Request for Quotation (RFQ) for Services

For providing services related to hiring of a Temperature controlled warehousing facility and distribution system

RFQ No: 88531/86942/92022-3MDG-177a/16
Invitation letter

Dear Sir/Madam,

Subject: Request for Quotations for the Supply of Providing the services related to hiring of a Temperature controlled warehousing facility and distribution system in Yangon, Myanmar– RFQ Case No.: 88531/86942/92022-3MDG-177a/16

The United Nations Office for Project Services (hereinafter referred to as UNOPS) is pleased to invite prospective bidders to submit a quotation for the provision of goods/services in accordance with the UNOPS General Conditions of Contract and the Schedule of Requirements as set out in this Request for Quotation (RFQ).

The RFQ consists of the following:
- This RFQ Invitation Letter
- Section I: RFQ Particulars
- Section II: Instructions to Bidders
- Section III: Schedule of Requirements / Terms of Reference
- Section IV: Returnable Bidding Forms
  - Form A: Quotation Submission Form
  - Form B: Technical Quotation Form
  - Form C: Price Schedule 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: Peter Bollen
Title: Procurement Specialist
Date: 27.01.2016
## Section I: RFQ Particulars

<table>
<thead>
<tr>
<th><strong>Scope of Quotation</strong></th>
<th>This RFQ refers to the provision of providing the services related to hiring of a Temperature controlled warehousing facility and distribution system in <strong>Yangon, Myanmar</strong> as further described in Section III: Schedule of Requirements / Terms of Reference.</th>
</tr>
</thead>
</table>
| **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  
Procurement, 3MDG-UNOPS  
procurement3mdg@unops.org  

**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 **1st February, 2016**  
Responses to requests for clarification will be communicated to all prospective bidders by posting 3MDG website. |
| **Quotation validity period** | Quotations shall remain valid for acceptance by UNOPS for a minimum of 30 days from the Deadline for Quotation Submission. |
| **Quotation Currenc(ies)** | Quotations shall be quoted in Myanmar Kyats (MMK). |
| **Duties and Taxes** | All quotations shall be submitted net of any direct taxes. |
| **Language of quotations** | All quotations, information, documents and correspondence exchanged between UNOPS and the Bidders in relation to this RFQ process shall be in English. |
| **Deadline for Quotation Submission** | All quotations must be submitted by **17:00 Myanmar Standard Time, (GMT+6.30hrs) Time on 04.02.2016** |
| **Quotation submission** | **Quotations must be submitted as follows:**  
All quotations must be received at the email address stated below  
E-mail: bids.3mdg@unops.org |
**Evaluation method and criteria**

Quotations shall be evaluated to determine the lowest price most technically acceptable offer. Evaluation shall be conducted as follows:

**Preliminary Examination.** The following eligibility and formal criteria will be reviewed for compliance:
- 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

**Qualifications of the Bidder** will be assessed as per below qualification criteria:
- Bidder should be in continuous business of supplying similar goods and services for the last 1 year.

**Technical compliance of the offered goods/services.** The following technical criteria will be reviewed for compliance compared to UNOPS requirements:
- Goods/services offered in the quotation are compliant compared to the requirements in Section III: Terms of References
- Availability of storage facilities from 15 February 2016 onwards
- Satisfactory Onsite inspection at the offered site by 3 MDG – UNOPS appointed evaluation committee.

**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.

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.

**Partial quotations**

Bidders shall be allowed to quote prices for one or more lots identified in Section III: Schedule of Requirements, however Bidders must offer 100% of the quantities specified for each lot. Evaluation will be done per lot.

**Documents comprising the Quotation**

Bidders shall include the following documents in their quotation:
- Form A: Quotation Submission Form
- Form B: Price Schedule Form
- Form C: Technical Quotation Form
- Form D: Previous Experience Form]
- Proof of ownership of the offered warehouse(s) evidenced by valid title deeds for the property in the applicant’s name, or Lease agreement/s for a period not less than two calendar years where the facilities are to be rented from third parties.

**Type of Contract to be awarded**

UNOPS will sign the following contract with the awarded Bidder(s):

Small Services Contract

**General Conditions of Contract**

In the event of an order, the following conditions of contract will apply: UNOPS Conditions of Services for Contracts less than USD 50,000 in value

The conditions are available at: [http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx](http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx)
<table>
<thead>
<tr>
<th>Signing of Contract</th>
<th>UNOPS plans to award the Contract latest by 10&lt;sup&gt;th&lt;/sup&gt; February, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNGM registration</td>
<td>Any Contract resulting from this RFQ exercise will be subject to the supplier registration on United Nations Global Marketplace (UNGM) website. Vendors can register their company by accessing the website at <a href="http://www.ungm.org">www.ungm.org</a>. 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</td>
</tr>
</tbody>
</table>
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 ITB 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 shall not be eligible to submit a quotation if and when at the time of quotation submission, the Bidder:

i. is included in the Ineligibility List, hosted by UNGM, that aggregates information disclosed by UNOPS (UNOPS Ineligibility List) and other Agencies, Funds or Programs of the UN System;

ii. is included in UN/PD's suspended and removed vendors list;

iii. is included in the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list;

iv. is included in the World Bank Corporate Procurement Listing of Non-Responsible Vendors and World Bank Listing of Ineligible Firms and Individuals;

All Bidders are expected to embrace the principles of the United Nations Supplier Code of Conduct, given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the United Nations Global Compact.

4. CLARIFICATION OF THE RFQ

Bidders may request clarification in relation to the RFQ or bid process by submitting a written request to the contact stated in the Section I: RFQ Particulars, until the time stated in Section I: RFQ Particulars. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.

5. REMUNERATION FOR AND COSTS OF QUOTATIONS

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

6. QUOTATION CURRENCIES

The quotation shall be made in the currenc(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 currenc(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

1. Introduction
In the capacity as fund manager for the Three Millennium Development Goals Fund (3MDG Fund) UNOPS requires a warehouse and related services for the Malaria Artemisinin Resistance Containment (MARC) and the Maternal New Born and Child Healthcare (MNCH) project.

This warehouse is intended for the storage of temperature sensitive health related commodities such as pharmaceuticals, rapid diagnostic test kits, laboratory reagents, etc. The temperature inside the warehouse should be maintained at 20 +/- 5 degree Celsius. Charges should include all services to manage the receiving, storing, repacking, picking, distribution in Yangon and reporting on the concerned commodities.

2. Scope of the Services Required
2.1. The required storage volume is 30 cubic metres minimum. Creative bids are encouraged, for example if a certain storage volume is reached, reduced prices could be applicable.

2.2. The warehouse must be located in Yangon and easy to access for trucks and away from areas prone to risk of floods.

2.3. Prior to establishing a contract, UNOPS staff will visit the proposed warehouse and physically inspect it for suitability for use.

2.4. The selected bidder must provide prove of ownership of the offered warehouse(s) evidenced by valid title deeds for the property in the applicant’s name, or Lease agreement/s for a period not less than one calendar year where the facilities are to be rented from third parties.

2.5. Insurance for the stored commodities will be the responsibility of UNOPS.

3. Specification of the warehouse building
3.1. The warehouse must have proper and a well maintained electricity installation. The building must have equipped with sufficient firefighting devices for ensuring fire safety.

3.2. Main warehouse doors, whether hinged or sliding, should ideally be constructed from steel sheeting affixed to metal frames, or metal reinforced solid wooden doors. Padlock clasps should be welded or otherwise securely fastened onto the main doorframe. Steel bar grills and gates should reinforce windows and pedestrian doors accessing the warehouse. This applies to all associated warehouse office space as well.

3.3. Sufficient lighting is required to illuminate the warehouse exterior, with a special focus on all doors and windows.

3.4. The warehouse shall have adequate waterproof roofing ensuring all stored commodities are protected against any water leakage.
3.5. The warehouse shall have air conditioning installed with sufficient capacity to maintain a temperature of 20 +/- 5°Celsius throughout the year.

3.6. A temperature monitoring system shall be established with contingency plans in case temperature exceeds the set limits. Contingency plans have been established in case the temperature exceeds set limits.

4. **Required cold chain provisions**

4.1. The warehouse should have facilities consisting of cold chain equipment to provide limited storage capacity for various health sector commodities that are to be stored under cold chain. These items require an ambient temperature between 2°C and 8°Celsius.

4.2. The cold chain facility should either have a power back-up provision in case of power failure or the used refrigeration equipment should be of the specific “ice-lined” type, which has been designed to maintain acceptable levels of temperature with only 7 hours of electricity per day.

4.3. Temperature monitoring systems should be in place ensuring that the temperature remains within the set limits.

4.4. The Contractor is responsible to ensure that contingency plan is in place to deal with prolonged power outages.

5. **Specification of the warehouse services**

5.1. The offer shall include all costs related to the required services to manage receiving, storing, repacking, picking, and distribution in Yangon for the stored commodities.

5.2. The warehouse staff should maintain proper administration in accordance with the Standard Operating Procedures (SOP) as developed by UNOPS for the warehouse management. This includes the use of waybills, stock control cards, packing list, issue vouchers and monthly store reports including expiry dates. The required form and SOP will be provided by UNOPS Logistics department.

5.3. UNOPS will conduct regular inspections of the warehouse facilities to ensure full compliance with the contract. Any losses or discrepancies in inventory must be reported immediately to the UNOPS Logistics staff.

5.4. Repacking, if any, should be done in such a way that the goods are protected against water and external force, i.e. strong waterproof packing. Losses due to improper repacking will be the responsibility of the Contractor. Repacking, if any, should be managed by the warehouse staffs and no additional manpower will be provided by UNOPS for repacking.

5.5. Stacking of commodities will be done in such a way that the stacks are stable and do not pose a danger to people in the warehouse.
5.6. The bidder shall provide qualified and sufficient warehouse personnel including English speaking warehouse manager to monitor that the operation is running smoothly, security personnel, storekeeper and loaders as required to load the cargo in trucks from the UNOPS selected transport company at the warehouse.

5.7. Any discrepancies, damage, and/or loss of commodities during handling, transfer and storage at the warehouse will be the full responsibility of the contracted bidder. In such event, the replacement value, including transport charges, of the damaged or lost commodities will be deducted from the invoice.

5.8. A 24-hour guard force must be provided by the bidder for the warehouses. During hours of warehouse operation, at least one guard will be posted at the main gate and responsible for keeping a log book of all vehicle and pedestrian movement into and out of the warehouses. Access to the warehouses will be strictly controlled, limited to authorized official visitors and business only. During after duty hours, a minimum of two guards must be on duty.

5.9. Smoking shall not be allowed in the warehouses. At least four fire extinguishers should be installed at clearly indicated points inside each warehouse and inspected and maintain on a regularly basis.

5.10. The warehouses shall be kept clean and devoid of rubbish, water and damp proof (no leakages in the roof), as well as free of insect or rodent infestation. Fuel and oil leakages from trucks to warehouses must be removed and cleaned. The bidder must prevent ponds of water from forming around access roads to the warehouse and make arrangements to limit water seepage into the warehouse by tracks if applicable.

5.11. The bidder must ensure that the warehouses have adequate aeration and that temperature inside does not exceed 20 +/- 5°Celsius.

6. Specification of the distribution services

6.1. The selected bidder shall include the costs for local distribution within Yangon in their final offered price per cubic meter.

6.2. Above mentioned distribution services will be limited to smaller volumes only, if and when volumes exceed 10 m³ for one distribution point, UNOPS will make its own arrangement for the distribution services separately.
**SOP Warehouse management**

**Main techniques related to Warehouse Management and Commodity Handling**

These Standard Operating Procedures are concerned with the technical and management issues when handling and storing UNOPS commodities in the Warehouses.

1. The warehouse must be prepared before arrival of UNOPS commodities for storage and distribution. Storage areas and wooden pallets need to be established prior to the arrival of the commodities.

2. Standard warehouse wooden pallets and basic office equipment as well as one dedicated phone number (can be mobile) must to be organized and be at warehouse.

3. The Contractor will be responsible for all the pesticide control in the warehouse, which includes but are not limited to, warehouse spray, fumigation, and termite control as well as rodents treatments during the contract period. The warehouse must be free of live insects and rodents and any sign of infestation must be detected and action taken by Contractor on time.

4. Security against theft and loss must be provided 24/7 as per conditions in the present contract.

5. Any loss incurred must be identified and accountable. Any damaged or losses of UNOPS items that happens while the items are stored inside the warehouse must be communicated to UNOPS Logistics section for further action, but the Contractor will be responsible as per terms indicted in the present contract.

6. Losses and commodity damage by transporters used by UNOPS for field distributions needs to be documented on UNOPS waybills so as to deduct from transporters the CIF value and local transport cost from the transport company. The Contractor will assist UNOPS in identifying and reporting those losses and or damages during transport.

7. The Contractor is expected to recruit qualified warehouse staff and their terms of reference will be shared with UNOPS Logistics so as to adjust them to the UNOPS standards if required.

8. The following general warehouse structure maintenances and aspects should be considered and appropriate action must be taken by the Contractor on time so as to avoid commodity damage during handling or storage: a) Proper maintenance of roof of warehouse, doors and floors for avoid water filtering inside. b) Keep good hygiene, ventilation and prevention measures against rodents.

9. UNOPS Logistics will organize a technical training on warehouse management for the Contractor so as to implement UNOPS Standard Operating procedure on warehouse management and its requirements.

10. **Stock Management:** The purpose of stock management procedures is to ensure adequate supply of UNOPS commodities to partners. Stock management is achieved by:
a. Adequate receipt and “Received Inspection Report” completion and appropriate storage of goods until required.

b. Regular and immediate Stock Cards update and regular inventory reports.

c. Release of good using UNOPS “Issue Vouchers” and “Waybill” forms and only based on UNOPS instructions and distribution plans

d. Regular stock checks and reporting.

e. All stock management related files should be kept for audit purpose.

11. Receipt and Storage Commodities: Intake must be orderly and recorded with a proper inscription of shelf life, batch number or other reference number etc. depending on the type of commodities. The Contractor will check the received commodities against the relevant Packing List and/or as per the instruction given by UNOPS and fill in the UNOPS “Received and Inspection Report” (RIR) Form. The Contractor will use pallets for each stack so as to avoid any commodity damage.

12. Stock Cards provided by UNOPS must be filled in and signed by the Storekeeper immediately after a transaction takes place. Source documents for commodity Received / Dispatched must kept in the warehouse filing system for further references. Commodity accounting for all transactions will be reported to UNOPS.

13. Issue Voucher and Waybill. Pre-printed UNOPS Issue Voucher and Waybill are the main documents for commodity transactions from warehouse to destination (see templates with instructions below). The stocks should be released based on First Expiry First Out basis. All movements of UNOPS commodities must be accompanied with UNOPS Issue Voucher (to be prepared and signed by UNOPS Logistics staff) and Waybill (to be prepared and signed by Warehouse Manager). All related files should be kept for audit purpose. One waybill plus one issue voucher will be issued per destination / consignee respectively.

14. Commodity accounting including physical checks and documentation control for all transactions shall be reported to UNOPS using the monthly stock report every 20th of each month.

15. Physical Stock Check must be taken by the Contractor every month. Upon request from UNOPS random physical stock checks with the participation of UNOPS Logistics must be conducted by the Contractor’s staff and tallied with the receiving and dispatching documents (i.e. tally with the BL or Waybill for incoming goods and the UNOPS Issue Voucher and Waybill for outgoing goods). All physical stock checks should be indicated on the stocks cards and signed by both the UNOPS logistics and Contractor staff.
This form is to be used when commodities are to be transported.

To be completed by UNOPS. Origin will be the name of the warehouse.

To be completed by UNOPS. Issuing office will normally be 3MDG

To be completed by UNOPS. Destination will be the name of the IP or NMCP receiving the goods.

To be completed by UNOPS based on the Issue Vouchers contents.

To be completed by the Contractor. The transporter will vary depending on IPs and 3MDG selection of the transport company.

To be completed by staff from the Contractor.

To be completed by staff from the Contractor or Transporter in case there is more than one transport company involved.

To be completed by the Consignee either IPs or NMCP. Date of receipt should be entered.

To be completed by the Consignee either IPs or NMCP in case of damaged or missing items.
This form is to be used when commodities are to be issued.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Issue Voucher No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>023252</td>
</tr>
</tbody>
</table>

**Origin**
Three Diseases Fund Yagon, Myanmar Tel: 01-534498 Ext 305 Email: info@3dfund.org

**Destination**

- Issued to:
- Location:
- Warehouse or Store:

**Type of Transaction:**
- Distribution
- Temporary Transfer
- Loan
- Other

**Comments:**

<table>
<thead>
<tr>
<th>Serial</th>
<th>Nomenclature</th>
<th>Source of Supply</th>
<th>Batch No</th>
<th>Unit</th>
<th>Issued Quantity</th>
<th>Expiry Date</th>
<th>Remarks</th>
</tr>
</thead>
</table>

To be completed by UNOPS, destination will be an IP or NMCP.

To be completed by UNOPS, according to the distribution plan.

To be completed by the Contractor based on current stock and First Expiry First Out.

To be completed by UNOPS. The authorizing officer normally will be the UNOPS Logistical Assistant.

To be completed by the Contractor.

To be completed by the Consignee either IPs or NMCP. **Date of receipt** should be entered.

To be completed by the Consignee either IPs or NMCP in case of damaged or missing items.
Standard Operating Procedures for UNOPS / 3MDG warehouses

Activities in the warehouse

Responsibilities

UNOPS / 3MDG

Ref. 88531/86942/92022-3MDG-177a/16
Section IV: Returnable Bidding Forms

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: 04.02.2016

Subject: Quotation for the supply of providing services of a Temperature Controlled Warehousing facility and distribution system in Yangon, Myanmar, RFQ Case No. 88531/86942/92022-3MDG-177a/16 dated 26.01.2016

We, the undersigned, declare that:

a. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract.

b. Our quotation shall be valid for the period of time of [insert number of days which shall not be less than the specified in Section I: Bid Particulars, Period of Validity of Bids] from the date fixed for the bid submission deadline as set out in the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

c. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS;

d. Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;

e. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the Contract—has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/PD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 3, Eligibility;

f. We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact

g. We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

h. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any Contract awarded.

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

Name: [complete]
Title: [complete]
Signature: _____________________________________________________________

Provide the name and contact information for the primary contact from your company for this quotation:

Name: [complete]
Title: [complete]
Email address: [complete]
Telephone: [complete]
Form B: Price Schedule Form

Bidders shall fill in this Price Schedule Form in accordance with the instructions indicated.

RFQ reference no: 88531/86942/92022-3MDG-177a/16

**Currency** MMK

<table>
<thead>
<tr>
<th>Lot No</th>
<th>DESCRIPTION</th>
<th>OFFER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Fixed monthly fee for 30 m³ (base rate):</strong> (This is the minimum cubic meters which will be charged whether or not utilised)</td>
<td>MMK _________ per 30m³/month</td>
</tr>
<tr>
<td></td>
<td><strong>Cost for each additional cubic meter storage used beyond the base rate:</strong></td>
<td>MMK _________ per m³/day</td>
</tr>
<tr>
<td></td>
<td><strong>Storage facilities available from 15 February, 2016 onwards</strong></td>
<td>Yes / No</td>
</tr>
<tr>
<td></td>
<td><strong>Ability to maintain a temperature below 20 +/- 5° Celsius at all times:</strong></td>
<td>Yes / No</td>
</tr>
<tr>
<td></td>
<td><strong>Maximum usable space (m³)</strong></td>
<td>______ m³</td>
</tr>
</tbody>
</table>

Breakdown of above provided price per m³ for 30 m³ storage

<table>
<thead>
<tr>
<th>SN.</th>
<th>DESCRIPTION</th>
<th>PERCENTAGE OF PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>Personnel costs, indicate number of staff offered: __________________________</td>
<td>______%</td>
</tr>
<tr>
<td>b</td>
<td>Storage facilities costs</td>
<td>______%</td>
</tr>
<tr>
<td>c</td>
<td>Utilities (electricity, communication, etc.)</td>
<td>______%</td>
</tr>
<tr>
<td>d</td>
<td>Distribution costs</td>
<td>______%</td>
</tr>
<tr>
<td>e</td>
<td>Others: __________________</td>
<td>______%</td>
</tr>
<tr>
<td>f</td>
<td>Others: __________________</td>
<td>______%</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td>100 %</td>
</tr>
</tbody>
</table>

2 Cold storage facilities (2° - 8° Celsius) including services

Price for a maximum of 90 dm³ storage utilised

<table>
<thead>
<tr>
<th>SN.</th>
<th>DESCRIPTION</th>
<th>PERCENTAGE OF PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>MMK _________ per usage of 1 month</td>
</tr>
</tbody>
</table>

Add rows as necessary.

*) Provide a clear breakdown and justification of these additional costs if quoted in this financial overview.

Payment terms 30 days accepted: ☐ Yes
Bidder’s discount for accelerated payment: __% of total firm price for each calendar day less than thirty (30) days

List of subcontractors or suppliers

Bidder must identify the names of all subcontractors/suppliers who will be providing good/services under this Contract and the type of work being subcontracted, if applicable.

(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

Delivery requirements —

Storage facilities available from 15 February, 2016 onwards

The offered facility and related services are in accordance with the required specifications and requirements specified in Section III: Schedule of Requirements / Terms of Reference.

☐ Yes  ☐ No

ANY DEVIATION MUST BE LISTED BELOW:

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

_____________________________________________________________________________

Name : _____________________________________________________________

Title : _____________________________________________________________

Date : _____________________________________________________________

Signature : _____________________________________________________________
Form D: Previous experience form

RFQ reference no: 88531/86942/92022-3MDG-177a/16
Name of Bidder: [insert name of Bidder]

<table>
<thead>
<tr>
<th>Description of services/goods</th>
<th>Country</th>
<th>Total amount of Contract</th>
<th>Contract Identification and Title and Contact details of Client: (Name, Address, telephone, email, fax)</th>
<th>Year project was undertaken</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Name : _____________________________________________________________

Title : _____________________________________________________________

Date : _____________________________________________________________

Signature : _________________________________________________________