

Subject: Hiring of Consultancy firm for developing Feasibility Assessment Report of potential sites for the implementation of Solar Water Pumping Systems in Grande Comore (Ngazidja) Island, Comoros

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: Vishal Pratap

Signature: _____

Name: Procurement Unit

Date: 15/09/2023

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. This RFQ is conducted in accordance with the ISA Financial Regulations and Procedures and ISA Procurement Manual</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>29th September 2023 by 1900 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> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><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> <p>Bid submission address: procurement@isolaralliance.org</p> <ul style="list-style-type: none"> ▪ File Format: PDF files only ▪ 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: 10 MB ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. <p>Mandatory subject of email: RFQ for Hiring of Consultancy firm for developing Feasibility Assessment Report of potential sites for the implementation of Solar Water Pumping Systems in Grande Comore (Ngazidja) Island, Comoros</p>
Cost of preparation of quotation	<p>ISA shall not be responsible for any costs associated with a Bidder'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 ISA Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the ISA. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://isolaralliance.org/images/ISA%20Supplier%20Code%20of%20Conduct_14.4.2023.final%20version.pdf</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</p>

	<p>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 an undisclosed conflict of interest shall be disqualified.</p> <p>The ISA shall have the discretion to disqualify or proceed with a bidder who has disclosed a probable conflict of interest subject to further evaluation and review of various factors such as access to sensitive information which may confer unfair advantage as against other bidders. The decision on a probable conflict of interest shall be made in the best interest of the work of the ISA.</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><input type="checkbox"/> https://www.isolaralliance.org/images/ISA_GTB.pdf</p>
Special Conditions of Contract	<p><input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 10 days</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Pre-bid Conference	<p>Not Applicable</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>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by ISA.</p> <p>Bidders must have the legal capacity to enter a binding contract with ISA and to deliver in the country, or through an authorized representative.</p> <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>Minimum Average annual turnover of USD Fifty Thousand over past 3 years</p>

	Latest 3 years Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.
Currency of Quotation	Quotations shall be quoted in USD or INR
Joint Venture, Consortium or Association	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between ISA and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 22 – 27 under Solicitation Process in the Procurement Manual (will be provided on request) for details on the applicable provisions on Joint Ventures, Consortium or Association.
Only one Bid	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: 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.
Duties and taxes	The United Nations (privileges and immunities) Act, 1947 is applicable to ISA pursuant to a notification by the host country. Therefore, ISA 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 in India. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices must: <input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation	English Including documentation including catalogues, instructions and operating manuals.
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and 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; <input checked="" type="checkbox"/> Company Profile.
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	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted

Payment Terms	<input checked="" type="checkbox"/> Within 30 days upon ISA's acceptance and receipt of invoice.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods & Services, based on full compliance with RFQ requirements. <input checked="" type="checkbox"/> 10% Development of a strategy for delivering the Scope of Work. <input checked="" type="checkbox"/> 20% Delivering Assessment cum feasibility study <input checked="" type="checkbox"/> 80% Submission of final work up to the satisfaction of ISA
Contact Person for correspondence, notifications and clarifications	E-mail address: procurement@isolaralliance.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. 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 thru email.
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 Terms of Reference <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others Click or tap here to enter text.
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 type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	11 October 2023
Publication of Contract Award	ISA will publish the contract awards valued at USD 100,000 and more on the ISA website.
Policies and procedures	This RFQ is conducted in accordance with ISA Financial Regulation and Procedures and ISA procurement manual
Other Provisions	<p>The ISA is striving to achieve gender parity in all its activities. In this regard, female-owned organizations and/or teams with significant gender diversity are strongly encouraged to submit a proposal.</p> <p>The ISA recognizes the importance of valuing diversity and promoting inclusion in all our work programs and partnerships. The ISA strives to engage with organizations and/or teams that reflect its geographical representation and diversity.</p>

TERMS OF REFERENCE

Hiring of Consultancy firm for developing Feasibility Assessment Report of potential sites for the implementation of Solar Water Pumping Systems in Grande Comore (Ngazidja) Island, Comoros

Post Type:	National Consultant
Location:	Grande Comore (Ngazidja) Island, Comoros
Type of Contract:	Contract for Professional Services
Starting Date:	<i>October 2023</i>
Completion Date:	<i>[Fastest completion: 2 months after start date]</i>
Number of Days	<i>[Estimated at 30 days]</i>
Languages required	English, <i>[French]</i>
Supervisor	<i>[Insert]</i>

1. Background

The Comoros, officially known as the Union of the Comoros, situated in the Indian Ocean, off the eastern coast of Africa. The country is composed of four major islands: Grande Comore (Ngazidja), Mohéli (Mwali), Anjouan (Nzwani), and Mayotte, with a combined population of 920,169 in 2023. The capital city is Moroni, located on the island of Grande Comore (Ngazidja).

Country faces numerous challenges related to water accessibility, especially in rural and remote areas. The conventional methods of water extraction and distribution are often unreliable and costly due to the dependence on fossil fuel-powered water pumps. As part of the government's commitment to sustainable development and climate change mitigation, there is a growing interest in exploring renewable energy alternatives, particularly solar-powered water pumps. This feasibility study aims to assess the viability and potential benefits of implementing solar water pumps in various regions of Grande Comore (Ngazidja), Comoros.

In 2016, Comoros presented its initial Nationally Determined Contribution (NDC) and later updated it in 2022. In the revised NDC, the Union of Comoros has pledged to reduce its emissions by 23% (excluding Land Use, Land Use Change, and Forestry) by the year 2030. This commitment is particularly crucial for the country as it is highly susceptible to the impacts of climate change. Additionally, Comoros has established a GHG emission Mitigation Target for the year 2030. The country's dedication to environmental sustainability is further evident through its policies, including a GHG reduction target and the decision to eliminate fossil fuel subsidies, as reported by the Climate Policy Database.

About Grande Comore (Ngazidja), Comoros

Grande Comore (Ngazidja), is one of the largest islands in Comoros. The southern part of the island features a tall and live volcano named Mount Karthala. This volcano rises impressively to a peak of 7,746 feet (2,361 meters), making it the highest point in the entire country. Grande Comore (Ngazidja), spans over an area of 1,025 Km². About 80% of the people here work as farmers, and farming contributes to 40% of the country's earnings.

ISA's Programme-1, Scaling Solar Applications for Agricultural Use (SSAAU), was launched in New York, USA on 22nd April 2016. The SSAAU Programme mainly focusses on decentralized solar applications in rural settings. The key technologies covered under this programme include Solar Powered Irrigation Systems, Solar Drying, Solar Home/ Street Lighting Systems, Solar Chilling and other off-grid applications.

Comoros has joined the ISA Programme No. 01 (Scaling Solar Applications for Agricultural Use) with an intention to install 10 Nos of photovoltaic water pumping systems on eight different sites within the county. In this context, ISA is looking for a competent firm / company to support Comoros move forward towards the Detailed feasibility study of sites.

2. Objective

The Objective of this assignment is to conduct a comprehensive feasibility study for the installation of solar water pumps for agriculture/other uses at *Grande Comore (Ngazidja)*, Island of Comoros. Currently, this Island rely on either electricity-based solar pumps or oil/fuel-based water pumps. The findings of this study will directly influence the implementation process and serve as a foundation for the project, providing valuable insights in terms of technical requirements and budgetary considerations.

3. Scope of Work

The ISA Secretariat intends to conduct:

An Island-level assessment cum feasibility study to identify and assess the needs and benefits of solar water pumping systems in the agriculture, drinking water sector, animal husbandry and other productive uses of energy with the goal of reducing dependency on rainfed agriculture, grid connectivity and diesel. The feasibility study will help in building a business case for integrating solar water pumps and other solar applications with the agriculture and irrigation sector. The task involves two main components: 1) **identifying suitable sites** on *Grande Comore (Ngazidja)*, in Comoros and, 2) **conducting a project-level assessment and feasibility study** to create a business case for the identified areas. The study process will encompass conducting a comprehensive site survey, engaging in stakeholder consultations, assessing needs, performing a techno-commercial analysis, and proposing a sustainable business model.

3.1 The proposed consulting firm/ company is expected to develop the assessment cum feasibility study which includes:

- a) Country profile by assessing the current state of solarization initiatives in the country focusing agricultural solarization initiatives, covering policies, programmes (such as solar water pumping systems, solar cold storage, and other productive uses), evaluation of solar and agriculture sector value chain, business models, experiences and lessons learned.
- b) Resource assessment involves taking stock of availability and current stage of development for solar energy and water resources.
- c) Undertake virtual/in-person consultation with stakeholders.
- d) Develop an assessment cum feasibility report to identify and evaluate the needs and benefits of scaling solar applications for agriculture use (including the productive use applications), in the identified of Grande Comore (Ngazidja), Island in Comoros.

3.2 Detailed Tasks and/or Expected Output

The selected consultancy firm is generally required to carry out the following, but not limited to, activities while doing the assessment in member countries of ISA. The key deliverables of the consultancy firm shall be one or more of the following to enable the readiness of the member country for the scaling of the use of solar for agricultural projects:

- A. Site Identification:** Identifying potential sites on **Grande Comore (Ngazidja), Island, Comoros**, for solar water pumping projects.
- B. Desk review:**
- i. **Regulations and Policies:** - Explore the regulatory framework for renewable energy and solar water pump installations in Comoros. Government websites, legal databases, reports by think tanks, policy makers and government department (agriculture, animal husbandry, water, energy and other) and policy documents will be helpful.
 - ii. **Solar Potential in Comoros:** - Research the solar energy potential in Comoros, including average solar radiation levels, weather patterns, and solar energy policies and incentives. Data from meteorological and renewable energy agencies in Comoros and international energy organizations can provide valuable insights. (*Specifically, for identified site of Grande Comore (Ngazidja) Island*)
 - iii. **Water Demand and Usage Patterns:** - Analyse the water demand and usage patterns in different regions of the Island. Understand the needs of farmers, communities, and small industries for water supply. Reports from Comoros government agencies, agricultural departments, and water resource management organizations can be relevant sources.
 - iv. **Existing Solar Water Pump Projects:** - Review the existing solar water pumps projects and capture learnings, best practices and reasons for successes or failures of previously implemented solar water pumping projects including generation capacity, method of implementation, timeframe, business model adopted, performance trajectory, power evacuation scenario, techno-commercial aspects and socio-economic impact of project.
 - v. **Environmental Impact:** - Consider the environmental impact of using solar water pumps compared to traditional water pumping methods. Studies on environmental sustainability and carbon footprint reduction can be relevant.
- C. Site Survey:** The consulting firm will conduct a detailed survey for each site (*identified site of Grande Comore (Ngazidja), Island*) with the support of provincial and municipal governments of Comoros, where the solar water pumping system may be installed. This includes evaluating factors such as solar irradiation, available space, water source, and any potential obstacles or challenges.
- i. **Primary Requirements** :- Conduct a detailed survey for each site consisting of the duration and the type of crops being cultivated at each region/site, the primary source of water being utilized and its availability throughout the year, type of irrigation techniques being used (flood, sprinkler, drip, etc.), the power source for irrigation such as rainfed and diesel, grid electricity, solar or any other source powered pumping system, per day or per unit expenditure on irrigation/ drinking water, daily water requirement for the type of crops being cultivated,

awareness of solar water pumping technologies, and willingness to pay for irrigation/drinking water services.

- ii. **Site Location and Coordinates:** - Identify the exact location of the proposed site for the solar water pump system. Use GPS coordinates or a map to pinpoint the site accurately.
 - iii. **Details of projected Area:** - Projected area for construction of solar water pump (also identifying the ownership status of the land)
 - iv. **Types Pumps:** - Identify the specific size and type requirements of water pumps based on the site visit, such as surface pumps or submersible water pumps.
 - v. **Site Accessibility:** - Evaluate the accessibility of the site. Assess whether it is feasible to transport equipment, materials, and personnel to the location. Consider road conditions and any potential logistical challenges.
 - vi. **Water table:** - Water source test report including yield and recharge rate, drawn down level, water table, static head, total dynamic head and estimation of flow rate/debit of the water source at each site, including wells, during dry and wet seasons.
 - vii. **Electrical Infrastructure:** - Assess the existing electrical infrastructure at the site, including the availability of power lines, transformers, and grid connectivity. This will help determine if the site can function independently or requires a hybrid system.
 - viii. **Explore** the options based on a site visit to determine whether the existing pumps are operated through diesel or grid connected. If the existing pumping system is already grid connected, consider the possibility of solarizing the system through the installation of a mini grid. Additionally, explore the possibility if the diesel-based water system can be directly replaced with solar water pumps.
- D.** Selected bidder shall collect all the relevant data for each site (geological, technical, commercial & financial) and findings shall be recorded in a suitable data collection format and substantiated with site photographs duly approved by concerned administrative ministry and associated departments/agencies of the country.
- E.** Data regarding reduction in CO2 emissions and fossil fuel import due to the proposed solar water pumping system.
- F.** Evaluating the expected impact of solar irrigation and water supply schemes in the assigned areas in terms of resilience-building at local community level through enhancing agricultural and livestock productivity; livelihood diversification and enhancement of natural resource management; and gender impacts.
- G.** The firm will conduct a comprehensive analysis to assess the techno-commercial viability of the solar water pumping system for the identified sites of Island. This will include evaluating the initial investment costs, operational and maintenance expenses, potential energy savings, and payback period. The analysis may also consider available incentives or subsidies for renewable energy systems.
- H. Stakeholder Consultation and Market Ecosystem:** Undertake virtual/in-person consultations with stakeholders to gain insights and updates on the developments in policy and regulatory environment and relevant value chains where solar applications play – or can potentially play – a significant role. The component will also explicitly look at the ecosystem for acquiring and servicing solar equipment.

- I. Assessment cum feasibility report:** Based on the above-mentioned activities and gathered information, the assessment cum feasibility report shall be developed, including but not limited to:
- i. Overview of the country's agriculture and irrigation sector,
 - ii. Evaluation of the desk and site survey conducted and case studies
 - iii. Outcomes from the stakeholder consultation and assessment of the market ecosystem.
 - iv. Potential of integrating solar applications with the agriculture sector -including, solar-powered irrigation and areas of productive use in the Island and investment estimates for solar applications,
 - v. Developing a strategic roadmap for solarizing the agriculture and irrigation sector (focusing on identified site of Grande Comore (Ngazidja), Island) in the country based on the country's readiness, policy and regulatory support, and the available infrastructure,
 - vi. Assessing physical and socio-economic conditions of identified sites - location, population, major climatic and soil characteristics, and topography, river systems, canals and canal structures, natural relationship between water sources & conditions of watershed.
 - vii. Proposing various business models that can be effectively implemented in the country.
 - viii. Recommendation or proposals for measure that can strengthen the country capacity to implement program- project

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: Click or tap to enter a date.

ANEX 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;

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. All daily rates shall be based on an eight-hour working day.

Currency of Quotation: USD

Ref	Description of Deliverables	Price
1.		
2.		
3.		
4.		
5.		
Total 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 NameClick 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>
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