

Request for Quotation (RFQ) for Services

**Provision of technical
documentation for the energy
retrofitting procedure in the
elementary school “Vlada
Obradovic Kameni” Novi Beograd**

RFQ Ref No: UNOPS-UNEP-PR-2017-S-001

Invitation letter

Dear Sir/Madam,

Subject: Request for Quotations for the Development of Technical Documentation for the Energy Retrofitting Procedure in the elementary school "Vlada Obradovic Kameni", Novi Beograd, Srbija – RFQ Case No.: UNOPS-UNEP-PR-2017-S-001

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 services in accordance with the UNOPS General Conditions of Contract and the Schedule of Requirements as set out in this Request for Quotation (RFQ).

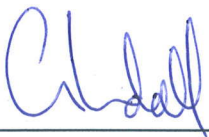
The RFQ consists of the following:

- 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: Graeme Tyndall
Title: UNOPS RSOC Manager
Date: 25 October 2017

Section I: RFQ Particulars

Scope of Quotation	<p>This RFQ refers to the provision of Technical Documentation including Energy efficiency study, HVAC installations design, Electrical installations project and automatic control, Architectural project and Fire Protection Project for the Development of Technical Documentation for the Energy Retrofitting Procedure in the elementary school "Vlada Obradovic Kameni", Novi Beograd, Srbija, as further described in Section III: Schedule of Requirements.</p>
Contact person for correspondence, notifications and requests for clarifications	<p>All correspondence, notifications and requests for clarifications in relation to this RFQ shall be sent to:</p> <p style="text-align: center;">Procurement Unit United Nations Office for Project Services Serbia Operations Centre srpc.procurement@unops.org</p> <p>ATTENTION: Quotations shall not be submitted to the above address but to the address for quotation submission as set out below.</p>
Clarifications	<p>Requests for clarification from bidders will not be accepted by any later than 01 November 2017, 12:00h.</p> <p>Responses to requests for clarification will be communicated through project web sites www.sagradimodom.org and www.europeanprogres.org under RFQ case UNOPS-UNEP-PR-2017-S-001 (Public Calls/Tenders).</p>
Quotation validity period	<p>Quotations shall remain valid for acceptance by UNOPS for 90 days from the Deadline for Quotation Submission.</p>
Quotation Currenc(ies)	<p>Quotations shall be quoted in USD (United States Dollars). UNOPS reserves the right not to reject any bids submitted in another currency than the mandatory bidding currency stated above.</p>
Duties and Taxes	<p>All quotations shall be submitted net of any direct taxes, customs duties and indirect taxes and VAT.</p>
Language of quotations	<p>All quotations, information, documents and correspondence exchanged between UNOPS and the Bidders in relation to this RFQ process shall be in English.</p>
Deadline for Quotation Submission	<p>All quotations must be submitted by 03 November 2017, 15:00 CET. A site visit for interested bidders is planned for 30th of October 2017 at 11:00h.</p>
Quotation submission	<p>Quotations must be submitted as follows:</p> <p>Quotation form must be completed signed and returned to UNOPS. 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 style="text-align: center;">Address: Skerliceva 4, 11000 Belgrade, Serbia Or to E-mail: srpc.bids@unops.org Contact person: Suzana Tanaskovic</p> <p>Any prices accepted during the bid validity period will be considered firm/fixed for the resulting contract. The supplier agrees to acknowledge the Contract for Services in the form provided upon award, under the terms and conditions stated therein, and for the agreed amount.</p>

<p>Evaluation method and criteria</p>	<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"> 1. Preliminary Examination. The following eligibility and formal criteria will be reviewed for compliance: <ul style="list-style-type: none"> • Bidder is eligible as defined in Instructions to Bidders, Article 3 • Completeness of the Quotation. All Returnable Bidding Forms and other documentation requested have been provided and are complete • Bidder accepts UNOPS General Conditions of Contract 2. Qualifications of the Bidder will be assessed as per below qualification criteria: <ul style="list-style-type: none"> • Bidder should be in continuous business of supplying similar services for the last 5 (five) years and no adverse actions have been taken against the Bidder during this period; • Bidder paid all local and national taxes; positive company's status, proved by financial or solvency reports within the last three (3) years; • Bidder has relevant experience proven by List of references with successfully developed documentation serving similar purposes over the past five years; • Proposed team of engineers has the required licenses, expertise and professional experience. Each Team Member has a minimum of three (3) years of experience in energy retrofitting: in design of architectural components, in design of mechanical and electrical installations in energy retrofit procedures and in design of fire protection projects. The Team Leader will be the focal point for the project implementation and should have minimum five (5) years of professional experience in design of energy retrofitting procedures. • 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 3. Technical compliance of the offered goods/services. The following technical criteria will be reviewed for compliance compared to UNOPS requirements: <ul style="list-style-type: none"> • Services offered in the quotation are compliant compared to the requirements in Section III: Schedule of Requirements. 4. Financial evaluation. 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. <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>
<p>Partial quotations</p>	<p>Partial quotations shall not be allowed. Bidders must quote prices for the total goods and/or services for the total requirement requested under Section III: Schedule of Requirements. Evaluation will be done for the total requirement.</p>
<p>Alternative quotations</p>	<p>Alternative quotations are not accepted.</p>

Documents comprising the Quotation	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> • Form A: Quotation Submission Form; • Form B: Price Schedule Form; • Form C: Technical Quotation Form; • Form D: Previous Experience Form; • Document from Business Registers Agency, not older than 6 months from the date of the proposal; • Tax administration receipts that the company paid all local and national taxes or the proof that they are on the vendors/qualified bidders list with the Business Registers Agency – document not older than 6 months from the date of the proposal; • List of references with successfully developed technical documentation serving similar purposes with energy efficiency certificate; • Proof that the company is accredited and listed on CREP http://www.crep.gov.rs/RegistarKompanija.aspx (Central Registry of Accredited Companies) • List of engineers, team members, licensed designers who will be responsible for each project stage with their valid licences and a reference list of designs; • CVs and copies of valid professional licences issued by Serbian Chamber of Engineers (or accredited by Serbian Chamber of Engineers) for the following: <ol style="list-style-type: none"> 1. Engineer with Master degree in Architecture (license 300), 2. Engineer with Master degree in Mechanical Science (license 330), 3. Engineer with Master degree in Electrical Science (medium and low voltage, license 350 and 352), 4. Engineer with Master degree in Electrical/Mechanical Science (license issued by the Ministry of internal affairs - Sector for emergency situations). <p>The licence 381 is obligatory and any of the team members can have it.</p>
Type of Contract to be awarded	UNOPS will sign the following contract with the awarded Bidder(s): Contract for Services.
General Conditions of Contract	<p>In the event of an order, the following conditions of contract will apply: UNOPS General Conditions of Contract for the provision of Services</p> <p>The General Conditions of Contract are available at: http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx</p> <p>All material will acknowledge the UN Environment, by featuring its logo, together with the logos of the BEA initiative and project partners (WRI, City of Belgrade, the GEF, Sustainable Energy for All) and the logo of the Initiative at the at the beginning and the end of the documents.</p>
Signing of Contract	UNOPS plans to award the Contract by 15 November 2017.

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 www.ungm.org.</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

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

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

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, and all parties constituting the bidder, may have the nationality of any country with the exception of the nationalities, if any, listed in **Section I: RFQ Particulars**. A Bidder shall be deemed to have the nationality of a country if the Bidder is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.

A Bidder shall not have a conflict of interest. A bidder shall be considered to have a conflict of interest if:

- A Bidder has a close business or family relationship with a UNOPS personnel who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract;
- A Bidder is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods, services or works required in the present procurement process;
- A Bidder has an interest in other bidders, including when they have common ownership and/or management. Bidders shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Bidder is involved. This includes situations where a firm is the Bidder in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid.

Bidders must disclose any actual or potential conflict of interest in the Quotation Submission Form and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UNOPS. Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned further to UNOPS policy on vendor sanctions.

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

- 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;
- is included in the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list;
- is included in the World Bank Corporate Procurement Listing of Non-Responsible Vendors and World Bank Listing of Ineligible Firms and Individuals.
- is included in any other Ineligibility List from a UNOPS partner and if so listed in **Section I: RFQ Particulars**.
- is currently suspended from doing business with UNOPS and removed from its vendor database(s), for reasons other than engaging in proscribed practices as defined in the UNOPS Procurement Manual.

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

Bidders may request clarification in relation to the RFQ 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

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

6. QUOTATION CURRENCY(IES)

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

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

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

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

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

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

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.

Section III: Schedule of Requirements

TERMS OF REFERENCE

Introduction and General Background

“UNOPS plays a critical role in providing management services for our life-saving, peace building, humanitarian and development operations.”

Ban Ki-moon, United Nations Secretary-General

UNOPS's mission is to expand the capacity of the UN system and its partners to implement peace building, humanitarian and development operations that matter for people in need. Working in some of the world's most challenging environments, our vision is to always satisfy partners with management services that meet world-class standards of quality, speed and cost effectiveness. UNOPS provides services in sustainable infrastructure, sustainable procurement and sustainable project management, with projects ranging from building schools, roads, bridges and hospitals to procuring goods and services, and training local personnel. By assisting UN organizations, international financial institutions, governments and other development partners, UNOPS makes significant, tangible contributions to results on the ground.

UNOPS provides HR, administration and procurement services to the United Nations Environment Programme's project implementation activities. To this end, UNEP is the lead agency in implementing this activity.

The United Nations Environment Programme (UN Environment) is the leading global environmental authority. UN Environment's mission is to provide leadership and encourage partnership in caring for the environment by inspiring, informing, and enabling nations and peoples to improve their quality of life without compromising that of future generations. UN Environment is one of the key partners in the SE4ALL Building Efficiency Accelerator (BEA). UN Environment Vienna Office is the BEA Local Lead Partner organization and will ensure proper coordination to maximize impacts in the City of Belgrade. More information on UN Environment can be found at <http://www.unep.org/> and on the BEA Initiative at [http:// buildingefficiencyaccelerator.org](http://buildingefficiencyaccelerator.org).

SE4ALL Building Efficiency Accelerator (BEA) assists sub-national governments to improve the energy efficiency of buildings in their jurisdictions to reduce energy costs, create new market opportunities and reduce pollution. In 2016-2017, the global program will assist 30 subnational partners and leverage the expertise of over 30 technical organization and business partners. This multi-sectoral collaboration aims to speed actions on efficiency policies and projects. The global partnership is coordinated by the World Resources Institute (WRI). The BEA partners have selected 6 BEA cities for deeper partnership in 2016-2017, including the City of Belgrade. The deep support to the City of Belgrade includes the provision of on-site staffing and expertise from the UN Environment to assist the City in planning and implementing building efficiency actions.

Requirement Overview

The company/organization is required to deliver the following for the elementary school “Vlada Obradovic Kameni”, Municipality of Novi Beograd, Belgrade at Rumska Street Belgrade:

1. The assessment of the energy efficiency opportunities and cost-benefits of the implemented energy efficiency measures
 - **Energy efficiency study**
Energy efficiency study is to be developed in order to firstly determine the energy class of the building. Further on, it is necessary to foresee energy rehabilitation measures in order to improve the energy efficiency class for at least one class. The study should identify applicable energy

efficiency and green building measures and quantitatively assess their costs and benefits. Additionally, the recommendation for the possible energy efficiency measures should include qualitative indication of which of the proposed measures would mitigate the influence of external noise sources. The study should include an assessment of replacement of windows, improvements in insulation and other similar measures that would help increase energy efficiency of the building.

2. Design documents for energy efficiency retrofitting procedure consisting of:

- **HVAC installations design**
 Foresee complete dismantling of the existing coal boiler room. Foresee the replacement of the boilers with highly efficient biomass boiler with additional regulatory armature.
 In the boiler room foresee the installation of the heat energy meter. Perform calculation checks of the existing chimney and if necessary, foresee construction of a new chimney.
 Existing circulation pumps replace with inverter pumps. Check existing hydraulic pipe network and if necessary foresee construction of a new one.
 Foresee replacement of existing radiators with new aluminium radiators. For radiators foresee the installation of thermostatic valves.
- **Electrical installations design and automatic control**
 Envisage the replacement of existing lighting system with new LED lamps. Foresee electrical power for all consumers from the HVAC installations project. Develop project of automatic control and central monitoring of new boiler room on biomass, with monitoring of consumed heat.
- **Architectural design**
 Develop remediation project, all in accordance with provided measures from energy efficiency study of the building, and the project of HVAC installations.
- **Fire Protection design**
 Develop the Main Fire Protection Project based on the Republic of Serbia Law on Fire Protection, including a technical report, graphic documentation and pre-measurements and budget calculations for equipment and fire protection devices.

All projects should contain the detailed Bill of Quantities (BoQ) prepared for tendering procedure and the Technical Description.

The projects should be delivered in 5 hard copies and one soft copy.

The deliverables should be made in Serbian, while sections of technical description and bill of quantities need to be delivered both in Serbian and English.

Objectives of the Services

Purpose of this assignment is to develop the necessary technical documentation for the energy retrofitting procedure for the elementary school "Vlada Obradovic Kameni", Municipality of Novi Beograd, in Belgrade, as it is defined by the following laws of Republic of Serbia:

- "Law on Planning and Construction"
- "Law on Energy Efficiency"
- "Regulation about the Classification of the Buildings"
- "Regulation about the Content, Development and the Way of Conducting the Control of the Technical Documentation According to the Class and Purpose of the Building"
- "Regulation of Energy Efficiency of the Buildings".

Details on the current state of the school

The building was constructed for temporary usage in 1961. The school is a ground type building with the total surface of approx. 1,800 m².

Brief description of the current conditions:

The school ceiling is made of cane, roof out of tin metal, while walls are mainly cinder blocks. The external walls and the roof have no insulation. Replacement of old wooden windows to low-quality PVC windows was carried out 10-12 years ago. The heating system is composed of old iron cast radiators with two coal boilers from 1967. Last heating season, the City Environmental Inspection prohibited the operations of the boiler room as it exceeds the allowed level of pollutants emissions. Building's lighting system is consisted of mostly classic neon lights with inefficient bulbs.

Work Plan (Schedule)

The final product should be delivered no later than 22 December 2017, as per the following schedule:

1. The assessment of the energy efficiency (EE) and cost benefits of the implemented EE measures:

10 days after signing of the contract

2. Design documents for energy efficiency retrofit procedure

1 month after delivering the assessment under 1 above

Work Activities

The contractor will be required to provide the Design of energy efficiency retrofitting technical documentation for Building Efficiency Accelerator project in Belgrade, Serbia, meeting UNOPS and government regulatory requirements as specified in the Contract.

Any subsequent changes to the required services for the Design of energy efficiency retrofitting technical documentation for Building Efficiency Accelerator project in Belgrade, Serbia, shall be done in a timely manner and the Contractor under this ToR shall incorporate amendments or changes on the final requirements when requested to do so by UNOPS.

3. Contractors Management Systems

Quality Management System and Quality Assurance

The company/organization will work under the direct supervision of UN Environment Programme Officer in the Vienna Office on a day-to-day basis, with close contact with the City authorities and WRI. The entity will hold responsibility for gathering relevant information and successful design of the required studies as per relevant sections of these Terms of Reference. The entity is not required to seek approval from the relevant ministries after drafting the studies. Upon drafting of each study, the company/organization will consult with and seek approval from the Vienna Office. After the approval, the entity will share the final product with the project team.

The entity will consult with the project team on any visual materials to be used in the documents (including logos of UN Environment, logos of the two initiatives and the logos of the partners).

The company/organization will submit a final report with an invoice for the undertaken activities not later than 22 December 2017.

4. Commencement and Duration of Services

The contractor shall commence the required services within 5 days following signature of the Contract for services for works between UNOPS and the Contractor.

5. Completion period

The services should be rendered not later than 22 December 2017.

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: RFQ Particulars, Period of Validity of Quotations] from the date fixed for the 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. [If you have any actual or potential conflict of interest as defined in Article 3 of Section II: Instructions to Bidders, please disclose it here];
- 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/DPD, 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]

Date: [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: UNOPS-UNEP-PR-2017-S-001

Currency	USD
-----------------	-----

Item No	Description	Total price
1.	Development of Technical Documentation for the Energy Retrofitting Procedure in the elementary school "Vlada Obradovic Kameni, Novi Beograd, as per Section III, Schedule of Requirements	insert

Payment terms 30 days accepted: Yes

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.

- (A) [Full legal name and address of subcontractors]
- (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

Section 1: Offeror's qualification, capacity and expertise	
1.1	<p>Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.</p> <p>[Insert response here]</p>
1.2	<p>General organizational capability which is likely to affect implementation:</p> <ul style="list-style-type: none"> - General management structure, - Financial stability and project financing capacity, - Project management controls, - Extent to which any work would be subcontracted (if so, provide details). <p>[Insert response here]</p>
1.3	<p>Relevance of specialised knowledge and experience on similar engagements done in the country/region.</p> <p>[Insert response here]</p>
1.4	<p>Organization's commitment to sustainability.</p> <p>[Insert response here]</p>

Section 2: Proposed Methodology, Approach and Implementation Plan	
2.1	<p>Understanding of the requirement, description of available mechanisms and tools; how they shall be adopted and used for a specific requirement. Have the important aspects of the task been addressed in sufficient detail? Description of the Bidder's approach and methodology for meeting or exceeding the requirements of the Terms of Reference.</p> <p>[Insert response here]</p>

Section 3: Key personnel proposed			
3.1	Name and Nationality	Position to be Assumed in this Contract	Requirements as per Terms of reference
	[Insert]	Engineer of Architecture with a license 300	<i>Copy the requirements</i>
	[Insert]	Mechanical Engineer with a license 330	<i>Copy the requirements</i>
	[Insert]	Electrical Engineer (medium and low voltage, license 350 and 352),	<i>Copy the requirements</i>
	[Insert] [Insert]	Electrical/Mechanical Engineer (license issued by the Ministry of internal affairs - Sector for emergency situations)	<i>Copy the requirements</i>
	[Insert]		<i>Copy the requirements</i>

3.2	Qualifications of key personnel proposed [For each of the names identified above, attach his/her CV
-----	---

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 : _____