

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: 016/09/RFQ/ISA	Date: 21 September 2022
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

ISA kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation 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 the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

The ISA recognizes the importance of valuing diversity and promoting inclusion in all our work programs and partnerships. The ISA highly values engaging with organizations and/or teams that reflect its geographical and diverse nature.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature:

Name: Vineet Mathur

Title: Admin. & Procurement Analyst

Date: 21 September 2022

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 ISA.</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 ISA. ISA is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>ISA reserves the right to cancel the procurement process at any stage without any liability of any kind for ISA, upon notice to the bidders or publication of cancellation notice on ISA website.</p>
Deadline for the Submission of Quotation	<p>06 October 2022 18.00 Hrs (IST)</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Dedicated Email Address <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text. <p>Bid submission address: procurement@isolaralliance.org</p> <ul style="list-style-type: none"> ▪ File Format: pdf, jpeg, zip ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 35 MB ▪ Mandatory subject of email: RFQ for hiring an agency for Developing Standard Operating Procedures (SOPs) for ISA ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.
Cost of preparation of quotation	<p>ISA 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.</p>
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.</p> <p>Moreover, ISA strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of ISA vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation.</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to ISA 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, ISA: (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 ISA contract.</p>

Conflict of Interest	<p>ISA requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to ISA 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 members of ISA 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 ISA'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 checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [indicate number of days]</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Eligibility	<p>A vendor who will be engaged by ISA 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 ISA 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 ISA.</p> <p>1. Legal Registration:</p> <p>a. Certificate of Registration of the company</p> <p>2. Relevant Experience:</p> <p>a. Strong expertise in quality management systems/Environmental management/Occupational health and safety management/Energy management with Minimum 10 years of experience</p> <p>b. Demonstrable experience of working with different types of organisations such as (NGOs/Development Sector/UN Agencies etc)</p> <p>c. Strong understanding of the energy sector, especially, in terms of methodologies for demonstrating impact. Please share few examples of previous assignments.</p> <p>d. Experience of at least 10 years in design of quality/Environment/safety management systems, and management audits</p> <p>Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List. Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.</p>
Currency of Quotation	<p>Quotations shall be quoted in Indian Rupee</p>

Joint Venture, Consortium or Association	Joint Venture, Consortium or Association not allowed.
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. 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 b) they have the same legal representative for purposes of this RFQ; or 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; 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 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 ISA 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 type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation	ENGLISH
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 <input checked="" type="checkbox"/> Annex 3: Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Company Profile. <input checked="" type="checkbox"/> Registration certificate;</p>
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Price variation	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.
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes</p>
Alternative Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p>
Payment Terms	<p><input checked="" type="checkbox"/> 100% within 30 days after receipt of services and submission of payment documentation.</p> <p><input checked="" type="checkbox"/> Other Click or tap here to enter text.</p>
Conditions for Release of Payment	<p><input checked="" type="checkbox"/> Written Acceptance of Services based on full compliance with RFQ requirements</p> <p><input type="checkbox"/> Others [pls. specify]</p>

Contact Person for correspondence, notifications and clarifications	E-mail address: procurement@isolaralliance.org Any delay in ISA's response shall be not used as a reason for extending the deadline for submission, unless ISA determines that such an extension is necessary and communicates a new deadline to the Proposers.
Clarifications	Requests for clarification from bidders will not be accepted any later than 2 days before the submission deadline. Responses to request for clarification will be communicated procurement@isolaralliance.org
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract
Right not to accept any quotation	ISA 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, ISA 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"/> Contract for Services
Expected date for contract award.	15 October 2022
Policies and procedures	This RFQ is conducted in accordance with ISA 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 .

ANNEX 1: SCHEDULE OF REQUIREMENTS

Background

International Solar Alliance is a global platform of 87¹ member countries working towards increased deployment of solar energy technologies to improve energy access, energy security and facilitate energy transition. To assist the alliance in their collective work, a Secretariat has been established in Delhi, India, which supports Member Countries to develop low-carbon growth trajectories. ISA works on three strategic priority areas: 1) Policy & Capacity Building; 2) Programmatic Support and 3) Analytics & Advocacy. It has established partnerships with multilateral development banks, development financial institutions, private and public sector organisations, civil society and other international institutions to achieve its objectives.

Purpose of this consultancy

The International Solar Alliance (ISA) is in the process of obtaining ISO certification, and also pass through Pillar Assessment under the European Commission's guidelines. Therefore, it is necessary for ISA to establish a very strong system of office procedures and develop Standard Operating Procedures. ISA wishes to engage an agency to develop these Standard Operating Procedures.

Programme area

Development of Standard Operating Procedures (SOPs).

Major tasks to be accomplished

The Agency is expected develop Standard Operating Procedures as per the Scope of Work and Process Listed below:

Developing Standard Operating Procedures

Scope of Work and Process List

Module	Description	Deliverable	Remark
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¹ 107 Signatory and 87 Member Countries (As on 1 August 2022)

<p align="center">Training</p> <p align="center">I</p>	<p>Awareness training program on our methodology, Quality Management Principles, and basic requirements of ISO 9001:2015, requirements</p>	<ol style="list-style-type: none"> 1. Risk-based thinking 2. Understanding of Standard requirements 3. Process approach 4. Risk assessment 	
<p align="center">Top Management</p> <p align="center">II</p>	<p>Meeting with top management to understand management concerns, objectives, expectations regarding the functioning of various processes related to QMS accordingly establishment of QMS Policy and broad QMS objectives</p> <p>Identification of various processes and formation of cross-functional team and appointment of Management Representative(s).</p>	<p>The decision of controls -Master list of Documents for – Formats, Work instructions, Quality plans, Procedures, QMS Policy, Broad QMS Objectives, signage's, Opportunity for improvements, Specific problems, resource requirements,</p>	
<p align="center">Process Study</p> <p align="center">III</p>	<p>Identification of various processes/ Owners and formation of the cross-functional team.</p> <p>Study of various processes in coordination with the cross-functional team for the following point</p> <ol style="list-style-type: none"> 1. The context of the organization 2. Risk Assessments and opportunity identification 3. Indented Outputs 4. Knowledge Management 5. Innovation Management 6. Work Environment- Social, Physical, psychological 	<p>The decision of controls -Master list of Documents for – Formats, Work instructions, Quality plans, Procedures, QMS Policy, Broad QMS Objectives, signage's, Opportunity for improvements, Specific problems, resource requirements,</p>	

	<p>7. Process approach 8. Communication Matrix 9. Key Process Performance Indicators</p> <p>to understand the need for documentation for various processes to exercise effective control.</p>		
Documentation IV	Assistance in the development and completion of documentation as per the master list of documents like procedures, work instructions, formats, and other documents as per requirements.	Complete Quality Management System Manual, as per the Master list of documents, issue of documents to controlled copyholders.	
Internal Audit V	Precertification Audit and coordination of management review.	Status report and action plan with respect to readiness for the certification audit	
Stage I Audit VI	Coordination with a certification body for the management of certification audit stage-01 and review of audit report	Successfully completed stage-01 audit	
Stage II Audit VII	Coordination with a certification body for the management of certification audit stage-02 and review of audit report	Successfully completed stage-02 audit	

Master List of documents – process (Typical List)			
	Process	Doc No.	Title of Documents
	Top Management	POL/T M/01	Strategic direction

	Top Management	POL/T M/02	Quality Policy
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		POL/TM/03	Vision,Mission
		POL/TM/04	Values
	Top Management	QO/TM/01	Quality Objectives
	Top Management	KPI/TM/01	KPI for each process
	Top Management	Org/TM //01	Org Chart
	Top Management	Org/TM//02	Responsibilities , Authority and accountability
	Top Management	SOP/TM/01	Management Review
	QMS cordination Function	SOP/BE/01	Control of Documents
	QMS coordination Function	SOP/BE/02	Control of records
	QMS coordination Function	SOP/BE/03	Internal audits
	QMS cordinationFunction	SOP/BE/04	Improvements
	Member ShipManagement	SOP/MM/01	Member Ship Management
	Grant receipt	SOP/GR/01	Potential Funding agency Identificatiion
	Grant receipt	SOP/GR/02	Application for Grant receipt
	Grant receipt	SOP/GR/03	Agency specific requirements identification
	Grant receipt	SOP/GR/04	Grant receipt

	Grant receipt	SOP/GR/05	Implementation , reporting and close out
	Project Implementation(for Various projects- roof top solar etc, taken at various time to time))	SOP/Project/01	Project Scope Management
	Project management(for Various projects- rooftop solar etc, taken at various time to time))	SOP/Project/02	Application for Grant and approval
	Project management(for Various projects- rooftop solar etc, taken at various time to time))	SOP/Project/03	Project Risk and Opportunities management
	Project management (for Various projects- roof top solar etc, taken at various time to time))	SOP/Project/04	Project Grant approval and distribution
	Project management (for Various projects- roof top solar etc, taken at various time to time))	SOP/Project/05	Project Time Management
	Project management (for Various projects- roof top solar etc,	SOP/Project/06	Project cost management

	taken at various time to time))		
	Project management (for Various projects- roof top solar etc, taken at various time to time))	SOP/Project/07	Project Quality Management
	Project management(for Various projects- rooftop solar etc, taken at various time to time))	SOP/Project/08	Project Human resources management
	Project management (for Various projects- roof top solar etc, taken at various time to time))	SOP/Project/09	Project Communication management
		SOP/Project/10	Project Procurement management
		SOP/Project/11	Project audit/reporting/closeout
	Advocacy	SOP/Advocacy/01	Advocacy,
	Advocacy	SOP/Advocacy/02	Capacity Building,

	Advocacy	SOP/Advocacy/03	Programmatic Support
	Advocacy	SOP/Advocacy/04	Knowledge management
	Project Management Consultancy	SOP/project/01	Project Scope Identification
	Project Management Consultancy	SOP/project/02	Consultant Identifications
	Project Management Consultancy	SOP/project/03	Award of project
	Project Management Consultancy	SOP/project/04	Execution
	Project Management Consultancy	SOP/project/05	Monitoring, reporting and close out
	Project Management Consultancy	SOP/project/06	Feedback
	Knowledge Management	SOP/KM/01	Knowledge creation

	Knowledge Management	SOP/KM/02	Knowledge Identification
	Knowledge Management	SOP/KM/03	Knowledge Structure
	Knowledge Management	SOP/KM/04	Knowledge Sharing
	Knowledge Management	SOP/KM/05	Knowledge update and protection
	Procurement	SOP/Procurement/01	Supplier evaluation and Selection
	Procurement	SOP/Procurement/02	PO placement
	Procurement	SOP/Procurement/03	Supplier rating
	Store	SOP/STR/01	receipt
	Store	SOP/STR/02	Storage

	Store	SOP/STR/03	Issue
	Store	SOP/STR/04	Inventory management
		SOP/STR/05	Material Movement
	IT Infra	SOP/IT/01	Infrastructure Identification
	IT Infra	SOP/IT/02	Preventive maintenance
	Transport	POL/TRANS/01	Transport Policy
		SOP/Trans/01	Transport Requisitions
		SOP/Trans/02	Transport Guidelines (travel time, Type of vehicle, Speed Limits, PPE use etc
		SOP/Trans/03	Legal

		SOP/Trans/04	Employee security
	Facilities Soft	SOP/Faci-Soft/01	Help Desk Services - Procedure
		SOP/Faci-Soft/02	Cleaning – Procedure
		SOP/Faci-Soft/03	Pantry Services – Procedure
		SOP/Faci-Soft/04	Cafeteria Service – Procedure
		SOP/Faci-Soft/05	Pest control – Procedure
		SOP/Faci-Soft/06	Medical Room
		SOP/Faci-Soft/07	Client Visit
		SOP/Faci-Soft/08	Stationary Printing

	Facilities -Technical	SOP/Fac-tech/01	Mechanical Maintencne
		SOP/Fac-tech/02	Electrical Maintenance
		SOP/Fac-tech/03	Engineering Support
	HR	SOP/HR/01	Recruitment
	HR	SOP/HR/02	Induction
	HR	SOP/HR/03	Competence management
	HR	SOP/HR/04	Training Management
	HR	SOP/HR/05	Performance management
	Accounts	SOP/AC/01	Plants & Horticulture – Procedure

	Accounts	SOP/AC/02	Waste Management – Procedure
	Accounts	SOP/AC/03	Data entry
	Accounts	SOP/AC/04	Quick pay Voucher, cheque preparation and verification, cheque signature
	Admin/Security	POL/Admin/01	Security Guidelines
	Admin/Security	POL/Admin/02	Driver Guidelines
	Admin/Security	POL/Admin/03	Code of conduct
	Admin/Security	POL/Admin/03	Visitor Management
	Admin/Security	SOP/Admin/01	Emergency Management
	Admin/Security	SOP/Admin/02	Legal Management
	Admin/Security	SOP/Admin/03	Pest control
	Admin/Security	SOP/Admin/04	Incoming vehicle Inspection/Outgoing vehicle Inspection
	Customer support	SOP/CS/01	Customer feedback
	Customer support	SOP/CS/02	Customer complaints
	Other documents	In each process there may be additional documents like formats, check list, turtle diagram, org chart, responsibilities master list of documents , as per Index sheet	

Typical list of process covered

1. Member management
2. Grant Receipt
3. Grant distributions
4. Project Management Consultancy
5. Procurement
6. Store
7. IT
8. HR
9. Customer Feedback
10. Customer Complaints
11. Document control
12. Record control
13. Internal audit

The selected agency is expected to independently coordinate with all relevant stakeholders, with some assistance from ISA Secretariat.

Duty station

The duty station for the assignment shall be New Delhi, India. Some parts of this assignment can be undertaken virtually.

Supervisor

M&E Specialist

Deliverables:

1. Final ToC, Results Framework with Monitoring sheets in excel and word
2. Indicator Reference Sheets with detailed methodologies and data collection tools
3. Learning plan
4. Feedback on ISA MEL Policy (preferably in track changes mode within the policy)
5. Short note on key recommendations/discussion points emerging from consultations with Member Countries and key donors
6. Training material (power points or any other)

Estimated Duration: 15th October – 14th December 2022

Official Travel involved: None

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 checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input checked="" 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	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.

Yes	No	
<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.
<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:

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

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:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- a brief methodology, approach and implementation plan;
- team composition and CVs of key personnel

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services.

Currency of the Quotation: Indian Rupee					
Item No	Description	UOM	Qty	Unit price	Total price
1.	Click or tap here to enter text.				
2.	Click or tap here to enter text.				
3.	Click or tap here to enter text.				
4.	Click or tap here to enter text.				
5.	Click or tap here to enter text.				
Total Price					
Other Charges (specify)					
Total Final and All-inclusive Price					

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter – offer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<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 [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	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>