**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? | [ ]  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. |
| **Previous relevant experience: 3 contracts in provision of vehicle contract management**  |
| **Name of previous contracts** | **Client & Reference Contact Details including e-mail** | **Contract Value***(please provide currency)* | **Period of activity** *(month/ year)* | **Types of activities undertaken** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**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 - GOODS**

*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: MDL (Moldovan Leu) for local suppliers and USD (US Dollars) for international suppliers****INCOTERMS: DDP** |
| **Item No** | **Description** | **Qty** | **Unit price****(VAT 0%)*****[please insert currency]*** | **Total price** **(VAT 0%)*****[please insert currency]*** |
| 1. | Brand new All-Wheel Drive (4WD) Vehicle | 4 units |  |  |
| Total Price |  |
| Transportation Price |  |
| Insurance Price |  |
| Other Charges (specify) |  |
| **Total Final and All-inclusive Price *[please insert currency]*** |  |

*\*In case the transportation, freight insurance and after-sales service and/or other costs are included in the value of vehicle and cannot be reflected as a separate line of expenses, please specify 0 value in the respective line in the table above, while the price of 0.01 USD is to be indicated in the section “Lines” of Quantum tender system. In such a situation, the exact Contract price will be corrected during the contract negotiation with the winner.*

**Compliance with Requirements**

|  |  |
| --- | --- |
|  | **You Responses** |
|  | **Yes, we will comply** | **No, we cannot comply** | **If you cannot comply, pls. indicate counter - offer** |
| Minimum Technical Specifications |[ ] [ ]  Click or tap here to enter text. |
| Delivery Term (INCOTERMS): DDP |[ ] [ ]  Click or tap here to enter text. |
| Delivery Lead Time: 60 days |[ ] [ ]  Click or tap here to enter text. |
| Warranty and After-Sales Requirements |[ ] [ ]  Click or tap here to enter text. |
| Validity of Quotation *90 calendar days* |[ ] [ ]  Click or tap here to enter text. |
| Payment terms |[ ] [ ]  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: (*if export licence required this must be submitted if awarded the contract*) | 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. 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.  |

**ANNEX 4: TECHNICAL RESPONSIVENESS TABLE**

*Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form and 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. |

Bidders shall supplement the information provided in the tables below with detailed description of the offered goods, including design and Technical Data Sheets (including photos).

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Technical requirements (Features at least)** | **Conformity**(Yes/No) | **Offered Brand, Model and Exact** **characteristics***(Technical characteristics should not be less/worse than those listed in Annex 1: Schedule of Requirements)* |
| **1** | Engine: petrol, diesel or hybrid, minimum 90 HP  |  |  |
| **2** | Transmission: 4x2 (FWD) or 4x4 (AWD) |  |  |
| **3** | Gearbox: automatic or continuously variable transmission (CVT) |  |  |
| **4** | Steering: Left Hand Drive (power assisted steering) |  |  |
| **5** | Seating: minimum 5 seats (including driver) |  |  |
| **6** | Doors: 4 doors + trunk  |  |  |
| **7** | Ground clearance: minimum 180 mm  |  |  |
| **8** | Body type: SUV  |  |  |
| **9** | Fuel standards: Euro 5 (or higher standard emission compliant) |  |  |
| **10** | Windscreen wipers with intermittent function  |  |  |
| **11** | Electrically adjustable and heated door mirrors  |  |  |
| **12** | Daytime running lights function |  |  |
| **13** | Parking sensors (front and back) and reverse parking camera |  |  |
| **14** | Exterior color – ~~White or White Metallic~~ within the limit of availability (corrected) |  |  |
| **15** | 12V socket in the habitacle and in the trunk  |  |  |
| **16** | Air-conditioner  |  |  |
| **17** | Front and rear electric windows  |  |  |
| **18** | Illuminated luggage compartment  |  |  |
| **19** | Audio system with USB and Bluetooth® connection  |  |  |
| **20** | Height adjustable seats in front (at least driver’s seat);  |  |  |
| **21** | Foldable back seat bench with head restraints.  |  |  |
| **22** | Trunk volume: at least 300 liters |  |  |
| **23** | Height adjustable headrests  |  |  |
| **24** | 3-point seatbelts on all seats  |  |  |
| **25** | Driver and passenger front airbags  |  |  |
| **26** | Curtain airbags  |  |  |
| **27** | Central locking with remote control, electronic engine immobilizer  |  |  |
| **28** | ABS and ESP  |  |  |
| **29** | Electronic Brake-force Distribution (EBD)  |  |  |
| **30** | Front fog lights  |  |  |
| **31** | Rubber mats  |  |  |
| **32** | Spare wheel  |  |  |
| **33** | First aid kit  |  |  |
| **34** | Fire extinguisher  |  |  |
| **35** | Car jack  |  |  |
| **36** | Warranty: minimum 3 years or 100,000 km whichever occurs first |  |  |

|  |
| --- |
| 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. 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.  |