

## **Request for Quotation (RFQ) for Goods**

### **Purchase of machines for production of fax, thermo and adding paper rolls, equipped with packaging machines, in support of women entrepreneurship**

RFQ Ref No: UNOPS-EP-2016-G-017

## Invitation letter

Dear Sir/Madam,

**Subject: Request for Quotations for Purchase of machines for production of fax, thermo and adding paper rolls, equipped with packaging machines, in support of women entrepreneurship in South East and South West Serbia**

**RFQ Case No.: UNOPS-EP-2016-G-017**

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 goods/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: 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: Marko Vujacic

Title: European Progres National Programme Manager

Date:

## Section I: RFQ Particulars

Scope of Quotation	This RFQ refers to the provision of <i>Machines for production of fax, thermo and adding paper rolls, equipped with packaging machines in support of women entrepreneurship in South East and South West Serbia</i> , as further described in Section III: Schedule of Requirements.
Contact person for correspondence, notifications and requests for clarifications	All correspondence, notifications and requests for clarifications in relation to this RFQ shall be sent to the following e-mail address: <a href="mailto:srpc.procurement@unops.org">srpc.procurement@unops.org</a>  United Nations Office for Project Services Republic of Serbia Operations Centre Šumatovačka 59 11000 Belgrade, Serbia  <b>ATTENTION: quotations shall not be submitted to the above address but to the address for quotation submission as set out below.</b>
Clarifications	Requests for clarification from bidders will not be accepted by any later than <b>21 February 2016</b> . Responses to requests for clarification will be communicated at LBHT web site ( <a href="http://www.sagradimodom.org">http://www.sagradimodom.org</a> ) and European Progres website ( <a href="http://www.euprogres.org">www.euprogres.org</a> ) under RFQ Case UNOPS-EP-2016-G-017 (Public Calls) .
Quotation validity period	Quotations shall remain valid for acceptance by UNOPS for ninety <b>90 days for RFQ</b> from the Deadline for Quotation Submission.
Quotation Currenc(ies)	Quotations shall be quoted in RSD (Republic of Serbia Dinars). UNOPS reserves the right not to reject any bids submitted in another currency than the mandatory bidding currency stated above.
Duties and Taxes	All quotations shall be submitted net of any direct taxes, customs duties and indirect taxes and VAT.
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 by <b>12:00, CET on 25 February 2016</b> .
Quotation submission	Quotations must be submitted as follows: Quotation form must be completed signed and returned to UNOPS. The quotations must be made in accordance with the instructions contained in this request.  All quotations must be submitted to the following address  <b>Address: Šumatovačka 59, 11000 Belgrade, Serbia</b> <b>Or to E-mail: <a href="mailto:srpc.bids@unops.org">srpc.bids@unops.org</a></b> <b>Contact person: Hana Ajdarpasic</b>  Quotations submitted shall be binding and valid for a period of ninety (90) days from the due date stated herein. Any prices accepted during this period will be considered firm/fixed for the resulting purchase order.  The supplier agrees to acknowledge the purchase order in the form provided upon award, under the terms and conditions stated therein, and for the agreed amount.

Evaluation method and criteria	<p>Quotations shall be evaluated to determine the lowest price most technically acceptable offer. Evaluation shall be conducted as follows:</p> <ol style="list-style-type: none"> <li>1. <b>Preliminary Examination.</b> The following eligibility and formal criteria will be reviewed for compliance: <ul style="list-style-type: none"> <li>• Bidder is eligible as defined in Instructions to Bidders, Article 3</li> <li>• Completeness of the Quotation. All Returnable Bidding Forms and other documentation requested have been provided and are complete</li> <li>• Bidder accepts UNOPS General Conditions of Contract</li> </ul> </li> <li>2. <b>Qualifications of the Bidder</b> will be assessed as per below qualification criteria: <ul style="list-style-type: none"> <li>• Bidder should be in continuous business of supplying similar goods (i.e. machines) for the last <b>3 (three)</b> years.</li> <li>• Bidder must also identify and disclose all information regarding any related entity/s, if any, by providing full legal name and address of the related entity/s. Should there be no related entities, the Bidder must provide a statement to that effect.</li> </ul> </li> <li>3. <b>Technical compliance of the offered goods/services.</b> The following technical criteria will be reviewed for compliance compared to UNOPS requirements: <ul style="list-style-type: none"> <li>• Goods/services offered in the quotation are compliant compared to the requirements in Section III: Schedule of Requirements.</li> </ul> </li> <li>4. <b>Financial evaluation.</b> 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.</li> </ol> <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>
Partial quotations	<p>Bidders shall be allowed to quote prices for one or more items identified in Section III: Schedule of Requirements, however Bidders must offer 100% of the quantities specified for each item. Evaluation will be done per item.</p>
Documents comprising the Quotation	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <li>• Form A: Quotation Submission Form</li> <li>• Form B: Price Schedule Form</li> <li>• Form C: Technical Quotation Form</li> <li>• Form D: Previous Experience Form</li> <li>• Registration, financial and legal documents: <ul style="list-style-type: none"> <li>- Document from Business Registers Agency not older than 6 months;</li> </ul> </li> <li>• Previous experience (references): <ul style="list-style-type: none"> <li>- Minimum one contract and/or valid invoice proving the successful delivery of machines, which are equal or similar to the machines for production of fax, thermo and adding paper rolls, in the last three years, in support of the information given in the Previous Experience Form</li> </ul> </li> <li>• Catalogue, brochure or similar document that will prove the required characteristics of the offered goods.</li> </ul>
Type of Contract to be awarded	<p>UNOPS will sign the following contract with the awarded Bidder(s): <b>Purchase order</b></p>

General Conditions of Contract	<p>In the event of an order, the following conditions of contract will apply:  UNOPS General Conditions of Contract for goods</p> <p>The conditions are available at:  <a href="http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx">http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx</a></p>
Signing of Contract	UNOPS plans to award the Contract by <b>31 March 2016</b> .
UNGM registration	<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 <a href="http://www.ungm.org">www.ungm.org</a>.</p> <p>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

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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

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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

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

- i. 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;
- ii. is included in UN/DPD's suspended and removed vendors list;
- iii. is included in the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list;
- iv. is included in the World Bank Corporate Procurement Listing of Non-Responsible Vendors and World Bank Listing of Ineligible Firms and Individuals;

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

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Bidders may request clarification in relation to the RFQ or bid process 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

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

### 6. QUOTATION CURRENCY(IES)

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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**

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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**

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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**

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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**

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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**

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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**

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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](http://www.unops.org).

### Section III: Schedule of Requirements

#### List of goods & quantities:

Item No	List of goods	Quantity
1.	Machine for the Production of Fax, Thermal and Adding Roles with Thermal Shrink Foil Packaging Machine Operating width: 400-700mm Delivery, Offload, Installation and Training course for one operator included	1
2.	Machine for the Production of Fax, Thermal and Adding Roles with Thermal Shrink Foil Packaging Machine Operating width: 550mm do 1020mm Delivery, Offload, Installation and Training course for one operator included	1

**NOTE:** The offered equipment must comply with requirements laid down in the Technical specifications (Form C: Technical Quotation Form - Technical specifications for goods – Comparative Data Table). The required specifications present minimum requirements. Bidders may offer items with more advanced specs and such offers are accepted as appropriate.

Manufacturer's technical literature submitted with the offer must comply with the written specifications of the Bidder. In the event that there are differences between the submitted manufacturers' literature and written Bidder specification reasons for that must be explained in the Bidder specifications. Manufacturer's technical literature (brochures, booklets, instructions, etc.) should be submitted. The manufacturers' technical literature should be marked in an appropriate manner (i.e. model number).

Bidder warrants that offered equipment is new and unused. Bidder shall further warrant that none of the supplies have any defect arising from design, materials or workmanship.

Where applicable, items must be in compliance with the Law on health safety of products for general use Republic of Serbia.

The Contractor will be responsible for providing after sales support through the standard manufacturer's warranty, which can not be less than one year.

The Contractor will also be responsible for providing training course for one operator per machine.

## Section IV: Returnable Bidding Forms

**Note to Bidders: Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Bidding 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: Quotation for the supply of [Insert a brief description of goods/services] in \_\_\_\_\_ [Name of country/city],**  
 RFQ Case No. [insert RFQ ref number] \_\_\_\_\_, dated [insert date] \_\_\_\_\_.

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: Bid Particulars, Period of Validity of Bids] \_\_\_\_\_ from the date fixed for the bid 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;
- 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/DP, 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] \_\_\_\_\_  
 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.

RFQ reference no: [insert RFQ reference No.]

Currency	RSD
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Item No	Description	Qty	Unit price DAP Tax free in RSD	Total price DAP Tax free in RSD
1.	Machine for the Production of Fax, Thermal and Adding Roles with Thermal Shrink Foil Packaging Machine, Operating width: 400mm - 700mm  With delivery, offload, installation of the machine and training course for one operator	1	(Insert)	(Insert)
2.	Machine for the Production of Fax, Thermal and Adding Roles with Thermal Shrink Foil Packaging Machine, Operating width: 550mm - 1020mm  With delivery, offload, installation of the machine and training course for one operator	1	(Insert)	(Insert)
<b>TOTAL PRICE</b>				(Insert)

Payment terms 30 days accepted:  Yes

**Bidder's discount for accelerated payment:** \_\_\_\_\_% of total firm price for each calendar day less than thirty (30) days

**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.

[Full legal name and address of subcontractors]

(A) \_\_\_\_\_

(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 : \_\_\_\_\_

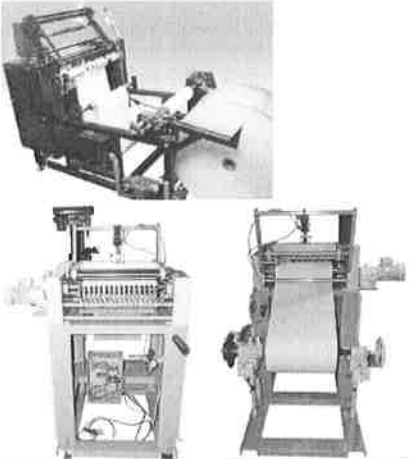
## Form C: Technical Quotation Form

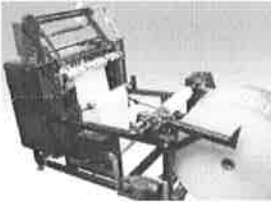
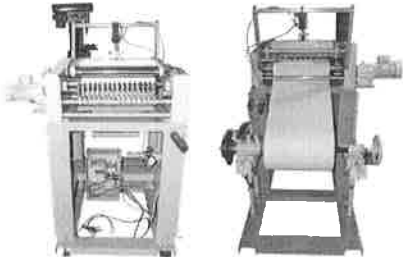
RFQ reference no: [insert RFQ reference No.] \_\_\_\_\_

Name of Bidder: [insert name of Bidder] \_\_\_\_\_

Bidders are required to complete the **Comparative Data Tables** included in Section III: Schedule of Requirements 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.

### Technical specifications for goods – Comparative Data Table

Item No	UNOPS minimum technical requirements	Qty	Is quotation compliant? Bidder to complete	Details of goods offered. Bidder to complete Insert details of goods offered, including specifications and brand/model offered if applicable
1.	<p><b>Machine for the Production of Fax, Thermal and Adding Roles with Thermal Shrink Foil Packaging Machine, 400-700 mm</b></p> <p><b>Operating width: 400-700 mm</b></p> <ul style="list-style-type: none"> <li>- Minimum number of cutters in set: 16</li> <li>- Motor with reducer and frequency regulator</li> <li>- Roll end marked</li> <li>- Iron lift (lifter): by electric motor, automatic</li> <li>- Roll winding cycle 30-40 seconds</li> <li>- Motor power: minimum 1.1 kw</li> <li>- Single colour flexo printing</li> <li>- Flexo printing for marking tape ends with automatic activation</li> <li>- Transport ventilator with installation for transportation of waste tape</li> <li>- Ceramic raster rollers</li> <li>- Contains a compatible thermal shrink foil packaging machine, heater power minimum 2000W</li> </ul> <p><i>Equal or similar to the illustrations below:</i></p> 	1	<input type="checkbox"/> Yes <input type="checkbox"/> No	

2.	<p><b>Machine for the Production of Fax, Thermal and Adding Roles with Thermal Shrink Foil Packaging Machine, 550mm do 1020 mm</b></p> <ul style="list-style-type: none"> <li>- <b>Operating width: 550mm do 1020 mm</b></li> <li>- Minimum number of cutters in set: 25</li> <li>- Roll end marked</li> <li>- Cutting speed: minimum 60m/min</li> <li>- Machine installed power: minimum 3 kW</li> <li>- Single colour flexo printing</li> <li>- Flexo printing for marking tape ends with automatic activation</li> <li>- Machines shall be equipped with two sets for arranging cores (tubes), tape length winding numerators, number of cycles end effective operating time, 'banana' roll and pneumatic bridge raising installation.</li> <li>- Contains a compatible thermal shrink foil packaging machine, heater power minimum 2000W</li> </ul>  	1	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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**Delivery requirements — Comparative Data Table**

UNOPS Requirements		Is quotation compliant? Bidder to complete	Details Bidder to complete Insert details
<b>Delivery time</b>	Bidder shall deliver the goods 45 (Forty Five) calendar days after Contract signature.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Delivery place and Incoterms rules</b>	<p>DAP (Delivered at Place) as per Incoterms 2010.</p> <p>Delivery, offload, assembly and installation of the equipment on the beneficiaries' premises are included in the price.</p> <p>Training course for one operator per machine.</p> <p>Two beneficiaries in the Municipality of Leskovac.</p> <p>Net of any direct taxes, customs duties and indirect taxes and VAT.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Consignee details</b>	The exact address the goods should be delivered and offloaded to, as well as all other relevant details, will be available upon contract signature.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>UNOPS Right to vary requirements</b>	At the time the Contract is awarded, UNOPS reserves the right to vary the quantity of the goods and associated services specified above, provided this does not exceed +/- 20%, without any change in the unit prices or other terms and conditions of the RFQ.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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:

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

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

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

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

**Form D: 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 : \_\_\_\_\_