

United Nations Office for Project Services

Replacement of joinery on Technical school "Milentije Popovic" in Crna Trava

Request for Quotation

Date of Issuance: 29 August 2017
RFQ Case No.: UNOPS-EP-2017-W-051

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REQUEST FOR QUOTATION

Dear Sir/Madam,

**Subject: Request for Quotation for replacement of joinery on the Technical school building with students dormitory "Milentije Popović" in Crna Trava, Republic of Serbia
RFQ Case No.: UNOPS-EP-2017-W-051**

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 RFQ Particulars in Section I.

We look forward to receiving your quotation.

Name: GRAEME TYNDALL

Title: UNOPS RSOC MANAGER

Date: 30 AUGUST 2017

Signature: 

SECTION I
RFQ PARTICULARS

Works	The works include provision, transportation and installation of PVC and Aluminium doors and windows in Technical School building with students' dormitory "Milentije Popović" in Crna Trava, Republic of Serbia, 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: <i>srpc.procurement@unops.org</i> UNOPS Republic of Serbia Operations Centre Skerliceva 4 11000 Belgrade, Serbia ATTENTION: QUOTATIONS SHALL NOT BE SUBMITTED TO THE ABOVE ADDRESS BUT TO THE ADDRESS FOR QUOTATION SUBMISSION AS SET OUT BELOW.
Clarifications	Requests for clarification from bidders will not be accepted by any later than 4 September 2017 10:00h. Responses to requests for clarification will be communicated through European Progres website (www.europeanprogres.org) and LBHT web site (http://www.sagradimodom.org) under RFQ Case UNOPS-EP-2017-W-051 (Public Calls) as well as to bidders directly.
Quotation validity period	Quotations shall remain valid for acceptance by UNOPS for 90 days from the Deadline for Quotation Submission.
Quotation Currenc(ies)	Quotations shall be made in USD . 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 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 offers must be submitted by 12:00h (noon), CET on 05 September 2017 .

Quotation Submission	<p>Quotations must be submitted as follows:</p> <p>Quotation forms must be completed signed and returned to UNOPS together with filled BoQ. The quotations must be made in accordance with the instructions contained in this request.</p> <p>All quotations must be submitted to the following address</p> <p>Address: UNOPS RSOC, Skerliceva 4, 11000 Belgrade, Serbia Or to E-mail: srpc.bids@unops.org Contact person: Suzana Tanaskovic</p>
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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. BIDDER ELIGIBILITY

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

A Bidder 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. QUOTATION VALIDITY 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 CURRENCY(S)

The quotation shall be made in the currenc(ies) 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 23 above, 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*

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 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. The proposed work plan should not be longer than 30 calendar days.

The bidder's health and safety manual and preliminary plan demonstrate the bidder's capacity to consistently performs the works in a suitably safe manner. The Bidder should provide Risk Assesment (Akt o proceni rizika) and Manual on Safety and Health at Work (first page of the document signed and stamped). The Bidder shall also provide the Letter of appointment for responsible person for the implementation of health and safety and plan.

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 includes all essential roles filled with people of the required experience:

- 1) Architect or Construction engineer – 400 or 401 or 410 or 411 or 419 or 700 or 800. Responsible Engineer must have relevant professional experience in at least 2 projects as responsible contracting engineer (individual houses are not counted). For this purpose the bidder should provide adequate proof of his/her engagement (decision

on appointment and sheets of final payment certificates signed by the investor, supervisor and responsible contracting engineer). CV of proposed engineer should also be provided.

Pass / Fail

- 2) The Bidder should have minimum 9 construction-craft workers employed for implementation of this project. For this purpose the Bidder should provide the copy of employment record booklet or pre-engagement contract.

Pass / Fail

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.

1. Minimum two similar contracts (reconstructions and new constructions with joinery works) executed successfully during the last five years. Bidder should provide adequate supporting documents: contracts and final payment certificates approved by contractor, investor and supervisor. Total reference should show minimum of RSD 5,000,000.00 (Five Million republic of Serbia Dinars) in implemented contracts.

Pass / Fail

2. Minimum RSD 25,000,000.00 (Twenty Five Million Republic of Serbia Dinars) of total turnover within the last three years. Financial statements and solvency reports for last three years to be provided.

Pass / Fail

3. Capacity to undertake this contract within current workload. List of on-going contracts with values to be provided together with the Statement that the Bidder has adequate human, financial and technical capacities to cover tendered works

Pass / Fail

4. Key assets that the bidder shall demonstrate adequate ownership of, or access to:

- a) One machine for cutting the profiles for production of joinery
- b) One machine for assembling the profiles for production of joinery
- c) One transportation vehicle – truck for transporting joinery from the production workshop to site
- d) One tool kit for installation of joinery

All the above equipment should be hired or owned. Adequate proof has to be provided (company's assets list or hiring contracts)

Pass / Fail

Returnable Quotation Schedule 8 – Declaration

The bidder's declaration is correctly filled out.

Check and clarify

Returnable Quotation Schedule 9 – Conflict of Interest

The bidder's filled out this schedule.

Check and clarify

SECTION IV

RETURNABLE QUOTATION SCHEDULES

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

RETURNABLE QUOTATION SCHEDULE 1

QUOTATION FORM

United Nations Office for Project Services
Republic of Serbia Operations Centre
Skerliceva 4, Belgrade

Dear Sir/Madam,

Subject: Quotation for the replacement of joinery on the Technical school building with students dormitory "Milentije Popović" in Crna Trava, Republic of Serbia, **RFQ Case No. UNOPS-EP-2017-W-051** dated 29 August 2017

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 quotation shall remain valid for UNOPS' acceptance 90 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 QUOTATION SCHEDULE 2

BIDDER'S DETAILS

RFQ Case No.:	_____
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 QUOTATION SCHEDULE 3

BILL OF QUANTITIES

RFQ Case No.: _____

Name of Bidder: _____

Date: _____

Signature: _____

Note to bidders: Bidders shall submit within Returnable Quotation Schedule 3 (or annexed to Returnable Bid Schedule 3 if files size is prohibitively large) a Bill of Quantities. Where a rate is not provided in the Bill of Quantities, such rate shall be deemed to be allocated within the total contract price.

RETURNABLE QUOTATION SCHEDULE 4
BIDDER PRELIMINARY PROGRAMME
AND
OUTLINE STATEMENT OF PROPOSED METHODS

RFQ Case No.: _____

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. The proposed work plan should not be longer than 30 calendar days.

The bidder's health and safety manual and preliminary plan demonstrate the bidder's capacity to consistently performs the works in a suitably safe manner. The Bidder should provide Risk Assessment (Akt o proceni rizika) and Manual on Safety and Health at Work (first page of the document signed and stamped). The Bidder shall also provide the Letter of appointment for responsible person for the implementation of health and safety and plan

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 QUOTATION SCHEDULE 5

PROPOSED PROJECT TEAM

RFQ Case No.: _____

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	Architect or Construction Engineer	[Insert Name]	[Insert No.]
2	[Insert Description]	[Insert Name]	[Insert No.]
3	[Insert Description]	[Insert Name]	[Insert No.]
4	[Insert Description]	[Insert Name]	[Insert No.]
5	[Insert Description]	[Insert Name]	[Insert No.]
6	[Insert Description]	[Insert Name]	[Insert No.]
7	[Insert Description]	[Insert Name]	[Insert No.]
8	[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 QUOTATION SCHEDULE 6 – NOT USED

INSURANCES

RFQ Case No.: _____

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:	
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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.: _____

Name of Bidder: _____

Date: _____

Signature: _____

1. Similar Projects during the last five years

[List names, locations and value]

2. All current projects underway or committed to start

[List names, locations and value]

3. Assets

[List information regarding relevant assets owned or to be leased by your company]

4. Essential assets subject to evaluation:

- a) One machine for cutting the profiles for production of joinery,***
- b) One machine for assembling the profiles for production of joinery,***
- c) One transportation vehicle – truck for transporting joinery from the production workshop to site,***
- d) One tool kit for installation of joinery.***

RETURNABLE QUOTATION SCHEDULE 8

DECLARATION

United Nations Office for Project Services

Republic of Serbia Operations Centre
Skerliceva 4, Belgrade

Dear Sir/Madam,

Subject: Quotation for the replacement of joinery on the Technical school building with students dormitory "Milentije Popović" in Crna Trava, Republic of Serbia,
Case No. UNOPS-EP-2017-W-051

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 Bidder submitted 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 quotation to:
 - (i) any other bidder who submitted an offer in response to this;
 - (ii) any person, company, other body corporate or firm proposing to submit a quotation in response to this RFQ.
5. Neither the Bidder, nor any of its employees or agents, has provided information to:
 - (i) any other bidder who has submitted a quotation in response to this RFQ;
 - (ii) any person, company, other body corporate or firm proposing to submit a quotation in response to this RFQ; or
 - (iii) any other person, company, body corporate or firm for the purpose of assisting in the preparation of a quotation in response to this RFQ.
6. The Bidder is 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 bidder for 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 bidder for the Contract shall pay any money to, or provide any other benefit or other financial advantage to, any other bidder who 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 bidders for 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

CONFLICTS OF INTEREST

RFQ Case No.: _____

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 the Bidder*

SECTION V: UNOPS MINOR WORKS CONTRACT