UNOPS

United Nations Office for Project Services

Provision of works on three septic tanks in Obrenovac

Request for Quotation
Minor Works Contract

Contract No.: UNOPS-SFRS-2014-W-061
Date of Issuance: 05/12/2014
RFQ Case No.: UNOPS-SFRS-2014-W-061 Provision of works on three septic tanks in Obrenovac

CONTENTS

1. **REQUEST FOR QUOTATION (RFQ)** .....
2. **SECTION I – RFQ PARTICULARS** .....
3. **SECTION II – INSTRUCTIONS TO BIDDERS** .....
4. **SECTION III – EVALUATION METHOD AND CRITERIA** .....
5. **SECTION IV – RETURNABLE QUOTATION SCHEDULES** .....

SCHEDULE 1	Quotation Form .....
SCHEDULE 2	Bidder's Details .....
SCHEDULE 3	Bill of Quantities .....
SCHEDULE 4	Bidder Preliminary Programmes and Outline Statement of Proposed Methods .....
SCHEDULE 5	Proposed Project Team .....
SCHEDULE 6	Insurances .....
SCHEDULE 7	Capacities, Experience, Work in Hand and Work Completed .....
SCHEDULE 8	Declaration .....
SCHEDULE 9	Conflicts of Interest .....

6. **SECTION V - UNOPS MINOR WORKS CONTRACT** .....

92

REQUEST FOR QUOTATION

Dear Sir/Madam,

Subject: Request for Quotation for Provision of works on three septic tanks in Obrenovac – *RFQ Case No.: UNOPS-SFRS-2014-W-061*

The United Nations Office for Project Services (UNOPS) is pleased to invite prospective Bidders to submit a quotation in accordance with the requirements and process as set out in this Request for Quotation (RFQ).

The RFQ consists of the following:

- This Request for Quotation Letter;
- RFQ Particulars (Section I);
- Instructions to Bidders (Section II);
- Evaluation Method and Criteria (Section III);
- Returnable Quotation Schedules (Section IV);
- UNOPS Minor Works Contract (the Contract) (Section V).

A complete set of the above RFQ documents in English is attached to this Request for Quotation.

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 RFQParticulars in Section I.

We look forward to receiving your quotation.

Name: GRAEME TYNDALL

Title: PROGRAMME MANAGER

Date: 05/12/2014

Signature: G Tyndall.

SECTION I

RFQ PARTICULARS

Works	The works include the construction **Provision of works on three standard septic tanks in Obrenovac** as further described in Section V of this RFQ.
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: Procurement Unit United Nations Office for Project Services srpc.procurement@unops.org **ATTENTION: QUOTATIONSSHALL NOT BE SUBMITTED TO THE ABOVE ADDRESS BUT TO THE ADDRESS FOR QUOTATIONSUBMISSION AS SET OUT BELOW.**
Clarifications	Requests for clarification from bidders will not be accepted by any later than ***2 days*** before the Deadline for Quotation Submission. Responses to requests for clarification will be communicated to all bidders directly.
Quotation validity period	Quotations shall remain valid for acceptance by UNOPS for **120 days** from the Deadline for Quotation Submission.
Quotation Currency	Quotations shall be made in **RSD** (Republic of Serbia Dinars).
Duties and Taxes	All quotations shall be submitted net of any direct and indirect taxes, customs duties 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 offers must be submitted by 12:00 pm (noon) CET on 15 December 2014 (Belgrade, Serbian time zone UTC+01:00).

Quotation Submission	Quotations must be submitted as follows: By mail or personal delivery in sealed envelopes by the Deadline for Bid Submission. The envelope shall be labelled as follows: *****CONFIDENTIAL BID - DO NOT OPEN UNLESS AUTHORIZED***** United Nations Office for Project Services Šumatovačka 59, 11 000 Belgrade Republic of Serbia Personal delivery shall be made between the hours of 08:00 and 17:00 on UNOPS regular working days by the Deadline for Bid Submission. Att.: Chair Person, Bid Opening Committee. Case No.: UNOPS-SFRS-2014-W-061 Deadline for Bid Submission: 12:00h noon CET, on 15 December 2014. From: ***Insert bidder's name & details***

SECTION II

INSTRUCTIONS TO BIDDERS

1. INFORMATION FOR BIDDERS

Bidders are invited to submit a quotation for the works described in the RFQ, including Section V attaching UNOPS Minor Works Contract, in accordance with this RFQ.

All correspondence and notification in relation to this RFQ shall be sent to the contact person and address set out in the RFQ Particulars in Section I.

Please note that the address for Quotation Submission may be different.

2. INTERPRETATION OF THE RFQ

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

No binding contract, including a process contract or other understanding or arrangement, will exist between the offer and UNOPS and nothing in or in connection with this RFQ shall give rise to any liability on the part of UNOPS unless and until the Contract is signed by UNOPS and the successful offer.

3. BIDDERELIGIBILITY

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 an offer if and when at the time of offer submission, the Bidder:

(i) has been suspended or declared ineligible by UNOPS or any other entity of the United Nations system, including the Work Bank;

(ii) is on the UN 1267 terrorist list issued by the Security Council resolution 1267 which establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban; or

(iii) does not comply with any additional requirements as may be set out in the Quotation Particulars.

4. ERRORS OR OMISSIONS

Bidders shall immediately notify UNOPS in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the RFQ, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.

Bidders shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.

5. BIDDERS' RESPONSIBILITY TO INFORM THEMSELVES

Bidders shall be responsible to inform themselves in preparing their quotation.

Bidders acknowledge and agree that the RFQ does not purport to contain all relevant information in relation to the works and is provided solely on the basis that bidders shall be responsible for making their own assessment of the matters referred to in the RFQ, including the Contract (see Section V).

Bidders acknowledge that UNOPS, its directors, employees and agents make no representations or warranties (express or implied) as to the accuracy, currency or completeness of this RFQ or any other information provided to the Bidders.

6. UNOPS MINOR WORKS CONTRACT

Bidders shall be willing to sign the Contract (see Section V), without departure, qualification, amendment, limitation or exclusion should they be selected as a result of this RFQ.

7. CLARIFICATION OF THE RFQ

Bidders may request clarification of the RFQ or bid process by submitting a written request to the contact stated in the RFQ Particulars in Section I up to the time stated in the RFQ Particulars in Section I.

UNOPS shall gather all requests for clarification and may respond in writing to all such requests at the same time. Responses to requests for clarification shall be communicated directly to all Bidders that received the RFQ under conditions described in RFQ Particulars.

8. CONTENT OF QUOTATIONS

11.1

Returnable Quotation Schedules

Quotations shall include only a fully completed and dated set of the Returnable Quotation Schedules, including only the information required by each Returnable Quotation Schedule, either completed on the Returnable Quotation Schedule document or annexed to the document, as the case may be, each signed by a person authorised by the Bidder to bind it. The Returnable Quotation Schedules are attached in Section IV.

9. REMUNERATION FOR AND COSTS OF QUOTATIONS

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

10. QUOTATIONVALIDITY PERIOD

Quotations shall remain valid for acceptance by UNOPS for the entire period set out in the RFQ Particulars in Section I. An offer valid for a shorter period of time shall be rejected.

11. OFFER CURRENCIE(S)

The quotation shall be made in the currency stated in the RFQ Particulars in Section I. 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.

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

12. DUTIES AND TAXES

UNOPS is a tax exempt entity. All quotation shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in the RFQ Particulars in Section I.

13. QUOTATION FORMAT

A quotation shall contain no interlineations, erasures, or overwriting. If necessary to correct errors made by a Bidder, hand written corrections to the quotation may be made before the Deadline for Quotation Submission. In this case, such corrections shall be initialed by the person or persons who signed the quotation.

Offers shall be signed by the person authorized to do so in Returnable Quotation Schedule 1 –Quotation Form of Offer (see Section IV). That person shall be authorized by the Bidder to bind the Bidder.

14. LANGUAGE OF OFFERS

All quotations, information, documents and correspondence exchanged between UNOPS and the Bidders in relation to this RFQ process shall be in the language set out in the RFQ Particulars in Section I.

15. DEADLINE FOR QUOTATION SUBMISSION

All quotations shall be received by UNOPS by no later than the time and date set out in the RFQ Particulars in Section I. It shall be the sole responsibility of the Bidders to ensure that their quotation is received by the Deadline for Quotation Submission.

Offers submitted after the Deadline for Quotation Submission shall be rejected

16. WITHDRAWAL, SUBSTITUTION, AND MODIFICATION OF OFFERS

Prior to the Deadline for Quotation Submission, a Bidder may withdraw, substitute, or modify its quotation after it has been submitted by sending a written notice to UNOPS. After the Deadline for Quotation Submission, however, the quotation shall remain valid and open for acceptance by UNOPS for the entire Quotation Validity Period, as may be extended.

17. EVALUATION METHOD AND CRITERIA

UNOPS shall evaluate quotations and select a preferred Bidder pursuant to Section III of this RFQ.

18. OTHER UNOPS RIGHTS

Subject to Section III of the RFQ, UNOPS shall have no obligation to accept any quotation.

UNOPS may, in its absolute discretion, do all or any of the following:

(i) require additional information from offers;

(ii) change the structure and timing of the RFQ;

(iii) alter, terminate, suspend or defer the RFQ process or any part of or activity in it;

(iv) consider or accept or reject any quotation that is non-conforming;

(v) request, attend or conduct any site inspections or clarification meetings;

(vi) request, attend or observe any product, plant, equipment or other demonstration, trial or test, provided UNOPS acts reasonably in so doing;

(vii) abandon, cancel or otherwise not proceed with the RFQ process at any time prior to the signature of a contract, without any liability toward the bidders and without providing any reason or notice to bidders.

19. COLLECTION OF REJECTED OR UNSUCCESSFUL QUOTATIONS

UNOPS shall not return any rejected or unsuccessful quotations to the Bidders.

20. CONFIDENTIALITY

All information and documents provided to the Bidders by UNOPS shall be treated as confidential by the Bidders.

21. ETHICS AND CORRUPT PRACTICES

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

(i) have not unduly obtained, or attempted to unduly obtain, any confidential information in connection with the RFQ process and any contract that may be signed as a result of this RFQ process;

(ii) have no conflict of interest that would prevent them from entering into a contract with UNOPS, and shall have no interest in other parties involved in this RFQ process or in the project underlying this RFQ process;

(iii) have not engaged, or attempted to engage, in any Corrupt 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, Corrupt Practices shall mean any of the following:

- bribery: the act of unduly offering, giving, receiving or soliciting anything of value to influence the process of procuring works, or executing contracts;

- extortion or coercion: the act of attempting to influence the process of procuring works, or executing contracts by means of threat of injury to person, property or reputation;

- fraud: the misrepresentation of information or facts for the purpose of influencing the process of procuring works, or executing the contracts, to the detriment of UNOPS or other participants; or

- collusion: the agreement between offerors designed to result in offers at artificial prices that are not competitive.

(iv) have not been involved in, either directly or indirectly, nor have they funded, either directly or indirectly, any terrorist activities, notably upon basis of the consolidated list of individuals belonging to or associated with terrorist entities as established and maintained by the United Nations 1267 Committee.

In the event that a Bidder fails to comply with any of the above representations and warranties, UNOPS shall have the right to reject the quotation submitted by such Bidder, and to terminate any contract that may have been signed between UNOPS and such Bidder as a result of this RFQ process immediately upon written notice, without any liability for termination charges or any other liability of any kind of UNOPS. In addition, the Bidder may be precluded from doing business with UNOPS and any other entity of the United Nations System in the future.

22. AUDIT

Any Bidder participating in this RFQ process shall agree to cooperate with the Office of Internal Oversight Services of the United Nations, UNOPS Internal Audit and Investigations Group as well as with any other investigation units authorized by UNOPS Executive Director and UNOPS Ethics Officer to investigate any allegation of misconduct, and in particular any allegation of a breach of Article 23above, in connection with this RFQ process or any contract that may be signed as a result of this RFQ process.

In cooperating with UNOPS, the Bidder shall give access to UNOPS, upon written request, to all employees, representatives, agents and assignees, as well as to all documents, records and other elements of the Bidder that may be required to conduct such investigation.

The failure of a Bidder to comply with any of the above representations and warranties shall give UNOPS the right to disqualify the offer submitted by such Bidder, and to terminate any contract that may have been signed as a result of this RFQ process immediately upon written notice, without any liability for termination charges or any other liability of any kind of UNOPS. In addition, the Bidder may be precluded from doing business with UNOPS and any other entity of the United Nations System in the future.

SECTION III

EVALUATION METHOD AND CRITERIA

23. EVALUATION METHOD

Quotations shall be evaluated to determine the lowest price most technically acceptable offer.

Firstly, offers shall be evaluated for technical compliance based on:

- technical expertise and experience;
- safety, quality and insurance; and
- capacity, resources and key personnel.

Secondly, offers that are found to be technically compliant shall be evaluated based on price and value for money, analysing all relevant costs, risks and benefits of each offer throughout the whole life cycle of the works and in the context of the project as a whole.

UNOPS may request clarification or further information in writing from the Bidders at any time during the RFQ process. The Bidders' responses shall not contain any changes regarding the substance, including the financial part of their quotation. UNOPS may use such information in interpreting and evaluating the relevant quotation but is under no obligation to take it into account.

24. EVALUATION CRITERIA

Returnable Quotation Schedule 1 - Quotation Form
The bidder's form is correctly filled out.
Check and clarify

Document from Business Registers Agency to be provided.
Check and clarify

Returnable Quotation Schedule 2 - Bidder Details
The bidder's details are correctly filled out.
Check and clarify

Returnable Bid Schedule 4 - Preliminary Programme and Outline Statement of Proposed Methods
The bidder's preliminary program (works plan) and outline statement of proposed methods demonstrate the bidder's capacity to plan and programme the works within timelines that are consistent with industry practice, the project requirements and UNOPS' project technical staff programme. Detailed work plan to be provided and should ***not be longer than 20 calendar days****.*
Check and clarify

Returnable Quotation Schedule 5– Proposed Project Team
The bidder's project team demonstrate the capacity of the bidder's core team to execute the works and should include all essential roles filled with people of the required experience.

***Construction engineer 410 or 411 or Architect 400**. CV of proposed engineer should to be provided*

Following information on the key personnel that the bidder proposes to assign to the execution of the works should be provided: position description, name, education and years of experience on this type of works.
Check and clarify

Returnable Quotation Schedule 6 – Insurances – NOT USED
The bidder's insurances comply with the RFQ's requirements.
Check and clarify

Returnable Quotation Schedule 7 – Capacity Experience, Work in Hand and Completed.

The bidder shall provide references (including letters of confirmation from the clients) for at least 3 similar projects that have been implemented over the past five years.

1. *2 similar contracts executed successfully during the last 3 years. List of references, the contacts of the investors/ purchasers should be clearly stated and all other columns to be to be provided within the quotation.*
   Check and clarify

2. *Capacity to undertake this contract within current workload. List of all current projects - underway or committed to start - to be provided.*
   Check and clarify

Returnable Quotation Schedule 8 – Declaration – NOT USED
The bidder's declaration is correctly filled out.
Check and clarify

Returnable Quotation Schedule 9 – Conflict of Interest – NOT USED
The bidder's filled out this schedule.
Check and clarify

Financial Evaluation Criteria

Returnable QuotationSchedule 3 – Bill of Quantities:

BOQ Value:	***(i) in RSD:***	

SECTION IV

RETURNABLE QUOTATION SCHEDULES

[Note to Bidders: Instructions to complete each Returnable QuotationSchedule are highlighted in blue in each schedule. Please complete the Returnable QuotationSchedules as instructed]

RETURNABLE QUOTATIONSCHEDULE 1

QUOTATION FORM

United Nations Office for Project Services
Šumatovačka 59
11000 Belgrade
Serbia

Dear Sir/Madam,

Subject: Quotation for the Provision of works on three septic tanks in Obrenovac RFQ Case No. UNOPS-SFRS-2014-W-061, dated **5 December 2014.**

1. We, _____[***Name of Bidder***], hereby submit a quotation for the construction of the above-referenced works in response to the above-referenced RFQ.

2. We warrant that in preparing and submitting this quotation, we have complied with, and are willing to be bound by, any and all of the requirements and provisions of the above-referenced RFQ, including the terms and conditions of the Contract as set out in Section V of the RFQ.

3. Based on the above, our quotation for the works is: _____[***Insert Proposed Contract Price in numbers and letters***.

4. Our quotations shall remain valid for UNOPS' acceptance until **120 days** from the Deadline for Quotation Submission.

5. We acknowledge and agree that:

   - subject to Section III of the RFQ, UNOPS is not bound to accept any quotation it may receive in response to the above-referenced RFQ;
   - no liability of UNOPS and no binding contract exists until the Contract is executed between UNOPS and a bidder;

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

Name : _____

Title : _____

Date : _____

Signature : _____

[*Stamp form of bid with official stamp of the offeror*]

RETURNABLE QUOTATIONSCHEDULE 2

BIDDER'S DETAILS

RFQ Case No.: UNOPS-SFRS-2014-W-061

Name of Bidder:

Trade Licence title and No.:

Address of registered office:

Name of Bidder representative:

Address for service of notices (if different than above):

Phone number:

Facsimile number:

Mobile phone number:

Email:

RETURNABLE QUOTATIONSCHEDULE 3

BILL OF QUANTITIES

RFQ Case No.: UNOPS-SFRS-2014-W-061

Name of Bidder: _____

Date: _____

Signature: _____

Note to bidders: Bidders shall submit within Returnable Bid Schedule 4 (or annexed to Returnable Bid Schedule 4 if files size is prohibitively large) a Lump Sum Contract Price.

Note: the price shall include all required material, tools and labour required to complete three septic tanks on the following locations in the Municipality of Obrenovac:

1. **Cadastral plot 378/7, owner Nešić Nikola**
2. **Cadastral plot 772, owner Jovanović Ana**
3. **Cadastral plot 179/2, owner Lalević Radoslav**

No	DESCRIPTION	UoM	Quantity	Unit Price	TOTAL
I	GROUND WORK				
I-1	Mechanical excavation of soil for the septic tank in 3rd category terrain in a wide ditch, with disposal. Excavations shall be done according to the design and provided spot levels. Sides shall be clean cut and the bottom levelled. Excavated soil shall be transported and disposed of at the construction landfill. Calculated per m3 of soil, measured in autochthonous state. - septic tank	m^3	71,61		
I-2	Supply, hand spreading and compacting natural mixture of gravel under the foundation in a layer thickness of 15 cm. The buffer layer shall be compacted and finely levelled. Calculated per m2 of compacted gravel.	m^3	1,37		
I-3	Manually filling and compacting soil around the septic tank and above the upper panel septic tank in a layer of 30 cm, weight 10 kg beater, until the required density. Calculated per m3 in compacted state.	m^3	38,76		
I-4	Loading and transportation of the remaining excavated material to a landfill up to 3 km away with levelling at the landfill. Calculated per m^3.	m^3	32,85		
I	GROUND WORK TOTAL				
II	BRICKLAYING WORK				
II-1	Manufacture and installation of 60cm diametar, for load of 30 kg, cast iron cover with frame for the manhole. Calculated per piece.	pcs	1,00		

II-2	Manufacture and installation of climbers made of rebar diametar 18 mm, width 30 cm spaced at a distance of 30 cm. Calculated per piece.	pcs	9,00		
II	**BRICKLAYING WORK TOTAL**				
III	**CONCRETE AND REINFORCED CONCRETE WORK**				
III-1	Manufacture of the reinforced concrete watertight septic tank with concrete mark MB25. The formwork shall be made and pit reinforced according to detail and structural analysis. Provide for an opening and mount the tank cover. Concrete shall be poured and cared for according to regulations. The price shall include formwork, reinforcement bars, climbers and auxiliary scaffolding. Fully in accordance with the design documents or a prefabricated tank of identical characteristics with volume up to 25m3. Calculated per m3 of tank walls.	m3	13,20		
III-2	Manufacture of floated cement screed 3cm thick. The base coat shall be cleaned prior to the application of the cement screed. The mortar for cement screed shall be made using sifted very coarse sand in 1:3 proportion. The top surface of the cement screed shall be floated flat and cared for until rigid. Calculated per m2	m2	6,00		
III-3	Plastering of interior surfaces of septic tank walls with cement plaster with waterproofing additives. Prior to plastering all surfaces shall be cleaned and sprayed with grout. Plaster shall be applied in two layers with additives The first layer shall be made of very coarse sand and the second layer shall be made with small-grain clean sand 'Dunavac', with no presence of sludge and organic matter. Floating shall be done with wetting and small floats. Calculated per m2	m2	30,00		
III	**CONCRETE AND REINFORCED CONCRETE WORK TOTAL**				

Nr.	Description	Total
IV	**SUMMARY**	
I	**GROUND WORK**	
II	**BRICKLAYING WORK**	
III	**CONCRETE AND REINFORCED CONCRETE WORK**	
	TOTAL 1 (ONE) SEPTIC TANK :	

GRAND TOTAL 3 (THREE) SEPTIC TANKS	

RETURNABLE QUOTATION SCHEDULE 4

BIDDER PRELIMINARY PROGRAMME
AND
OUTLINE STATEMENT OF PROPOSED METHODS

RFQ Case No.: UNOPS-SFRS-2014-W-061

Name of bidder: _____

Date: _____

Signature: _____

Note to Bidder: Bidders shall submit a preliminary programme and an outline statement of methods to ensure the good and timely implementation of the works.
Bidders are required to make their own detailed assessment of the time, work methods and activities that shall be required for the successful and timely completion of the works, including obtaining all required authorizations from local authorities.

If an bidder is selected as the preferred bidder, it shall be required to further develop and complete this programme in accordance with the Minor Works Contract.

RETURNABLE QUOTATIONSCHEDULE 5

PROPOSED PROJECT TEAM

RFQ Case No.: UNOPS-SFRS-2014-W-061

Name of Bidder: _____

Date: _____

Signature: _____

Note to bidders: Bidders shall set out below:

1. *the key personnel that the bidder proposes to assign to the execution of the works;*

2. *the qualifications and relevant experience of each of the key personnel that the bidder proposes to assign to the execution of the works, including a CV/resume for each of the key personnel;*

3. *the bidder's representatives who are authorized to sign the Contract. The bidder shall provide a copy of such authorization*

Key Personnel

No.	Position Description	Name	Years Exp
1	**Construction Engineer** [*Insert Description*]	[*Insert Name*]	[*Insert No.*]

Contractor's Representative as per the Contract:

No.	Position Description	Name	Years Exp
1	Contractor's Representative	[*Insert Name*]	[*Insert No.*]

RETURNABLE QUOTATIONSCHEDULE 6 – NOT USED

INSURANCES

RFQ Case No.: UNOPS-SFRS-2014-W-061

Name of Bidder: _____

Date: _____

Signature: _____

Note to Bidders: Bidders are to provide details of their insurance policies if they have any at the time of preparing their quotation. If selected, Bidders will have to comply with the insurance requirements as set out under Schedule 2 of the Contract [Schedule of Works]. Bidders are advised that UNOPS may request copies of the insurance policies and any endorsements during the review of offers, including amounts of any deductibles and all exclusions.

1. Construction All Risks Insurance/Third Party Liability Insurance

Name of Insurer:	
Policy No.:	
Insured Amount:	
Renewal Date:	
Name of Broker:	
Contact details of Broker:	

2. Workers' Compensation/Employer's Liability Insurance

Name of Insurer:	
Policy No.:	
Insured Amount:	
Renewal Date:	
Name of Broker:	
Contact details of Broker:	

3. Contractor's Plant and Equipment Insurance

Name of Insurer:	
Policy No:	

Insured Amount:	
Renewal Date:	
Name of Broker:	
Contact details of Broker:	

4. Motor Insurance

Name of Insurer:	
Policy No:	
Insured Amount:	
Renewal Date:	
Name of Broker:	
Contact details of Broker:	

RETURNABLE BID SCHEDULE 7

CAPACITY, EXPERIENCE, WORK IN HAND AND WORK COMPLETED

RFQ Case No.: UNOPS-SFRS-2014-W-061
Name of Bidder: _____

Date: _____

Signature: _____

1. Similar Projects during the last *3* years

[***List names, locations and value***]

2. All current projects underway or committed to start

[***List names, locations and value***]

RETURNABLE QUOTATIONSCHEDULE 8 – NOT USED

DECLARATION

United Nations Office for Project Services
[***insert address***]

Dear Sir/Madam,

Subject: Quotation for the Construction of[***Insert brief information of the works e.g. 3 classroom, 5 shelters, etc.***]in[***name of country/city/state/town***]. Case No. [***Insert Case No.***].

I, [***insert name and title***], [***insert title***], do solemnly and sincerely declare that:

1. I am duly authorised by [***Insert name of bidder***] (the Bidder)to make this declaration on its behalf.

2. I make this declaration on behalf of the Bidder.

3. Before the Biddersubmitted its offer, neither the Bidder, nor any of its employees or agents, had knowledge of the quotation proposed by any other bidder who submitted, or of any person, company, other body corporate or firm that proposed to submit, a quotation in response to this RFQ.

4. Before the Deadline for Quotation Submission of this RFQ process, neither the Bidder, nor any of its employees or agents, disclosed the Bidder's quotationto:

   (i) any other bidderwho submitted an offer in response to this;
   (ii) any person, company, other body corporate or firm proposing to submit a quotationin response to this RFQ.

5. Neither the Bidder, nor any of its employees or agents, has provided information to:

   (i) any other bidderwho has submitted a quotationin response to this RFQ;
   (ii) any person, company, other body corporate or firm proposing to submit a quotationin response to this RFQ; or
   (iii) any other person, company, body corporate or firm for the purpose of assisting in the preparation of a quotationin response to this RFQ.

6. The Bidderis genuinely competing for the Contract.

7. Neither the Bidder, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding, other than as disclosed to UNOPS in the quotation, that the successful bidderfor the Contract shall pay any money to, or provide any other benefit or other financial advantage to, an industry association in respect of the Contract.

8. Neither the Bidder, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding that the successful bidderfor the Contract shall pay any money to, or provide any other benefit or other financial advantage to, any other bidderwho unsuccessfully tendered for the Contract.

9. Neither the bidder, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding that biddersfor the Contract would include an identical or similar condition or qualification in their quotations.

I acknowledge that this declaration is true and correct, and I make it in the belief that a person making a false declaration is liable to penalties.

DECLARED at [***insert place***] on [***insert date***] before me:

_____
Signature of authorised witness

_____
Name of authorised witness
(capital letters)

_____
Address of authorised witness

_____
Witness' Occupation

_____
Signature of declarant

RETURNABLE BID SCHEDULE 9 – NOT USED

CONFLICTS OF INTEREST

RFQ Case No.: UNOPS-SFRS-2014-W-061

Name of Bidder: _____

Date: _____

Signature: _____

Note to Bidders: Bidders shall declare any actual or potential conflicts of interest which may arise with respect to the project as between:

(i) UNOPS and the Bidder; and

(ii) UNOPS and any subcontractor (including consultants) proposed by theBidder

SECTION V: UNOPS MINOR WORKS CONTRACT

Attached