

Request for Quotation (RFQ) for Services

For the Provision of Rental Vehicle Services

RFQ Ref No: UNOPS-GVA-RFQ-2017-001

Version: v2017.1

Invitation letter

Dear Sir/Madam,

Subject.: Request for Quotations for the provision of rental vehicles services in Port Moresby, Papua New Guinea

RFQ Case No.: UNOPS-GVA-RFQ-2017-001

Date.: August 16, 2017

The United Nations Office for Project Services (hereinafter referred to as UNOPS) is pleased to invite prospective bidders to submit a quotation for the provision of services in accordance with the UNOPS General Conditions of Contract and the Schedule of Requirements as set out in this Request for Quotation (RFQ).

The RFQ consists of the following:

- This RFQ Invitation Letter
- Section I: RFQ Particulars
- Section II: Instructions to Bidders
- Section III: Schedule of Requirements
- Section IV: Returnable Bidding Forms
 - Form A: Quotation Submission Form
 - Form B: Price Schedule Form
 - Form C: Technical Quotation Form
 - Form D: Vendor Information Form
 - Form E: Previous Experience Form

If you are interested in submitting a quotation in response to this RFQ, please prepare your quotation in accordance with the requirements and process as set out in this RFQ and submit it to UNOPS by the deadline for quotation submission set out in the Section I: RFQ Particulars.

We look forward to receiving your quotation.

Approved by:



Name: Venelin RANGELOV

Title: Head of Support Services, UNOPS – ECR

Date: August 16, 2017

Section I: RFQ Particulars

Scope of Quotation	<p>This RFQ refers to the provision of rental vehicle services in Port Moresby, Papua New Guinea as further described in Section III: Schedule of Requirements.</p> <p>Based on the results of this exercise, UNOPS intends to enter into a non-exclusive Blanket Purchase Agreement (BPA) with the successful Bidder in support of UNOPS' operations in Papua New Guinea for a maximum period of 12 months.</p>
Contact person for correspondence, notifications and requests for clarifications	<p>All correspondence, notifications and requests for clarifications in relation to this RFQ shall be sent to:</p> <p style="text-align: center;">Mr. Abdul Raqeeb YUSUFI Procurement Analyst United Nations Office for Project Services E-mail: AbdulRY@unops.org Copy to: RulaN@unops.org</p> <p>ATTENTION: Quotations shall not be submitted to the above address but to the address for quotation submission as set out below.</p>
Clarifications	<p>Requests for clarification from bidders will not be accepted by any later than 3 calendar days before the Deadline for Bid Submission.</p> <p>Responses to requests for clarification will be communicated and posted through UNOPS website.</p>
Quotation validity period	Quotations shall remain valid for acceptance by UNOPS for 30 days from the Deadline for Quotation Submission.
Quotation Currenc(ies)	Quotations shall be quoted in Kina.
Duties and Taxes	All quotations shall be submitted net of any direct taxes such as indirect taxes, sales taxes, VAT, taxes on commodities such as fuel
Language of quotations	All quotations, information, documents and correspondence exchanged between UNOPS and the Bidders in relation to this RFQ process shall be in English.
Deadline for Quotation Submission	All quotations must be submitted on or before August 28, 2017 before 14hrs:00 Geneva, Switzerland local time.
Quotation submission	<p>Quotations must be submitted as follows:</p> <p>Electronic submission: bidders must submit their quotations by e-mail to bidsgeneva@unops.org. Your email must not exceed 8MBs. Please specify above case reference number on your email's subject line. Your quotation must be signed and stamped in all relevant places.</p>

<p>Evaluation method and criteria</p>	<p>Quotations shall be evaluated to determine the lowest price most technically acceptable offer. Evaluation shall be conducted as follow:</p> <ol style="list-style-type: none"> 1. Preliminary Examination. The following eligibility and formal criteria will be reviewed for compliance: <ul style="list-style-type: none"> • Bidder is eligible as defined in Instructions to Bidders, Article 3; • Completeness of the Quotation. All Returnable Bidding Forms and other documentation requested have been provided and are complete, and; • Bidder accepts UNOPS General Conditions of Contract. 2. Technical compliance of the offered services. The following technical criteria will be reviewed for compliance compared to UNOPS requirements: <ul style="list-style-type: none"> • Services offered in the quotation are compliant compared to the requirements in Section III: Schedule of Requirements. • Compliance with the technical evaluation criteria provided in the Technical Quotation Form C. 3. Financial evaluation. Quotations that are found to be technically acceptable shall be evaluated based on price and UNOPS will award the contract as per the lowest priced, most technically acceptable offer evaluation methodology. <p>At any time during the evaluation process UNOPS may request clarification or further information in writing from Bidders. The Bidder's responses shall not contain any changes regarding the substance, including the technical and financial part of their quotation. UNOPS may use such information in interpreting and evaluating the relevant quotation.</p>
<p>Partial quotations</p>	<p>Partial quotations shall not be allowed. Bidders must quote prices for the total goods and/or services for the total requirement requested under Section III: Schedule of Requirements. Evaluation will be done for the total requirement.</p>
<p>Alternative quotations</p>	<p>Alternative quotations are not accepted.</p>
<p>Documents comprising the Quotation</p>	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> • Form A: Quotation Submission Form • Form B: Price Schedule Form • Form C: Technical Quotation Form • Form D: Vendor Information Form • Form E: Previous Experience Form
<p>Type of Contract to be awarded</p>	<p>UNOPS will sign the following contract with the awarded Bidder(s): Blanket Purchase Agreement (BPA)</p>
<p>General Conditions of Contract</p>	<p>In the event of an order, the following conditions of contract will apply: UNOPS General Conditions of Contract for the provision of Services</p> <p>The General Conditions of Contract are available at: http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx</p>
<p>Signing of Contract</p>	<p>UNOPS plans to award the Contract by September 15, 2017</p>
<p>UNGM registration</p>	<p>Any Contract resulting from this RFQ exercise will be subject to the supplier registration on United Nations Global Marketplace (UNGM) website. Vendors can register their company by accessing the 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.</p>

Section II: Instructions to Bidders

1. SCOPE OF QUOTATION

Bidders are invited to submit a quotation for the goods and/or services specified in Section III: Schedule of Requirements, in accordance with this RFQ.

2. INTERPRETATION OF THE RFQ

This RFQ is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitutionary rights.

This RFQ is conducted in accordance with the applicable provisions of UNOPS Procurement Manual (latest version of which can be accessed at: <https://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx>) and other relevant Organisational Directives and Administrative Instructions that are referred to in the Procurement Manual. In case of contradictions between this RFQ and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

3. BIDDER ELIGIBILITY

Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with UNOPS.

A Bidder, and all parties constituting the bidder, may have the nationality of any country with the exception of the nationalities, if any, listed in **Section I: RFQ Particulars**. A Bidder shall be deemed to have the nationality of a country if the Bidder is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.

A Bidder shall not have a conflict of interest. A bidder shall be considered to have a conflict of interest if:

- A Bidder has a close business or family relationship with a UNOPS personnel who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract;
- A Bidder is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods, services or works required in the present procurement process;
- A Bidder has an interest in other bidders, including when they have common ownership and/or management. Bidders shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Bidder is involved. This includes situations where a firm is the Bidder in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid.

Bidders must disclose any actual or potential conflict of interest in the Quotation Submission Form and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UNOPS. Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned further to UNOPS policy on vendor sanctions.

A Bidder shall not be eligible to submit a quotation if and when at the time of quotation submission, the Bidder:

- is included in the Ineligibility List, hosted by [UNGM](#), that aggregates information disclosed by UNOPS ([UNOPS Ineligibility List](#)) and other Agencies, Funds or Programs of the UN System;
- is included in the [Consolidated United Nations Security Council Sanctions List](#), including the [UN Security Council Resolution 1267/1989 list](#);
- is included in the [World Bank Corporate Procurement Listing of Non-Responsible Vendors](#) and [World Bank Listing of Ineligible Firms and Individuals](#);
- is included in any other Ineligibility List from a UNOPS partner and if so listed in **Section I: RFQ Particulars**.
- is currently suspended from doing business with UNOPS and removed from its vendor database(s), for reasons other than engaging in proscribed practices as defined in the UNOPS Procurement Manual.

All Bidders are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#).

4. CLARIFICATION OF THE RFQ

Bidders may request clarification in relation to the RFQ by submitting a written request to the contact stated in the **Section I: RFQ Particulars**, until the time stated in **Section I: RFQ Particulars**. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.

5. REMUNERATION FOR AND COSTS OF QUOTATIONS

Bidders shall not be entitled to any remuneration or compensation for the preparation and submission of their quotation.

6. QUOTATION CURRENCY(IES)

The quotation shall be made in the currency(ies) stated in **Section I: RFQ Particulars**. If applicable, for comparison and evaluation purposes, UNOPS will convert the quotations into USD at the official United Nations rate of exchange in force at the time of the deadline for quotation Submission.

UNOPS reserves the right not to reject any quotation submitted in a currency other than the mandatory bidding currency(ies). UNOPS may accept quotations submitted in another currency than stated above if the Bidder confirms during clarification of quotations in writing that it will accept a Contract issued in the mandatory quotation currency and that for conversion the official United Nations operational rate of exchange of the day of RFQ deadline as stated in Section I: RFQ Particulars shall apply. Regardless of the currency of quotations received, the Contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

Rates in quotations shall be fixed. Quotations with adjustable rates shall be disqualified.

7. DUTIES AND TAXES

Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNOPS as a subsidiary organ, 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 in **Section I: RFQ Particulars**.

8. PAYMENT TERMS

UNOPS will ordinarily effect payment within 30 days after receipt of the goods/services and on submission of payment documentation. Time in connection with discounts offered for accelerated payment will be computed from the date of receipt of payment documents by UNOPS. Payment discounts will not be considered in the financial evaluation.

9. PUBLICATION OF CONTRACT AWARD

UNOPS shall publish in its website (<https://data.unops.org>) information regarding the purchase order(s) awarded as a result of this RFQ.

10. ETHICS AND PROSCRIBED PRACTICES

UNOPS requires that all Bidders observe the highest standard of ethics during the entire RFQ process, as well as the duration of any Contract that may be signed as a result of this process. Therefore, all Bidders shall represent and warrant that they:

- (i) have not unduly obtained, or attempted to unduly obtain, any confidential information in connection with the RFQ process and any Contract that may be signed as a result of this RFQ process;
- (ii) have no conflict of interest that would prevent them from entering into a Contract with UNOPS, and shall have no interest in other parties involved in this RFQ process or in the project underlying this RFQ process;

- (iii) have not engaged, or attempted to engage, in any Proscribed Practices in connection with this RFQ process or the Contract that may be awarded as a result of this RFQ process. For the purposes of this provision, Proscribed Practices are defined in the [UNOPS Vendor Sanctions Procedures](#), and include: corrupt practice, fraudulent practice, coercive practice, collusive practice, unethical practice and obstruction.

11. AUDIT

UNOPS may conduct investigations relating to any aspect of the Contract award at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNOPS access to the Contractor's premises at reasonable times and on reasonable conditions in connection with such access to the Contractor's personnel and relevant documentation. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNOPS hereunder

12. BID PROTEST

Any Bidder that believes to have been unjustly treated in connection with this RFQ process or any Contract that may be awarded as a result of such RFQ process may submit a complaint to UNOPS' General Counsel. More information about bid protests can be found on UNOPS' website at www.unops.org.

Section III: Schedule of Requirements

Description of Service:	Rental of one 4x4 Toyota or equivalent SUV with driver services
Project:	LFA Papua New Guinea, UNOPS
Duty Station:	Port Moresby, Papua New Guinea
Section/Unit:	UNOPS, Papua New Guinea
Duration:	15 September – 31 March 2018 (with possibility of extension)

1. Vehicle Specifications

- a. The supplier shall provide the UNOPS LFA program in Papua New Guinea with a 5 door vehicle (Toyota or equivalent), 2008 model or later, preferably of white or light blue color;
- b. The car should be petrol or octane driven;
- c. Clean inside and out and free from unpleasant odours;
- d. Road-worthy and in good condition;
- e. Equipped with necessary safety items, including fire extinguisher, seat-belt restraints, spare tire, mechanical jack and basic hand tools;
- f. Air conditioning & heating systems must be functional with cold and hot air system.
- g. Compliant with applicable insurance, safety or other motor vehicle requirements;
- h. Registered with a reputable towing services firm with 24-hour on-call and on-the-road assistance with wide coverage. In the absence of such services in-country, an equivalent or alternative service must be proposed to ensure minimal exposure of staff on the road;
- i. Registered for operation during the period of his Contract with registration documentation in the vehicle and registration/number plates affixed to the vehicle as required by law; and
- j. Original vehicle registration, driver's license and other documentation should always be available in the vehicle being rented (in case of checkpoints, etc.)

2. Working Hours and Approved Route

- a. The vehicle shall be available on request Monday to Friday between the official business hours of 0800 and 1700; but exceptional requests may be made for operation outside normal hours for which no extra charge shall be incurred for the car except driver's overtime cost.
- b. During the period of operation for UNOPS, the vehicle shall carry passengers or goods authorized by UNOPS.
- c. Vehicle rental service to include only geographic transportation coverage for Port Moresby and surrounding areas.

3. Contract Modality

UNOPS is soliciting quotations for the establishment of a Blanket Purchase Agreement. Quotations must be submitted by using the Returnable Bidding Forms contained in the solicitation document. The overall objective of this solicitation is to establish a Blanket Purchase Agreement (BPA) to facilitate and expedite the process by which UNOPS will contract the supply of once there are specific requirements in the 12 months following the signature of the BPA.

UNOPS will enter into a single BPA agreement with one supplier selected as a result of this procurement process, as per evaluation methodology and criteria specified herein. The BPA shall be considered by UNOPS as non-exclusive and UNOPS will not be committed to purchase any minimum quantity.

Call-Off Mechanism and prices – Once the BPA is signed, if there is a specific requirements for subject services, UNOPS appointed focal person shall issue a release Purchase Order (PO) to the supplier. The pricing will be based on prices in the BPA contract as quoted in this RFQ.

Contract Management/Service Level Agreement – The BPA supplier shall provide quarterly reports to the UNOPS focal point indicated in the BPA. UNOPS will regularly monitor the performance of the BPA supplier, based on the following Key Performance Indicators (KPIs):

- KPI 1: On-time delivery. Supplier shall deliver within maximum 2 working days after receipt of the PO.
- KPI 2: Completeness of the order. Supplier shall deliver goods and services as per specification/description/model included in the order and at the right quantity.
- KPI 3: Price Compliance. Supplier shall supply goods as per unit prices identified in the BPA during the entire BPA duration.
- KPI 4: Accuracy of payment documentation. Supplier shall provide complete payment documentation including accurate invoices with correct quantities, unit price, order reference number, etc.
- If the supplier fails to meet UNOPS's performance requirements detailed above, it will receive in the first instance a warning to improve their performance. Continued failure to meet performance requirements may result on termination of the BPA.

4. Payment and Requests for Service

- There will be no obligation to order a minimum or maximum quantity of service;
- Rental services are to be provided upon written e-mail request;
- A trip log in which mileage, start and end time of service, driver name etc. is to be maintained. The format of the trip log is to be agreed upon by both parties and the log must be certified at end of trip by UNOPS;
- Payments will be made upon the submission of an invoice, together with trip log, on a monthly basis.

5. Special Conditions

- a. The vehicle and driver shall be made available on request normally during working days from Monday to Friday between the hours of 0800 and 1700. A weekly schedule will be provided in advance but exceptional requests may be made for operation outside normal hours, for which no extra charge shall be incurred for the car except driver's overtime cost. During the period of operation for UNOPS, the vehicle shall carry passengers or goods authorized by UNOPS.
- b. The Contractor shall be fully responsible for the operation of the vehicle and ensure that the driver operates the vehicle in accordance with applicable law. The Contractor shall be fully responsible for payment of salary and other benefits to its driver as required by the governing labor laws, as well as for paying any fees incurred by the driver, including but not limited to fines for traffic violations. UNOPS shall not be liable for any action, omission, negligence or misconduct of such driver, nor for any costs, expenses or claims associated with any illness, injury, death or disability of such driver performing services in connection with this Contract. UNOPS shall have no responsibility vis-à-vis the driver.
- c. The driver(s) shall be:
 - Properly trained in the operation and maintenance of the vehicle;
 - Sufficiently experienced, with at least Three years of experience as a driver;
 - Licensed for operating a motor vehicle, including for passenger service if available;
 - Familiar with local routes and destinations;
 - Properly attired during hours of operation;
 - Observe at all times basic courtesy to passenger(s), fellow motorists and road authorities;
 - In possession of no prior accident records; and
 - In possession of a mobile phone with an active number provided by the Contractor

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct. UNOPS reserves the right to review the qualifications of the driver before commencement of service, or at any other time during the term of this Contract, but shall have no obligation to do so. At UNOPS request, the Driver shall be replaced with another meeting the above conditions within 24 hours after receiving written notification from UNOPS.

- d. During the period of operation for UNOPS, the driver shall receive instructions solely from the UNOPS authorized passenger(s) and travel the most efficient, safe and secure route to any indicated destination, without deviation for personal or other reasons not associated with UNOPS interests, and without interruption of UNOPS' purposes for the trip.
- e. The Contractor shall be fully responsible for any and all maintenance, servicing and repair needs of the vehicle during the term of this Contract, and all costs related thereto, and shall ensure that the vehicle operates properly during the term of this Contract. Except in the case of emergencies, the Contractor shall ensure that service and repair does not take place during the hours that UNOPS requires the vehicle, or at any other time that will interfere with UNOPS' purposes for the use of the vehicle. In the event that the vehicle is not able to be used at any of the requested times, including those specified or exceptionally requested pursuant to 3 a) above, the Contractor will provide another vehicle with the same specifications within two (2) hours of the incident which caused the vehicle to be unavailable.
- f. UNOPS reserves the right to inspect the vehicle before putting it into service under the terms of this Contract, or at any other time during the term of this Contract, but shall have no obligation to do so. In the event UNOPS opts to inspect the vehicle, such inspection shall be carried out in the presence of the Contractor or the Contractor's designate. If an inspection reveals that the vehicle is not in a road worthy condition, requires service or repair or does not otherwise comply with the terms of this Contract, the Contractor shall promptly have such work done, at its costs and expense, failing which, UNOPS reserves the right to terminate the Contract for cause.
- g. The Contractor is responsible for any items left in the vehicle by UNOPS passengers. Such items shall be returned to UNOPS promptly upon discovery.
- h. Third party liability insurance required and shall include coverage for all passengers including UNOPS personnel and other authorized passengers.
- i. Insurance and Liabilities to Third Parties:-
 - The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
 - The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
 - The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
 - The Contractor shall, upon request, provide UNOPS with satisfactory evidence of the insurance required under this Contract.
- j. Tax Exemption:
 - Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with UNOPS to determine a mutually acceptable procedure.

- Accordingly, the Contractor authorizes UNOPS to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with UNOPS before the payment thereof and UNOPS has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide UNOPS with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

k. Anti-Terrorism:

The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNOPS funds received pursuant to this Contract are used to support and that none of the Contractor's employees provide support to individuals or entities associated with terrorism according to the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Agreement.

Section IV: Returnable Bidding Forms

Note to Bidders: Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Biding Forms as instructed and return them as part of your quotation.

The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their Quotation.

Form A: Quotation Submission Form

Bidders are requested to complete this form, sign it and return it as part of their bid submission. 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.

Date: [insert submission date]

Subject: Request for Quotation for the provision of rental vehicle services, RFQ Case No. UNOPS-GVA-RFQ-2017-001 dated August 16, 2017.

We, the undersigned, declare that:

- a. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract;
- b. Our quotation shall be valid for the period of time of [insert number of days which shall not be less than the specified in Section I: RFQ Particulars, Period of Validity of Quotations] from the date fixed for the submission deadline as set out in the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- c. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS. [If you have any actual or potential conflict of interest as defined in Article 3 of Section II: Instructions to Bidders, please disclose it here];
- d. Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
- e. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the Contract—has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/PD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 3, Eligibility;
- f. We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact;
- g. 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;
- h. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any Contract awarded.

I, the undersigned, certify that I am duly authorized by [insert full name of bidder] to sign this quotation and bind [insert full name of bidder] should UNOPS accept this quotation:

Name: [complete]

Title: [complete]

Date: [complete]

Signature: _____

Provide the name and contact information for the primary contact from your company for this quotation:

Name: [complete]

Title: [complete]

Email address: [complete]

Telephone: [complete]

Form B: Price Schedule Form

Bidders shall fill in this Price Schedule Form in accordance with the instructions indicated.

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Currency	Kina
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Primary Services/description	Measure of Unit	Quantity	Unit Price (PGK)	Total Price (PGK)
I. Car Rental and Driver Services	Months	12		
Total Amount (PGK)				

Payment terms 30 days accepted: Yes

List of subcontractors or suppliers

Bidder must identify the names of all subcontractors/suppliers who will be providing good/services under this Contract and the type of work being subcontracted, if applicable.

- (A) [Full legal name and address of subcontractors]
- (B) _____
- (C) _____

I, the undersigned, certify that I am duly authorized by [insert full name of Bidder] to sign this quotation and bind [insert full name of Bidder] should UNOPS accept this quotation:

Name : _____

Title : _____

Date : _____

Signature : _____

Form C: Technical Quotation Form

RFQ reference no: UNOPS-GVA-RFQ-2017-001

Bidders are required to complete the below **Comparative Data Tables** to demonstrate compliance with UNOPS requirements and insert them below. Bidders are NOT allowed to make any change in the “UNOPS requirements” columns of the Comparative Data Tables. Such changes might disqualify your quotation.

#	UNOPS minimum technical requirements	Details of the offered services. Bidders to complete
1	Description of the Offeror’s approach, methodology, and timelines for meeting or exceeding the requirements of the Terms of Reference.	[Insert response here]
2	Compliance with all vehicle specifications stipulated in the schedule of requirements. Please provide the model and brand of the proposed vehicles	[Insert response here]
3	The offeror shall present documentary evidence that proposed vehicles have valid registration documents as the Traffic law of Papua New Guinea	[Insert response here]
4	Experience in at least one (1) similar project that has successfully been executed during the last three years.	[Insert response here]
5	Copy of the confirmation letter from a reputed insurance broker endorsing the Third Party Liability Insurance to cover period of the Contract. The insurance policy shall be provided upon finalization of the contract with the successful bidder	[Insert response here]
6	Copies of proposed drivers Driving License and their resumes. The proposed drivers shall be in possession of at least 3 years of work experience as Driver	[Insert response here]
7	Confirmation that the offeror is willing to provide security vetting and police clearance for the proposed vehicles and drivers upon finalization of the contract.	[Insert response here]

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in **Section III: Schedule of Requirements**.

Yes No

ANY DEVIATION MUST BE LISTED BELOW:

Name : _____

Title : _____

Date : _____

Signature : _____

Form D: Vendor Information Form

RFQ reference no: UNOPS-GVA-RFQ-2017-001

The Vendor shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Vendor: [insert name of Vendor]

Date: [insert submission date]

1. Background and Expertise of Organization:

Full legal name of Vendor	[complete]
What year was your firm/organization established?	[complete]
Address of registered office	[complete]
Name of Vendor Representative	complete]
Has your firm/organization ever filed or petitioned for bankruptcy? (If YES, explain in detail the reasons why, filing date, and current status.)	[complete]

2. UNGM Registration and UNOPS Vendors

As part of the Proposal, it is desired that the Vendor goes to the United Nations Global Marketplace (UNGM) registration website: <https://www.ungm.org/Registration/RegisterSupplier.aspx> and fills out the registration. If the Vendor is already registered with UNGM, please provide your UNGM registration number in the table below and please ensure that your firm's information on UNGM is current.

The Vendor may still Proposal even if not registered with the UNGM. However, if the Vendor is selected for Contract award, the Vendor must register on the UNGM prior to Contract signature.

Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNOPS vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNOPS vendor ID]

3. Contact details of persons that UNOPS may contact for requests for clarification during Proposal evaluation:

Name/Surname	[complete]
Title	[complete]
Tel Number (direct)	[complete]
Email address (direct):	[complete]

PS: This person must be available during the next two weeks following receipt of Quotation

Form E: Previous experience form

RFQ reference no: **[insert RFQ reference No.]**Name of Bidder: **[insert name of Bidder]**

Description of services/goods	Country	Total amount of Contract	Contract Identification and Title and Contact details of Client (Name, Address, telephone, email, fax)	Year project was undertaken

Name : _____

Title : _____

Date : _____

Signature : _____