

## Section III: Returnable Bidding Forms

**eSourcing reference: ITB/2024/55070**

**Note to Bidders:** The following returnable forms are part of this ITB and must be completed and returned by bidders as part of their Bid. 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 bid by uploading them against their specific Document Checklist in the UNOPS eSourcing system.

This Section comprises the following Returnable Bidding Forms:

- o Form A: Joint Venture Partner Information Form (Where applicable)
- o Form B: Bid Submission Form
- o Form C: Price Schedule Form
- o Form D: Technical Bid Form
- o Form E: Manufacturer's authorization form
- o Form F: Performance Statement Form
- o Form G: Performance Security Form
- o Form H: Self Disclosure Form

**Form A: Joint Venture Partner Information Form (Where applicable)**

The Bidder shall fill in this Form in accordance with the instructions indicated below.

ITB reference no: ITB/2024/55070

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

JV / Consortium/ Association Information	
<b>Name</b>	[complete]
<b>Names of each partner and contact information</b> (address, telephone numbers, fax numbers, e-mail address)	[complete]
<b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the Bidding process and, in the event a Contract is awarded, during contract execution)	[complete]
<b>Proposed proportion of responsibilities between partners (in %) with indication of the type of the goods/services to be delivered by each</b>	[complete]

**Signatures of all partners of the JV:**

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNOPS for the fulfillment of the provisions of the Contract.

Name of partner: \_\_\_\_\_

Name of partner: \_\_\_\_\_

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

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

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

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

Name of partner: \_\_\_\_\_

Name of partner: \_\_\_\_\_

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

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

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

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

## Form B: Bid 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: Bid for the supply of** Supply and Delivery of Biological Items for Kenya and Tanzania], ITB Case No. **ITB/2024/55070**, dated **[insert date]**

We, the undersigned, declare that:

- a. We have examined and have no reservations to the bidding documents, including amendments No.: **[Insert the number and issuing date of each amendment]**;
- b. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract, and in accordance with the delivery schedules specified in the Schedule of Requirements
- c. The total price of our bid, excluding any discounts offered in item (d) below, is: **[Insert the total bid price in words and figures, indicating the various amounts and the respective currencies]**;
- d. The discounts offered and the methodology for their application are:
  - **Discounts:** If our bid is accepted, the following discounts shall apply. **[Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies, including if applicable discounts for accelerated payment.]**
  - **Methodology of application of the discounts:** The discounts shall be applied using the following method: **[Specify in detail the method that shall be used to apply the discounts]**;
- e. Our bid shall be valid for the period of time of 120 days from the date fixed for the bid submission deadline as set out in the ITB, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- f. If our bid is accepted, and if so requested in the Tender Particulars section, we commit to obtain a performance security in accordance with Instructions to Bidders Article 34 and the General Conditions of Contract;
- g. 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;
- h. 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;
- i. Our firm confirms that the Bidder 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;
- j. We embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact;
- k. 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 4, Eligibility;

- l. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this ITB and will not engage in any such activity during the performance of any contract awarded;
- m. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

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

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

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

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

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

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

## Form C: Price Schedule Form

ITB reference no: **ITB/2024/55070**

Name of Bidder: **[insert name of bidder]**

Bidders shall fill in these Price Schedule Forms in accordance with the instructions indicated.

Currency	USD
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### Prices for Goods

**N.B. Please refer to the attached Price Schedule Forms. Kindly complete the Price Schedule Forms for each Lot, sign, and stamp the document.**

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

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

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

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

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

## Form D: Technical Bid Form

ITB reference no: **ITB/2024/55070**

Name of Bidder: [insert name of bidder]

Bidders are required to complete the **Comparative Data Tables** included in Section II: 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 bid.

### Technical specifications for Goods – Comparative Data Table

Please refer to the attached excel sheet for the detailed technical specifications for Lot 1 and 2.

### Delivery requirements — Comparative Data Table

UNOPS Requirements		Is the bid compliant? Bidder to complete	Details Bidder to complete
<b>Delivery time</b>	<p>Bidder shall deliver the goods within 12 (twelve) weeks of contract signature.</p> <p>Bidders who may not be able to meet this delivery period, please indicate your closest but firm delivery timeline.</p> <p>The awarded bidder is required to submit a proforma invoice immediately upon the issuance of the contract. Following this, the remaining shipping documents must be provided as outlined below:</p> <p><b>For Sea Transport:</b> The shipping documents should be submitted <b>5 days</b> prior to the departure of the shipment.</p> <p>In the case of <b>Air Freight</b>, the bidder can proceed with the flight booking and provide the consignee with the provisional AWB along with the necessary supporting documents for pre-clearance and tax exemption processing at the destination. Once this is completed, the consignee shall give to the supplier, granting approval for the goods to be scheduled for</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<span style="background-color: #00FFFF;">Insert details</span>

	<p>departure. Subsequently, the original AWB and supporting documents will be submitted.</p> <p>Please note that the supplier must retain the goods until UNOPS communicates approval to proceed with the shipment.</p> <p>Additionally, the supplier shall provide the following documents to facilitate the tax exemption process</p> <p>i. Certificate of Origin, ii. Packing List, iii. AWB, or Bill of Loading iv. Commercial invoice v. Certificate of conformity vi. Material Data Sheet Safety (Where applicable)</p>		
<b>Delivery place and Incoterms rules</b>	<p><b>Lot No. 1: DPU</b> (Incoterm 2020), Nairobi, Kenya.</p> <p><b>Lot No. 2: DPU</b> (Incoterm 2020), Dar es Salaam, Tanzania</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text" value="Insert details"/>
<b>Consigne</b>	<p><b>Lot No 1:</b> Milka M. Mwangi Kenya Medical Research Institute, Raila Odinga way, Nairobi Email: <a href="mailto:mmuthoni@kemri.go.ke">mmuthoni@kemri.go.ke</a> / <a href="mailto:mwangimilkahke@gmail.com">mwangimilkahke@gmail.com</a> Phone: +254722805127</p> <p><b>Lot No 2:</b> Tanzania Veterinary Laboratory Agency, Central Veterinary Laboratory, 131 Nelson Mandela Road, P.O Box 9254, Temeke, Dar Es Salaam, Tanzania. Email: <a href="mailto:shabani.motto@tvla.go.tz">shabani.motto@tvla.go.tz</a> / <a href="mailto:skymotto@gmail.com">skymotto@gmail.com</a> Phone: +255 752 393 897 / +255 655 393 897</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text" value="Insert details"/>

<b>UNOPS Right to vary requirements</b>	At the time the Contract is awarded, UNOPS reserves the right to vary the quantity of the goods and associated services specified above, provided this does not exceed +/- [20 %], without any change in the unit prices or other terms and conditions of the ITB.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details
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**N.B: The bidder shall be responsible for the delivery of the goods to the final destination including obtaining a certificate of conformity and any necessary import certifications for successful delivery.**

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in **Section II: Schedule of Requirements**.

☐ Yes ☐ No

ANY DEVIATION MUST BE LISTED BELOW:

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### List of subcontractors or suppliers

Bidders 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 bid and bind [insert full name of bidder] should UNOPS accept this bid:

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

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

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

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



## Form E: Manufacturer's Authorization Form

A letter issued by the manufacturer authorizing the applicant to participate in this particular ITB must be submitted with the bid in the format provided in this Form.

To be eligible for delivery of goods, the bidder must be either the manufacturer of the offered goods or a sole representative of the manufacturer to the United Nations. Should offers for a particular make and model be received from more than one appointed representative, UNOPS reserves the right to select only one.

ITB reference no: ITB/2024/55070

Name of Bidder: **[insert name of bidder]**

Date: **[insert submission date]**

To: UNOPS

### WHEREAS

We **[insert complete name of manufacturer]**, who are official manufacturers of **[insert type of goods manufactured]**, having factories at **[insert full address of manufacturer's factories]**, do hereby authorize **[insert complete name of bidder]** to submit a bid the purpose of which is to provide the following goods, manufactured by us **[insert name and or brief description of the goods]**, and to subsequently negotiate and sign the contract.

We hereby extend our full guarantee and warranty in accordance with Clause 4.5 of the General Conditions of Contract for the provision of Goods, with respect to the goods offered by the above firm.

Signed: **[insert signature(s) of authorized representative(s) of the manufacturer]**

Name: **[insert complete name(s) of authorized representative(s) of the manufacturer]**

Title: **[insert title]**

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ **[insert date of signing]**

## Form F: Performance Statement Form

ITB reference no: **ITB/2024/55070**Name of Bidder: **[insert name of bidder]**Date: **[insert submission date]**

**Bidders must demonstrate experience in supplying similar business related items in the last 5 years (2019–2024). Similar items include, but are not limited to, medical equipment, laboratory supplies, diagnostic products, and related goods.**

**To demonstrate this experience, bidders must submit two (2) Purchase Orders or contracts, each with a minimum value of USD 100,000. Alternatively, a combination of two Purchase Orders or contracts totaling at least USD 150,000 will also be accepted.**

Order placed by (Full address of purchaser)	Order no & date	Description & quantity of ordered items	Value of Order	Date of completion of Delivery		Remarks indicating reasons of late delivery, if any	Was the supplies of goods satisfactory?
				As per Contract	Actual		

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

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

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

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

## Form G: Performance Security Form (Bank Guarantee)

This form, when required, shall only be completed by the successful Bidder after contract award. The bank, as requested by the successful bidder, shall fill in this form in accordance with the instructions indicated.

Date: [Insert date (as day, month, and year) of submission]  
ITB No. and title: ITB/2024/55070

Bank's Branch or Office: [Insert complete name of guarantor]  
Beneficiary: [Insert legal name and address of UNOPS]  
Performance Guarantee No.: [Insert Performance Guarantee number]

We have been informed that [insert complete name of supplier] (hereinafter called "the supplier") has entered into Contract No. [Insert number] dated [Insert day and month], [Insert year] with you, for the supply of [description of goods and related services] (hereinafter called "the contract"). Furthermore, we understand that, according to the conditions of the contract, a Performance Guarantee is required.

At the request of the supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding [insert amount(s) in figures and words], upon receipt by us of your first demand in writing declaring the supplier to be in default under the contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee shall expire no later than the [insert number] day of [insert month] [insert year], and any demand for payment under it must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (2010 Revision), International Chamber of Commerce Publication No. 758, except that the supporting statement under article 15(a) is excluded.

[Signatures of authorized representatives of the bank and the supplier]

## Form H: Self Disclosure Form

ITB reference no: **ITB/2024/55070**

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

Ref.	Critical area	Response	Comments
1	Has the entity or individual declared bankruptcy, or been involved in bankruptcy or receivership proceedings, or is there any judgment or pending legal action against them, which could impair operations in the foreseeable future;	Yes/No	[If the response is 'Yes', provide an explanation here.]
2	Has the entity or individual been found (or is awaiting a judgment or administrative decision) in breach of their obligations relating to the payment of taxes or social security contributions?	Yes/No	[If the response is 'Yes', provide an explanation here.]
3	Has the entity or individual been found (or is awaiting a judgment or administrative decision) guilty of misconduct for the violation of applicable laws, regulations or ethical standards of the profession to which they belong?	Yes/No	[If the response is 'Yes', provide an explanation here.]

Ref.	Critical area	Response	Comments
4	<p>Has the entity or individual engaged, or attempted to engage, in any Proscribed Practices in the past?</p> <p>For the purposes of this provision, “Proscribed Practices” are defined in the UNOPS Operational Instruction on Vendor Sanctions and include the following:</p> <ul style="list-style-type: none"> <li>• A corrupt practice: the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;</li> <li>• A fraudulent practice: any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;</li> <li>• A coercive practice: an act or omission that impairs or harms, or threatens to impair or harm, directly or indirectly, any party or the property of the party to improperly influence the actions of a party;</li> <li>• A collusive practice: an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;</li> <li>• An unethical practice: Conduct or behaviour that is contrary to the conflict of interest, gifts and hospitality, post-employment provisions or other published requirements of doing business with UNOPS; and</li> </ul>	Yes/No	[If the response is ‘Yes’, provide an explanation here.]

Ref.	Critical area	Response	Comments
	<ul style="list-style-type: none"> <li>Obstruction: Acts or omissions by a Vendor that prevent or hinder UNOPS from investigating instances of possible Proscribed Practices.</li> </ul>		
5	Has the entity or individual unduly obtained, or attempted to unduly obtain, any confidential information in connection with this procurement process and any agreement that may be awarded as a result of this process?	Yes/No	[If the response is 'Yes', provide an explanation here.]
6	Does the entity or individual have a conflict of interest, as provided in the Instructions to bidders, Article 4 "Bidder eligibility", that may prevent them from entering into an agreement with UNOPS, or that may in any way jeopardize their performance in carrying out their obligations under the agreement?	Yes/No	[If the response is 'Yes', provide an explanation here.]
7	<p>Has the entity or individual been found (or is awaiting a judgment or administrative decision) to be involved in any of the following:</p> <ul style="list-style-type: none"> <li>Fraudulent practice;</li> <li>Corrupt practice;</li> <li>Affiliation with a criminal organization;</li> <li>Money laundering;</li> <li>Terrorist financing;</li> <li>Child labour; or</li> <li>Human trafficking?</li> </ul>	Yes/No	[If the response is 'Yes', provide an explanation here.]

Ref.	Critical area	Response	Comments
8	Has the entity or individual had significant performance issues in the past that led to the early termination of a legal commitment or the application of damages or other contractual penalties, or that were discovered following inspections, audits or investigations?	Yes/No	[If the response is 'Yes', provide an explanation here.]
9	Has the entity or individual committed any financial irregularity, resulting from an act or omission or the inclusion of an unjustified item of expenditure outside a contractual engagement that had the effect of prejudicing their use of public funds?	Yes/No	[If the response is 'Yes', provide an explanation here.]
10	Has the entity or individual been found (or is awaiting a judgment or administrative decision) to have created an entity in a different jurisdiction with the intent of circumventing fiscal, social or any other legal obligations in the jurisdiction of their registered office, central administration or principal place of business?	Yes/No	[If the response is 'Yes', provide an explanation here.]

I, the undersigned, hereby declare that the information provided is true and correct. I also understand that any willful dishonesty may result in the refusal of this submission. I understand that engagement in any of the above critical areas may, at the discretion of UNOPS, automatically result in the exclusion from this procurement process.

Name:	
Title	
Date:	
Signature	

Stamp this form with the official stamp of the bidder