# Appendix 3.a: Technical Offer Form

# (both the hard copy and soft copy to be submitted in a separate sealed envelope without price information)

**ACCOMPANYING LETTER**

**To:** **United Nations Industrial Development Organization (UNIDO)**

**Procurement Services /COR (Attn. Romina Mattassini)**

**Wagramer Strasse 5, P.O Box 300, A-1400 Vienna, Austria**

**Request for Proposal : RFP No. 1100237721**

**UNIDO Project: 240201**

**Closing Date: 28 March 2025, 16:00 hours CET**

1. In compliance with your Request for Proposal (RFP) No. 1100237721 - PROVISION OF SERVICES RELATED TO THE DEVELOPMENT OF INNOVATION AND INDUSTRIAL DECARBONISATION PLANNING DOCUMENTS FOR BRAZIL under Project No. 240201, the undersigned representative *<full name and title>* duly authorized to act in the name and for the account of the Bidder (Supplier) *<name and address of the bidder>* hereby submit the following Proposal through post, **containing a Technical Proposal which should not contain price(s) and commercial terms**. The Technical Proposal contain the following:
2. Descriptions of the Servicess;
3. Deviation Form for Request for Proposals;
4. All confirmations, statements, forms and information required as per the Instructions or the Preparation and Submission of Proposals(Offers), Terms of Reference(Appendix 1 to RFP), Mandatory Statements and Confirmation (Appendix 8to RFP);
5. The Bidder (Supplier) named and attested below hereby declares and agrees:
6. That we(the Bidder) will take full responsibility for performance of the Contract in accordance with all provisions of the RFP documents.
7. That we(the Bidder) have examined in detail all the documents including amendments (if any) and all information furnished for reference as well as relevant attachments and that ***we are*** perfectly aware that ***we*** must renounce all right of invoking ambiguities or misunderstandings in this respect.
8. That we(the Bidder) agree to furnish any other data or information pertinent to our Poporsal that might be requested by UNIDO and that we fullyunderstand that UNIDO is not bound to accept the lowest or any of the proposals it may receive.
9. That our Proposal is valid for a period of 180 calendar days from the proposal closing date.
10. That all official correspondence pertinent to this Bid shall be addressed to *<address of bidder>*:

Address:

Fax:

Telephone:

E-mail:

Signature of and attestation byBidder:

Name of the Bidders representative:

Name of the Bidder:

Official Seal:

1. **DESCRIPTION OF THE SERVICES**

**Note for the Bidder**

Please prepare the technical proposal taking into consideration the requirements in the Terms of Reference (Appendix 1). Please also include in your technical proposal all relevant documentation in compliance with the Terms of Reference (Appendix 1), as well as the Qualification Requirements and Evaluation Criteria (Appendix 2) and the Mandatory Statements and checklist (Appendix 8)

The proposal must be clear enough to allow the evaluators to make an easy comparison between the requested and the offered specifications.

SIGNATURE OF BIDDER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Bidders representative:

Name of the Bidder:

Official Seal:

1. **DEVIATION FORM FOR TECHNICAL SPECIFICATIONS**

**Note for the Bidder**

Please clearly indicate any deviation from the technical requirements specified in the Terms of Reference (Appendix 1).

SIGNATURE OF BIDDER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Bidders representative:

Name of the Bidder:

Official Seal:

1. **BIDDER STATEMENTS AND INFORMATION**

**Note for the Bidder**

The Proposal must include information in sufficient scope and detail to allow UNIDO to consider whether your company/organization has the necessary capability, experience, knowledge, expertise, financial strength, and the required capacity to supply the goods specified satisfactorily. Failure to furnish all information required by this RFP or submission of a bid not substantially responsible to the RFP in every respect will be at the Bidder's risk and may result in the rejection of its Proposal.

Review of the qualifications of the bidders shall constitute an integral part of the technical and commercial evaluation. The Bidders must fulfil UNIDO qualification requirements in order to be considered for a contract.

You must submit together with the completed Technical Proposal all the statements, forms and information mentioned in paragraph 3 ‘Preparation and Contents of Proposal, Technical Proposal’ of the Instructions for the Preparation and Submission of Proposals , and reflected in the Mandatory Statements and Checklist (Appendix 8 to RFP). Please note that these statements, forms and requested information are mandatory and your proposal may be rejected in the event these statements and requestedinformation have not been provided with your Proposal.