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REQUEST FOR QUOTATION (RFQ)

Title: SUPPLY AND IMPLEMENT TECHNOLOGICAL TRANSFER OF 3D CAD/CAM TECHNOLOGY TO ORTHOPEDIC WORKSHOP OF HVP GATAGARA RWANDA.

RFQ Reference: **UNDP/RWA/RFQ/2021/13 RE-ADVERTIZED**

Date: 28 September 2021

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP RWANDA kindly requests a Quotations in favour of **HVP GATAGARA RWANDA** from Firms to supply the following as detailed in Annex 1 of this RFQ:

This Request for Quotation (RFQ) 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 **05th October 2021** to the following email: **offers.rw@undp.org**.

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.

Issued by:

Signature: Varsha Redkar-Palepu

Name: Varsha Redkar-Palepu

Title: Deputy resident Representative

Date: September 28, 2021

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	05 th October 2021– 05:00 pm KIGALI TIME
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 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>
Cost of preparation of quotation	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.
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 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</p>

	<p>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 checked="" 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 checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [20 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.</p>
Currency of Quotation	Quotations shall be quoted in RWF or USD
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 inclusive of VAT and other applicable indirect taxes</p> <p><input 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"/> RDB Registration certificate.</p> <p><input checked="" type="checkbox"/> Copy of one (1) contract for similar requirement</p> <p><input checked="" type="checkbox"/> Two Statement of satisfactory Performance (Certificates) from the top 2 clients in terms of Contract value in similar field.</p>
Quotation validity period	<p>Quotations shall remain valid for 60 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>The service provider shall be paid upon completion of the following milestones AS PRESCRIBED IN Terms of References</p> <p>After supplying, installation and commissioning of the equipment</p>
Conditions for Release of Payment	<p><input type="checkbox"/> Passing Inspection</p> <p><input checked="" type="checkbox"/> Passing all Testing</p> <p><input checked="" type="checkbox"/> Written Acceptance of equipment based on full compliance with RFQ requirements</p> <p><input checked="" type="checkbox"/> Submission of correct invoice by the contractor</p>
Contact Person for correspondence, notifications and clarifications	<p>Focal Person: Christa Munezero Uwamahoro</p> <p>E-mail address: christa.uwamahoro@undp.org</p> <p>WITH A COPY TO: Mbasa Rugigana Email: mbasa.rugigana@undp.org</p>
Clarifications	<p>Requests for clarification from bidders will not be accepted any later than 3 working days (Saturdays and Sundays are not working days) before the submission deadline. Responses to request for clarification will be communicated through addendum through Atlas before submission deadline</p>
Evaluation method	<p><input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the Lowest priced technically responsive offeror</p>

Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with schedule of requirements (technical specifications) as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> full acceptance of warranty as specified in Annex 3 <input checked="" type="checkbox"/> Earliest Delivery /shortest lead time <input checked="" type="checkbox"/> All requested document submitted <input checked="" type="checkbox"/> Inclusive lowest priced technically responsive offer
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.	19 October 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

**TERMS OF REFERENCE and SCHEDULE OF REQUIREMENTS TO
SUPPLY AND IMPLEMENT TECHNOLOGICAL TRANSFER OF 3D
CAD/CAM TECHNOLOGY TO ORTHOPEDIC WORKSHOP OF HVP
GATAGARA**



Title:	Supply and implement technological transfer of 3D CAD/CAM technology to orthopedic workshop of HVP Gatagara
Duty station	Rwanda (Nyanza District)
Application Deadline:	05/October/2021
Type of contract:	Contract for Goods and/or Services
Category	International Firm
Expected starting date:	Immediately after signing the contract
Duration	3 months

I. Background

HVP Gatagara is a center that assists persons with disabilities by providing orthopedic care, assistive technology products, physiotherapy, community-based rehabilitation and inclusive special education for persons with disabilities in Rwanda. The production of prosthetic and orthotic devices at HVP Gatagara is done by the use of two technologies, including polypropylene and modular technology. Polypropylene, the most used technology in Rwanda, involves a manual plaster casting process, which has many constraints. The entire process requires a lot of manual work which is time consuming and not precise. As a result, the quality of the produced prosthetics/orthotics is minimal and consequently, persons with disabilities become heavily affected.

II. Objective

With technology advancement in Modern Computer-Aided Design and Manufacturing (CAD/CAM) and 3D printing solutions, prosthetics and orthotics can now be easily manufactured using 3D CAD/CAM technology. This automation process significantly reduces the stages and the time it takes to produce artificial limbs compared to the standard manual process used at HVP Gatagara. In addition, the quality of designed prosthetics and orthotics using 3D CAD/CAM technology offer great comfort to the patients.

By leveraging on the power of technology-based innovation to accelerate development and change lives, UNDP Rwanda is seeking to support HVP Gatagara to digitize its orthopedic workshop in Nyanza to improve the quality of prosthetic and orthotic devices, and optimize processes as well as delivery times of services for persons with physical disabilities in Rwanda.

Expected outcomes

- Improving the quality of assistive devices delivered to persons with disabilities
- Reducing waiting time during manufacturing process to serve persons with disabilities who may benefit from prosthetics and orthotics

- Increase range and choice of prosthetic and orthotic service users through cost effectiveness and technologies.

III. Deliverables

A. Deliverable I

Supply the most modern and innovative machines and equipment in the 3D CAD/CAM technology described in the table below to HVP Gatagara prosthetics and orthotics department, such as the installation of new specialized equipment and software described in the table below.

Detailed Technical Specifications for items to be supplied

No	Items to be supplied Description/Specifications [Phase 1]
1	<ul style="list-style-type: none"> • Scanning Technology to capture patient's shape faster and more accurately than plaster casts. <ul style="list-style-type: none"> ○ 3D non touch scanner Accuracy: 0.05mm, white light technology Resolution: 0.1mm Data Capture Rate: Scan speed of 550,000 points/second Dimension: 35 X 35 X 13 mm ○ 2D scanner: Podometric base including feet scanner Accuracy: True color: 48-bit Color Scanning, Gray Mode: 16 bit, 8 bit, Text /Line Art: 1 bit Resolution: 2400 dpi (H) x 2400 dpi (V) Data Capture Rate: Scanning Area: 297mm x 420mm ○ Scanning software: Must allow users a faster scanning experience during operation. Outputs standard file format includes: STL, OBJ, PLY, ASC, 3MF and P3. Compatible with most mainstream software packages in the market. Must provide mesh editing such as clean, hole filling, data simplification, smoothing, sharpen and measuring. ○ Computer: Computer Model: HP ZBook 15 Processor: Intel Core i7 Operating System: Windows 10 64 bits Graphics Card: NVIDIA card with 2GB memory or more OpenGL 4.5 and later Resolution: Full HD resolution Memory: 32GB Hard Drive: 1TB Connecting Ports: 1*USB 2.0, USB 3.0 Compatible ○ Other related accessories such as cables, chargers etc.
2	<ul style="list-style-type: none"> • Modification Software: Windows technology, the software must have a modular structure that allows it to be configured for individual use or in a network, with a database of patients, prescribers and technicians.
3	<ul style="list-style-type: none"> • Milling Machine <ul style="list-style-type: none"> ○ Robust three-phase vertical milling machine with steel frame designed and manufactured for the milling of PU blocks, to reproduce shapes of orthopedic molds and final cosmetic covers, for lower limb prostheses. ○ Spindle transmission: through x, y-axes

	<ul style="list-style-type: none"> ○ Speed: 100mm / sec ○ Resolution: 0.005mm ○ Milling capacity: 605 x 1005 mm ○ Milling motor: 3CV x 24.000 r.p.m. ● Foam for milling machine <ul style="list-style-type: none"> ○ Molded density kg / m³ 55 – 65, Compressive strength 10% kPa 350-550; or ○ Molded density kg / m³ 70 – 80, Compressive strength 10% kPa 600-800
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B. Deliverable II

Installation and maintenance of equipment specified above. Provide maintenance of the equipment at least one year after the installation.

C. Deliverable III

Provide technological transfer to the prosthetics & orthotics department in the 3D CAD/CAM technology, with specialized software training and capacity building in the professional utilization of cutting edge technologies to orthopedic technicians at HVP Gatagara.

1. Instructions on use of milling machines, scanning, modification on software and production of insoles.
2. Training on orthotic modification on Software
3. Training on production of prosthetics
4. Instructions on use of new milling machines, scanning, modification on software and production of prosthetics.

IV. Competencies

The service provider should have the following competencies:

- Experience of at least 5 years in modern technology for rehabilitation and ortho-prosthetic services.
- Considerable experience in creation of ortho-prosthetic workshops.
- Experience in training ortho-prosthetic technicians on site.
- Relevance of specialized knowledge and experience on similar engagements done in the country and/or experience in the region will be an advantage.

V. Timeline of the consultancy

The assignment is expected to be completed in 3 months.

VI. Terms of payment

The service provider will be paid as a lump sum (inclusive of all expenses related to the work to be done), which will be fixed regardless of changes in the cost components. The payment will be done upon completion of the following milestones:

Set of deliverables	Description	Percentage	Timeline

Deliverable 1	A delivery report of the below equipment with detailed specification described in the deliverables section approved by a technical team. Delivery of: - 3D non touch scanner - 2D scanner: Podometric base including feet scanner - Computer other related accessories such as cables, chargers etc. - Scanning software - Modification software - Milling machine - Foam for milling machine	50%	November, 2021
Deliverable 2	Installation and inspection of equipment	20%	End of November, 2021
Deliverable 3	1. Training on use of milling machines, scanning, modification on Software and production of insoles. 2. Training on orthotic modification on software 3. Training on production of prosthetics 4. Instructions on use of new milling machines, scanning, modification on software and production of prosthetics.	30%	November-December 2021

VII. Institutional Framework

UNDP will contract the best service provider that fulfills the criteria outlined in these ToRs. It will manage the contract and will execute all payments in accordance with the agreed payment schedule once it receives the confirmation of the full completion of each milestone. HVP Gatagara will oversee the validation process of products and services procured and avail staff of the institution to be involved in the monitoring of the process, trainings and reports verification.

VIII. Duty station

The duty station is Nyanza District in Rwanda. However, it is important to note that in case the consultants of the selected service provider are based outside Rwanda they will be required to travel and stay in Nyanza during the installation process, trainings, and coaching time. The cost of travel to and from Rwanda and stay in Nyanza should be included in the financial proposal.

Delivery Requirements

Delivery Requirements	
Delivery date and time	
Delivery Terms (INCOTERMS 2020)	DAP
Customs clearance (must be linked to INCOTERM)	<input checked="" type="checkbox"/> Shall be done by the supplier
Exact Address(es) of Delivery Location(s)	HVP Gatagara Rwanda premises
Distribution of shipping documents (if using freight forwarder)	.
Packing Requirements	As per manufacturer packing, supplier must ensure the goods are delivered to final destination without any physical damage
Training on Operations and Maintenance	Required during installation
Warranty Period	Warranty for one year (The bidder must submit warranty certificates)
After-sales service and local service support requirements	N/A
Preferred Mode of Transport	The supplier may use any mode of transportation as long as the ordered goods are delivered to final destination as per delivery timeline.

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: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value in RWF	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.

Yes	No	
<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: RWF				
INCOTERMS: DAP 2020				
Item No	Description	Qty	Unit price in RWF	Total price in RWF
Total Final and All-inclusive Price				

Delivery Time:

↑Please state your Delivery lead time

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Offer complies with Minimum Technical Specifications for each equipment	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS 2020, DAP)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Warranty (Standard Manufacturer)	<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	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements	<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. 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>