390WRating output (W): Battery mode(simulated sine wave),Power factor:0.6Rating voltage:220VRating frequency:50HzOutput Frequency Line-mode: Synchronize with the UtilityBattery mode:50 Hz±1HzBackup Tim – Typical:10mins to 18mins (depending on load)Dimension:390x 145 x 220 (mm) | 50 |  |  |
| **6** | **TV screen**60 inch Samsung Tv screen SmartQLED 4K,Resolution 3,840 x 2,160,Picture Processor Quantum Processor Lite 4K, Dolby Yes,Wi-FiYes (WiFi5) IP Control Yes | 2 |  | Insert specification details of your offer (in this **row**) |
| **7** | **Anti static floor mat**Thickness=2mmTensile strength=-8mp +/-1Elongation breaking point=350%+/-50Density=1.3+/-0.05 [SG]Tear strength = 45=/-5Abrasion resistance=85Heat resistance=Undamaged by iron and solder temperature 260º CChemical Resistance=IPA, Acetone or common solvents will not produce discolourationUV Resistance=No discolouration or fading effectStud Force=6 kgs/ 59cm (Recommended)Surface Resistivity - Black= 103 - 105Surface Resistivity - Colour =107 - 109 | 35 |  | Insert specification details of your offer (in this **row**) |

**Delivery requirements and Comparative Data Table:**

| **UNOPS Requirements** | **Is quotation compliant?** Bidder to complete | **Details** Bidder to complete |
| --- | --- | --- |
| **Delivery time** | Bidder shall deliver the goods  **4 Weeks (30 days)** from date of contract signature.***Note: The delivery period is very important and will thus form part of the evaluation criteria.*** ***Bidders must propose/indicate the delivery period of which they are sure of fulfilling.***  | ☐ Yes ☐ No | Insert details  |
| **Delivery place and Incoterms rules (Option 1)** | DAP (Incoterms 2010) **Immigration and Naturalization Department in Mogadishu** | ☐ Yes ☐ No | Insert details  |
| **Consignee details** | DAP (Incoterms 2010) **Immigration and Naturalization Department in Mogadishu***Contact details to be provided to the winning bidder*  | ☐ Yes ☐ No | Insert details  |
| **UNOPS Right to vary requirements** | At the time the Contract is awarded, UNOPS reserves the right to vary the quantity of the goods and associated services specified above, provided this does not exceed +/- 20%, without any change in the unit prices or other terms and conditions of the RFQ. | ☐ Yes ☐ No | Insert details  |
| **Payment term** | UNOPS standard payment term is 30 days after delivery.Payment shall be subject to final acceptance, which includes confirmation that all equipment supplied are genuine products with warranty. | ☐ Yes ☐ No | Insert details |

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in **Section III: Schedule of Requirements**.

 ☐ Yes ☐ No

ANY DEVIATION MUST BE LISTED BELOW:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Form D: Previous Experience Form**

Name of Bidder: [insert name of Bidder]

| **Description of services/goods** | **Country** | **Total amount of Contract** | **Contract Identification and Title and****Contact details of Client****(Name, Address, telephone, email, fax)** | **Year project was undertaken** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
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**Note: Insert more rows/boxes above as required.**

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_