## 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: | **RFQ24/02968: Production and supply of furniture for the UNDP Common Office Space** | 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:**  **At least 3 (three) contracts in the field of production and supply of similar furniture**  **within the last 3 (three) years** | | | | | |
| **Name of previous** | **Client & Reference** | | **Contract** | **Period of activity** | **Types of activities** |
| **contracts** | **Contact Details** | | **Value** *(please* | *(month/ year)* | **undertaken** |
|  | **including e-mail** | | *indicate* |  |  |
|  |  | | *currency)* |  |  |
|  |  | |  |  |  |
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**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 we have read the United Nations Supplier Code of Conduct :https://[www.un.org/Depts/ptd/about-us/un-supplier-code-conduct](http://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 and Sanctions:** l/We hereby declare that our firm, ultimate beneficial owners, 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 we  certify 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: | **RFQ24/02968: Production and supply of furniture for the UNDP Common Office Space** | Date: Click or tap to enter a date. |

**Please fill in the pricing information for all LOTs. UNDP shall award the Contract for both LOTs or for LOT 1 only.**

**Bidders must include** **all costs related to the completion of the assignment in their quotation price. Therefore, the price per each item shall include the costs for:**

* **Transportation services (delivery)**
* **Assembling and installation services**
* **Warranty on all items – 24 months on parts (incl. mechanisms) and labour**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Currency of the Quotation: MDL for local Suppliers and USD for international Suppliers (VAT exclusive)**  **INCOTERMS: DDP** | | | | | | | | | |
| **#** | ***Item*** | **Description**  ***(as per details mentioned in Annex 1: schedule of requirements and Annex 4: Technical design and specifications of furniture)*** | **UOM** | **Qty** | **Unit price (VAT 0%),**  ***[please insert***  ***currency]*** | **Transportation, assembly and warranty price (VAT 0%)**  ***[please insert***  ***currency]*** | **Total price (VAT 0%)**  ***[please insert***  ***currency]*** | **Latest delivery time** |
| **LOT 1** | 1 | Work Desk / Masă de Birou | each | 116 |  |  |  | ***[Please indicate number of calendar days from contract signature*** |
| 2 | Drawer Unit with castors / Comodă cu rotile | each | 116 |  |  |  |
| 3 | Storage cabinet with shelves and doors / Dulap cu rafturi și uși | each | 61 |  |  |  |
| 4 | Storage cabinet with shelves without doors / Dulap cu rafturi și fără uși | each | 25 |  |  |  |
| 5 | Storage for clothes / Wardrobe / Dulap cu uși pentru haine | each | 26 |  |  |  |
| **LOT 2** | 1 | Screen Panel / Separator | each | 116 |  |  |  |
| **Total Final and All-inclusive Price *[please insert currency]*** | | | | | |  |  |  |

**Compliance with Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirements** | **You Responses** | | |
| **Yes, we will**  **comply** | **No, we cannot comply** | **If you cannot comply, pls. indicate counter - offer** |
| Minimum Technical Specifications *(as per details mentioned in Annex 1: schedule of requirements and Annex 4: Technical design and specifications of furniture)* | ☐ | ☐ | Click or tap here to enter text. |
| Delivery Term (INCOTERMS): *DDP* | ☐ | ☐ | Click or tap here to enter text. |
| Warranty Terms: *minimum 24 months on parts (incl. mechanisms) and labour* | ☐ | ☐ | Click or tap here to enter text. |
| Delivery Lead Time: *as per details mentioned in Annex 1: Schedule of 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. |

|  |  |
| --- | --- |
| 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 Name: Click 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. |