



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: DRUGS, MEDICINES AND VACCINES FOR the UN CLINIC	Date: 02 February 2022
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP RWANDA Country Office kindly requests your quotation for the provision of UN CLINIC Medicines as detailed in 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: Schedule of Requirements
- Annex 2: Quotation Submission Form
- Annex 3: Technical and Financial Offer

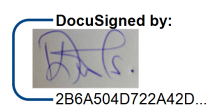
When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before Thursday, **15th February 2022, 5:00 PM KIGALI TIME** and submitted on the following email: offers.rw@undp.org or at UNDP Rwanda Office , KN 67 Street No 4; P.O Box 445, Kigali

Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Shelagh Doreen Kahonda Rwitare

UNDP Operations Manager



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>15th February 2022 5:00 PM KIGALI TIME</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 type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address: offers.rw@undp.org</p> <p><input checked="" type="checkbox"/> Courier / Hand delivery at UNDP Rwanda Office / Registry Office KN 67 Street No 4; P.O Box 445, Kigali</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: etendering</p> <ul style="list-style-type: none"> ▪ File Format: Click or tap here to enter text. ▪ 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: Click or tap here to enter text. ▪ Mandatory subject of email: Click or tap here to enter text. ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The bidder should receive an email acknowledging email receipt. <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 and Event ID number <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: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</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	<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,</p>

Conduct, Fraud, Corruption,	<p>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 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 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><input type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [indicate number of days]</p> <p><input type="checkbox"/> Others [pls. specify]</p>
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 [amend in case of other eligibility requirements].</p>

Currency of Quotation	Quotations shall be quoted in RWF
Joint Venture, Consortium or Association	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. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.
Only one Bid	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. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: 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 b) they have the same legal representative for purposes of this RFQ; or 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; 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 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.
Duties and taxes	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: All prices must: <input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation	Click or tap here to enter text Including documentation including catalogues, instructions and operating manuals.
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Official authorization to provide/ sell pharmaceutical and reagents in Rwanda <input checked="" type="checkbox"/> Provide the Delivery date of requested items <input checked="" type="checkbox"/> Confirm that the Expiry date is at least 3 Years from delivery date
Quotation validity period	Quotations shall remain valid for 30 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 <input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted

	If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote”
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other Click or tap here to enter text.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection, the payment will be done only once UN Clinic authorized official confirms the reception and the pharmaceutical items (in quality and quantity) received <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
Contact Person for correspondence, notifications and clarifications	<p>E-mail address: marcel.baziruwaha@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	Requests for clarification from bidders will not be accepted any later than 1 days before the submission deadline. Responses to request for clarification will be communicated via email by nadine.umuhire@undp.org
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
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"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others Click or tap here to enter text.
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, Click or tap here to enter text. 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 type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	22 February 2021
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
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

ANNEX 1: SCHEDULE OF REQUIREMENTS

#	Item Description	Requested Quantity	Expiry date at least 3 Years from delivery date Tick→ (YES or NO)
1	Amarel 2 mg, boîte de 30 ces	24 boîtes	
2	Amarel 4 mg, boîte de 30 ces	24 boîtes	
3	Glucophage 1000 mg, boîte de 30 ces	24 boîtes	
4	Glucophage 850 mg, boîte de 100 ces	10 boîtes	
5	Glucophage 500 mg, boîte de 100 ces	4 boîtes	
6	Crestor (rosuvastatin) ce de 10mg, boîte de 30 ces	24 boîtes	
7	Deslor 5 mg comprimé boîte de 15ces	100 boîtes	
8	Adrenaline injectable, ampoule de 1ml/1mg	10 Ampoules	
9	Nexium injectable, Flacon de 40mg	10 flacons	
10	Charbon active en comprimés boîte de 30 comprimés	2 boîtes	
11	Curam 625 comprimés (Amoxicilline 500mg + Acide clavulanique 125mg) / boîte de 14 comprimés	50 boîtes	
12	Clamoxyl gel 500 mg /boîte de 12 gélules	50boîtes	
13	Ciprofloxacine 500mg /ce, boîte de 100ce sous film	300 ces	
14	Biodroxyl (cefadroxil) 500mg/ce Boîte de 12 comprimés	10 boîtes	
15	Clamoxyl poudre pour susp 250mg/5ml	20 flacons	
16	Perfalgan, Paracetamol injectable, flacon de 1g	10 flacons	
17	Coartem Artemeter80mg/Lumefantrine480mg 35 kg, boîte de 6 comprimés	5 boîtes	
18	Coartem 5 à 14 kg /boîte de 6 comprimés	5 boîtes	
19	Tinidazole ces 500mg/ blister de 4 ces / boîtes de 100 ces	3 boîtes	
20	Albendazole sirop	10 flacons	
21	Ventolin spray 100 mg/dose, flacons de 120 doses	12 flacons	
22	Aspirine cardio 100 mg, boîte de 30	5 boîtes	
23	Atenolol ces 50 mg, /boîte de 30ces	12 boîtes	
24	Amlozaar 5/50mg /boîte de 30	60 boîtes	
25	Amlozaar-H 50/5/12.5mg boîte de 30	12 boîtes	
26	Losartan denk 50mg /boîte de 30	12 boîtes	
27	Colosar denk(losartan-H50/12.5) boîte de 30ces	24 boîtes	
28	Hydrochlorothiazide (Esidrex) 50 mg/bte de 30 ces	1 boîtes	
29	Nebilong ces 5mg, /boîte de 30	12boîtes	
30	Nifédipine Retard ces 20 mg/btes de 10x10	5 boîtes	
31	Diamicron 60mg/ce/ boîte de 30mg	12boîtes	
32	Tullegras-10x10 cm, boîte de 10 pièces	2 boîtes	
33	Povidine Iodine 10% /flacon de 100ml	10 flacons	
34	Anesthésie locale lidocaïne 2%, flacon de 10 ml	5flacons	
35	SRO sachets de 20,5 g /boîte de 50 sachets	1 boîte	
36	Ringer Lactate bouteilles de 500ml	12 Flacons	
37	Maalox liquide / boîte de 30 sachets	10 boîtes	

38	Pento denk (pentoprazole) 40mg/ce boite de 28ces	50 boites	
39	Dafrazol(omeprazole) ce de 20 mg /btes de 14 ces	36 boites	
40	Phosphalugel sachets / boite de 26	10 boites	
41	Surgical Mask (PPE) Boites de 50 pièces	60 boites	
42	Aniosgel, flacon de 1 Litre	30 litres	
43	Gants non stérile numéro 7.5/boite de 100 pièces, carton de 10 boites	10 cartons	
44	Seringues de 5ml+aiguille de 21G boite de 100 pièces	1 boite	
45	Seringues de 10ml+aiguille de 21G boite de 100 pièces	1 boite	
46	IV Line, Catheter G22	20 pieces	
47	Trousse a perfusion, boite de 50 pieces	1 boites	
48	Pommade camphre/ flacons de 100 gr	10 flacons	
49	Alcool dénaturé, can de 5 litres	3 cans	
50	Neurorubine Forte cp/ boite de 20ces	12 boites	
51	Compresse stérile 10x10cm/ boite 10	5 boites	
52	Avamys 27.5 mcg 120 doses	30 flacons	
53	Spasfon lyoc en ce /boite de 20 ces	10 boites	
54	Brufen ce 400 mg, boite de 30ces	30 boites	
55	Decontractil crème, tube 100ml	10 tubes	
56	Thermo creme tube of 40 g	5 tubes	
57	Doliprane 500 mg boite de 16 ces	20boites	
58	Efferalgan Effervescent/vit C / boite en 2 tubes	50 boites	
59	Efferalgan Effervescent 1000mg	10 boites	
60	Brufen Sirop 100 mg/ 5ml	10 flacons	
61	Tramadol hydrochloride effervescent 25mg/ce boite de 10ces	10 boites	
62	Oracefal sirop 250 mg/5ml flacon de 60 ml	10 flacons	
63	Bronchathiol 2% sp, fl. 100 ml	10 flacons	
64	Bronchathiol 5% sp 100 ml	20 flacons	
65	Broncalène adultes 100 ml	30 flacons	
66	Broncalène enfant 150 ml	10 flacons	
67	Paidoterin sirop 100 ml	10 flacons	
68	Rhinathiol Prométhazine, flacon 125ml 100 ml	20 flacons	
69	Toplexil sp 150 ml, flacon 100 ml	40 flacons	
70	Revaxis (DTP) 1 dose	10 doses	
71	Engerix 1dose	30 doses	
72	Havrix 1440 1 dose	10 doses	
73	Menactra / 1dose	10 doses	
74	Priorix (MMR) 1dose	10 doses	
75	Verolab /1 dose	30 doses	
76	Typhim vi /1dose	20 doses	
77	Stamaril 1 dose	10 doses	

78	Folded thermal, recorder paper (SE-1201 A4 Paper) for EDAN SE-12, ECG machines, version 3.2	5 packs	
79	Presept (effervescent desinfectant cemprimes 2,5g, boite de 100ces	3 boites	
80	Obsorbent coton wool, BP 500g par rouleau	5 Rouleaux	
81	Gants sterile, No 7.5, boite de 50 pairs	1boite	
82	MEDICAL ANKLE BOOT,COMFORTABLE, Hook & Loop, INFLATABLE AIR BLADDER,QUICK RELEASE AIR VALVE, X-Large (Pack of 1),	1 piece	
83	MEDICAL ANKLE BOOT,COMFORTABLE, Hook & Loop, INFLATABLE AIR BLADDER,QUICK RELEASE AIR VALVE, Medium Size (Pack of 1),	1 piece	

NOTE TO BIDDERS:

The service provider should provide the official authorization to provide/ sell pharmaceutical items in Rwanda.

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods 1 week after Purchase Order issuance.
Delivery Terms (INCOTERMS 2020)	DDP INCOTERM 2000
Customs clearance (must be linked to INCOTERM)	<input type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> UNDP (where applicable) <input checked="" type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	UN Clinic RWANDA, KG 28 KIMIHURURA , House No 19, Plot 549 P.O Box 445 Kigali
Distribution of shipping documents (if using freight forwarder)	N/A
Packing Requirements	NA
Training on Operations and Maintenance	NA
Warranty Period	NA
After-sales service and local service support requirements	NA
Preferred Mode of Transport	-

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

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.

Currency of the Quotation: Click or tap here to enter text.						
INCOTERMS: Click or tap here to enter text.						
Item No	Description	UOM	Qty	Expiry date at least 3 Years from delivery date (Yes or No)	Unit price	Total price
1.	Click or tap here to enter text.					
2.	Click or tap here to enter text.					
3.	Click or tap here to enter text.					
4.	Click or tap here to enter text.					
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	Total Price	
	Other Charges (specify)	
	Total Final and All-inclusive Price	

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty and After-Sales Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements <i>[pls. specify]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Other Information:

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
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.	
<p><i>Exact name and address of company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>