**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: | RfQ21/02400 | 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):* | [x]  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):* | [x]  Yes [ ]  No |
| Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)* | [x]  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)* | [x]  Yes [ ]  No |
| Is your company a member of the UN Global Compact  | [x]  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 undertaken within the past 5 years in the field of interior construction/refurbishment works undertaken over the past 5 (five) years with a value not less than 60,000 US$ each (validated by the dully signed Final Commissioning Reports)** |
| **Name of previous contracts** | **Client & Reference Contact Details including e-mail** | **Contract Value** | **Period of works**  | **Types of works undertaken incl. date when the Final Commissioning Report was signed** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**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**

*Bidders are requested to complete this form, sign it and return it as part of their quotation 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: | RfQ21/02400 | Date: Click or tap to enter a date. |

**Technical Offer**

*Provide the following:*

* *As required in RfQ Section 2.*

**Financial Offer**

The Bidder is required to prepare the Price Schedule following the below format:

* Duly filled-in Price Schedule, as per form below indicating prices per categories of works in US dollars;
* Duly filled-in Bills of Quantities (as per Annex 1), including F3, F5 and F7 forms, as per national legislation requirements, calculated based on resource methodology (WinSmeta software or similar) in US dollars.

When developing BoQs, please be guided by the National Regulatory Framework in Construction as per NCM L.01.01-2012 and Regulation on the procurement of public works: http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=347161

http://lex.justice.md/md/295702/

Serious deviations from the provisions of these documents will serve grounds for disqualification.

Please, **ensure that no changes in the volume of works are allowed; no changes in codes for works are allowed; no changes in the volumes of resources in the norms of materials, cost of labor and tools are allowed; no changes in coefficient for norms are allowed.**

Please, **ensure that the human power remuneration is not less than medium required by the National Legislation in force** (according to INFORMATION on determining the value of construction objects since May 1, 2018 -http://www.ednc.gov.md/upload/61/Nota\_informativaa.pdf).

**Currency of Quotation: USD US dollars**

|  |  |  |
| --- | --- | --- |
| **Ref** | **Description of Deliverables** | **Price**  |
| 1. |  |  |
| **TOTAL and All-inclusive PRICE (VAT 0%)**  |  |

**Compliance with Requirements**

|  |  |
| --- | --- |
|  | You Responses |
|  | Yes, we will comply | No, we cannot comply | If you cannot comply, pls. indicate counter - offer |
| Delivery Lead Time: within 4 months after Contract for works is signed. |[ ] [ ]  Click or tap here to enter text. |
| Validity of Quotation 90 days |[ ] [ ]  Click or tap here to enter text. |
| Payment terms 100% within 30 days after receipt of goods, works and/or services for each phase and submission of payment documentation. Please note that the last payment instalment related to receipt of goods, works and/or services for each phase shall not be less than 10% of contract value to cover liquidated damages. UNDP will issue a certificate of final completion of works upon expiration of the Defect Liability Period of 12 months.  |[ ] [ ]  Click or tap here to enter text. |
| Warranty minimum one year for works and two (2) years for equipment and installations  |[ ] [ ]  Click or tap here to enter text. |
| Training the personnel of the contracting authority – a minimum number of 3 persons, for a minimum period of 24 hours regarding the operation and maintenance, practical use of equipment and the Camera Surveillance Systems, signalling, automation, ventilation and air conditioning systems and telecommunications networks. |[ ] [ ]  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. 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 for Camera Surveillance Systems**

**Bidders shall provide all the applicable data of the equipment offered, failing to do so may result in the bid being rejected. Corresponding documentation shall form part of the bidder’s offer.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Item Description** | **Specifications** | **√****Yes** | **√****No** | **Technical Compliance** **Please provide details /description of offered feature)**  |
| 1 | **Indoor Camera**  | - Minimum of 4 Mega Pixel Analog Camera- Minimum Frame Rate of 2688×1520 at 20fps- Minimum Illumination of Color mode 0.8 Lux and 0 Lux with IR mode- Lens size 2.8mm or 3.6mm - viewing/wide angle: min 80 °- IR range: minimum 30 meters- Support WDR- Operating Humidity from 10% to 90%- Day & Night: IR cut filter- Synchronization: Internal synchronization- AGC: Support- D/N Mode: Auto/Color/BW (Black and White)- White Balance: ATW/MWB- BLC: Support- Functions: Brightness, Sharpness, DNR, Mirror, Smart IR- Power Supply: 12 VDC ±25%, PoE- Power Consumption: Max. 5 W- Material: Plastic- Accessories: Mountable Bracket allowing both ceiling and wall options |  |  |  |
| 2 | **Digital Video Recorder**  | - 4-channels analog video input- 4 Mega Pixel video input resolution- 4 Mega Pixel Video recording and Playback- Support H.265+/H.265/H.264 ++/H.264 Video Compression- Support frame rate of 25fps at 4 Mega Pixel mainstream- Support Network Protocols TCP/IP, DHCP, DNS, DDNS, NTP, NFS, iSCSI, UPnP, HTTPS, ONVIF- Support SATA interfaces of a Minimum 1 Slot- Support Hard Disk Size of minimum 3 TB size at each slot- Support Network interface minimum of 1 port RJ45 10M/100M self-adaptive Ethernet interface- Has a minimum of 2 USB Ports, one of them shall be at front side- Working temperature from -10 ºC to +55 ºC- Working Humidity from 10% to 90%- HDMI output interface with a minimum 1920 × 1080/60Hz resolution- VGA output interface with a minimum 1920 × 1080/60Hz resolution |  |  |  |
| 3 | **Hard Disk Drive**  | - Internal SATA 3.5 inches Hard Drive- Size of minimum 3 Terabytes for 24/7 Surveillance mode- 5400 RPM Performance Class- 6 Gb/s SATA interface buffer- Cash Size 64 MB |  |  |  |
| 4 | **POE Switch**  | - 4 POE ports 10/100 Mbps- 1 uplink port- Individual LED indicator for each output- Min POE port power Consumption: Max. 30 W- Power Supply |  |  |  |
| 5 | **Full Installation that includes:** | - Supply, install, connect and commission surveillance and recording System, including all required works, decorative trunk, conduits, cables, wires and fittings, steel poles for external CAM, related civil works |  |  |  |
| 6 | **Training** | - Training for 2 Administrators (1 from each region) is needed. - Training length shall not be less than 1 hour |  |  |  |
| 7 | **Warranty period** | Warranty for a minimum period of 24 months on both parts and labor |  |  |  |

|  |
| --- |
| 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. 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 5: Form for Performance Security**

**Performance Security must be issued using the official letterhead of the Issuing Bank.**

**Except for indicated fields, no changes may be made on this template.**

To: UNDP

[Insert contact information as provided in Data Sheet]

WHEREAS [*name and address of Contractor*] (hereinafter called “the Contractor”) has undertaken, in pursuance of Contract No. Click to enter dated Click to enter, to deliver the goods and execute related services Click here to enter text. (hereinafter called “the Contract”):

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract:

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of [*amount of guarantee*] [*in words and numbers*], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid*] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid until a date 30 days from the date of issue by UNDP of a certificate of satisfactory performance and full completion of services by the Contractor.

**SIGNATURE AND SEAL OF THE GUARANTOR BANK**

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

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

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

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

Name of Bank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[Stamp with official stamp of the Bank]*

**ANNEX 6: Format for CV of Proposed Key Personnel**

|  |  |
| --- | --- |
| **Name of Personnel** | [Insert] |
| **Position for this assignment** | [Insert] |
| **Nationality** | [Insert] |
| **Language proficiency**  | [Insert] |
| **Education/ Qualifications** | *[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]* |
| [Insert] |
| **Professional certifications** | *[Provide details of professional certifications relevant to the scope of goods and/or services]* |
| * Name of institution: [Insert]
* Date of certification: [Insert]
 |
| **Employment Record/ Experience** | *[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]* |
| [Insert] |
| **References** | *[Provide names, addresses, phone and email contact information for two (2) references]* |
| Reference 1: [Insert]Reference 2:[Insert] |

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

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

Signature of Personnel Date (Day/Month/Year)

|  |
| --- |
| *(in no circumstances here must be applied the signature of Director or other administrative person, only the signature of person whose experience and qualifications are described in CV)* |