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| Returnable Bidding Forms |
| Purchase of Equipment for hairdresser and beauty salons in support to Women entrepreneurship |
| **RFQ Ref No: UNOPS-EP-2017-G-018** |

Section IV: Returnable Bidding Forms

Note to Bidders: Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Biding 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:

* 1. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract.
  2. 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;
  3. 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;
  4. 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;
  5. 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;
  6. We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact
  7. 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.
  8. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any Contract awarded.

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

Name: [complete]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: [complete]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Name: [complete]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: [complete]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: [complete]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: [complete]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Form B: Price Schedule Form

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

RFQ reference no: [insert RFQ reference No.]

|  |  |
| --- | --- |
| **Currency** | **RSD** |

**Lot 1 - Hairdresser and beauty salons equipment and small inventory**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No** | **Description** | **Qty** | **Unit price DAP**  **(VAT exempted)** | **Total price DAP (VAT exempted)** |
| 1.1 | Beauty Device with 17 functions | 1 |  |  |
| 1.2 | Infrared thermal blanket | 1 |  |  |
| 1.3 | Movable Shelves for Cosmetic Accessories | 4 |  |  |
| 1.4 | Ceramic Shampoo Chair | 1 |  |  |
| 1.5 | Hairdryer | 7 |  |  |
| 1.6 | Auxiliary Beauty trolley without drawers | 2 |  |  |
| 1.7 | Tub Pedicure | 1 |  |  |
| 1.8 | Table lamp for manicure | 1 |  |  |
| 1.9 | Professional press for hair styling | 1 |  |  |
| 1.10 | Press for hair styling for creation of hair waves | 1 |  |  |
| 1.11 | Zigzag hair press | 1 |  |  |
| 1.12 | Press for hair styling for 'big' waves | 1 |  |  |
| 1.13 | Hair dryer holder | 2 |  |  |
| 1.14 | Compressor for self-tanning | 1 |  |  |
| 1.15 | Cabin for tanning | 1 |  |  |
| 1.16 | Cosmetic briefcase | 1 |  |  |
| 1.17 | Thermo-vibrating massage socks | 1 |  |  |
| 1.18 | Brush / hair styling | 1 |  |  |
| 1.19 | Thermal Brush 40 mm | 1 |  |  |
| 1.20 | Massage Glove | 1 |  |  |
| 1.21 | Massage Chair | 1 |  |  |
| 1.22 | UV / LED Lamp | 2 |  |  |
| 1.23 | Salon Stool / White | 1 |  |  |
| 1.24 | Aspirator for Manicure | 2 |  |  |
| 1.25 | Footrest per one hairstyling place | 2 |  |  |
| 1.26 | Mirror for hair salon | 2 |  |  |
| 1.27 | Movable plastic trolley | 2 |  |  |
| 1.28 | Movable metal trolley for magazines | 1 |  |  |
| 1.29 | Magnifaying Glass with Stand | 1 |  |  |
| 1.30 | Professional Styler | 2 |  |  |
| 1.31 | Figaro MICRO- STICK | 1 |  |  |
| 1.32 | **Figaro -Tong 13mm** | 1 |  |  |
| 1.33 | **Figaro - Tong 19mm** | 1 |  |  |
| 1.34 | Figaro - Tong 25mm | 1 |  |  |
| 1.35 | Motor Wand 19mm | 1 |  |  |
| 1.36 | UV lamps | 1 |  |  |
| 1.37 | Massage Chair | 1 |  |  |
| 1.38 | Table Lamp | 1 |  |  |
| 1.39 | Warmer - nail bath | 1 |  |  |
| 1.40 | Foot Bath Massager | 1 |  |  |
| 1.41 | Makeup Case | 1 |  |  |
| 1.42 | Scissors | 2 |  |  |
| 1.43 | **Ceramic Vented Brush – 1** | 2 |  |  |
| 1.44 | **Ceramic Vented Brush – 2** | 3 |  |  |
| 1.45 | Natural Bristle Brush – 1 | 4 |  |  |
| 1.46 | Natural Bristle Brush – 2 | 3 |  |  |
| 1.47 | Ceramic Vented Brush | 5 |  |  |
| 1.48 | Professional Brush | 1 |  |  |
| 1.49 | Narrow Dressing Brush | 1 |  |  |
| 1.50 | Electrically adjustable cosmetics bed | 1 |  |  |
| 1.51 | UV Steril Box | 1 |  |  |
| 1.52 | Adjustable blade clipper | 1 |  |  |
| 1.53 | Ceramic Shampoo Chair | 1 |  |  |
| 1.54 | Hydraulic Styling Chair | 2 |  |  |
| 1.55 | Pedicure SPA chair | 1 |  |  |
| 1.56 | Waiting Sofa with armrests | 4 |  |  |
| 1.57 | Waiting Chair with armrests | 4 |  |  |
| **Total Price VAT exempted** | | | |  |

**Lot 2 - Beauty salons devices**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No** | **Description** | **Qty** | **Unit price DAP**  **(VAT exempted)** | **Total price DAP (VAT exempted)** |
| 2.1 | Therapeutic laser | 1 |  |  |
| 2.2 | Body Master | 1 |  |  |
| 2.3 | Cavit Star - Ultrasound Lipolysis | 1 |  |  |
| 2.4 | Face Creator | 1 |  |  |

**NOTES:**

1. Transportation, offload, assembly and installation of the equipment on the beneficiaries’ premises must be included in the price.
2. The offered prices are net of any direct taxes, customs duties and indirect taxes and VAT.

Payment terms 30 days accepted: ☐ Yes

1. **List of subcontractors or suppliers**

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

[Full legal name and address of subcontractors]

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. **List of legal entities associated to the Bidder**

Bidder must also identify and disclose any information regarding all legal entity/s associated to it, by providing their full legal name and address:

[Full legal name and address of the associated legal entity]

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In case of no related entities, the Bidder must sign the following statement to that effect:

[***Delete or cross out if not applicable]:***

I, the undersigned, certify that there are no legal entities associated to the [***insert full name of Bidder***]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. [

1. **Authorization to sign quotation**

I, the undersigned, certify that I am duly authorized by [***insert full name of Bidder***]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to sign this quotation and bind

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[***insert full name of Bidder***] should UNOPS accept this quotation:

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

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

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

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

Form C: Technical Quotation Form

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

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

Bidders are required to complete the **Comparative Data Tables** included in Section III: Schedule of Requirements to demonstrate compliance with UNOPS requirements and insert them below. Bidders are NOT allowed to make any change in the “UNOPS requirements” columns of the Comparative Data Tables. Such changes might disqualify your quotation.

**Technical specifications for goods – Comparative Data Table**

**Lot 1 - Hairdresser and beauty salons equipment and small inventory**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No** | **UNOPS minimum technical requirements** | **Quantity** | **Is Bid compliant?** Bidder to complete | **Details of goods offered.** Bidder to complete |
| 1.1 | **Beauty Device with 17 functions**  Multifunction Beauty device is equipped with the following features:  - Magnifying Magnifier  - Vapozon  - Metal holders additions  - Vacuum / Spray / Microdermabrasion  - Basket  - UV Sterilizer  - Containers  - Cabin for heating towels  - High frequency / brush for the face  - Scrub / Gloves  - Remove Spot / Cold-warm massage  - Galvanic current / Ultrasound  - Lamp to determine type of skin  ***Kozmeticki aparat sa 17 funkcija***  *Multifunkcionalni kozmetički stub je opremljen sledecim funkcijama:*  *- Uvelicavajuca lupa*  *- Vapozon  - Metalni drzaci dodataka - Vakuum / Sprej / Mikrodermoabrazija - Korpa - UV Sterilizator - Posude - Kabina za zagrevanje peskira*  *- Visoka frekvenca / Cetka za lice  - Piling za lice / Rukavice - Uklanjanje pega / Hladna-topla masaza - Galvanska struja / Ultrazvuk - Lampa za odredjivanje tipa koze*  Equal or similar with model (picture below)/ *Jednako ili slicno modelu sa slike ispod*:    M-2060 | **1** | *Yes / No* |  |
| 1.2 | **Infrared thermal blanket**  ***Infracrveno termo cebe***  Equal or similar with model (picture below)/ *Jednako ili slicno modelu sa slike ispod*:    M-2016 | **1** |  |  |
| 1.3 | **Movable Shelves for Cosmetic Accessories**  - Three shelves  - Color: WHITE  - Metal frame (with a cross bars on the back side of the trolley)  Dimesions: 850x415x560mm  ***Pokretna kozmetička polica za aparate i pribor***  *- Tri etaže*  *- Boja: BELA*  *- Metalni okvir (sa poprecnim sipkama na zadnjoj strani kolica)*  *Dimenzije: 850x415x560mm*  Equal or similar with model (picture below)/ *Jednako ili slicno modelu sa slike ispod*:    DP-6039A | **4** |  |  |
| 1.4 | **Ceramic Shampoo Chair**  - Height: 1140 mm  - Length: 1180 mm  - Width: 590 mm  - Water supply: from the back and floor  - Drain: on the back and floor  - Setting slope of ceramics  - Floor Mounting  - Color Ceramic White  - Color chair: White  - Stand Color: White  - Material stand: with Fiberglas mesh structure  - Color armrest chrome  - Upholstery: ECO leather - crocodile pattern  ***Keramička šamponjera za pranje kose***   * *Visina:1140 mm* * *Dužina: 1180 mm* * *Širina: 590 mm* * *Dovod vode: sa zadnje strane i podno* * *Odvod vode: sa zadnje strane i podno* * *Podešavanje nagiba keramike* * *Podna montaža* * *Boja keramike: Bela* * *Boja stolice: Bela -krem* * *Boja postolja: Bela* * *Materijal postolja: Fiberglas sa mrežastom strukturom* * *Boja naslona za ruku: Hrom* * *Tapacirung: EKO koža*   Equal or similar with model (picture below)/ *Jednako ili slicno modelu sa slike ispod*:    S Y-538 | **1** |  |  |
| 1.5 | **Hairdryer**  Professional hairdryer  - 2200 W motor  - Ionic Technology  - The possibility to regulate speed and temperature (3 temperature settings and 2 speed)  - Contains two air deflectors  ***Profesionalni fen za kosu***  *- Motor 2100 W*  *- Jonska tehnologija  -3 temperaturna podešavanja i 2 brzine omogućava stilizovanje veoma guste i neposlušne kose*  *- Sadrži dva usmerivača vazduha*  Equal or similar with model (picture below)/ *Jednako ili slicno modelu sa slike ispod*:    DIVA GLAMORISER Premium | **7** |  |  |
| 1.6 | **Auxiliary Beauty trolley without drawers,**  With three shelves for cosmetic appliances and accessories  - Color: White  - Metal frame  - Glass shelves  ***Pomocna kozmeticka kolica bez fioka***  *Pokretna kozmetička polica za aparate i pribor*  *-Tri etaže*  *- Boja: BELA*  *- Metalni okvir*  *- Staklene police*  Equal or similar with model (picture below)/ *Jednako ili slicno modelu sa slike ispod*:    M-3028A | **2** |  |  |
| 1.7 | **Tub Pedicure**  - Capacity: 8.5 liters of water  - 220 - 240V, 50-60Hz, 500W  - Heating water: between 35-50 degrees  - IR - infrared function  - Output bubbles - Jacuzzi system  - 150 massage points in the foot area  - Elektrorotirajući foot massagers  - Wheels for easy transport  - Stone for heels  ***Kadica za pedikir***  *-Kapacitet: 8,5 litara vode - 220 – 240V, 50-60Hz, 500W - Grejanje vode između 35-50o stepeni*  *- IC - infracrvena funkcija*  *-Izlazni mehurići – Jacuzzi sistem*  *- 150 masažnih tački u zoni stopala*  *- Elektrorotirajući masažeri stopala - Točkići za jednostavniji transport*  *- Kamen za pete*  Equal or similar with model (picture below)/ *Jednako ili slicno modelu sa slike ispod*:    Pedicure Tub | **1** |  |  |