**Section III: Returnable Bidding Forms**

**eSourcing reference: ITB/2025/56652**

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:

* Form A: Joint Venture Partner Information Form **(optional)**
* Form B: Bid Submission Form- **Mandatory**
* Form C: Price Schedule Form- **Mandatory**
* Form D: Technical Bid Form- **Mandatory**
* Form E: Dealer or Manufacturer's Authorization Form - **(Mandatory)**
* Form F: Performance Statement Form- **Mandatory**

In addition, bidders should submit the following additional documents.

* DRIVE Supplier Sustainability Questionnaire. (Should be completed online and is available under Forms section of the e-sourcing system)
* National Business Registration Certificate or Valid Business Licences
* Copy of audited Financial statements (that have a Balance sheets ) for the last two recent years
* Summary of bidder's organisation approach to ensure equal opportunity , diversity and inclusion within their organization.
* Manufacturer’s product data sheet /catalogue to support the bidder’s proposed product specification.
* Product Quality Certificate

**Form A: Joint Venture Partner Information Form / If Applicable/**

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

ITB reference no: [insert ITB reference No.]

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** | |
| --- | --- |
| **Name** | [complete] |
| **Names of each partner and contact information**  (address, telephone numbers, fax numbers, e-mail address) | [complete] |
| **Name of leading** partner (with authority to bind the JV, Consortium, Association during the Bidding process and, in the event a Contract is awarded, during contract execution) | [complete] |
| **Proposed proportion of responsibilities between partners (in %) with indication of the type of the goods/services to be delivered by each** | [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 fulfilment 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: Re-Bid for the supply of** [***Insert a brief description of goods/services*]****in**[***Name of country/city*],** ITB Case No. **[Insert ITB ref number],** dated **[insert date]**

We, the undersigned, declare that:

* 1. We have examined and have no reservations to the bidding documents, including amendments No.: [Insert the number and issuing date of each amendment];
  2. 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
  3. 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];
  4. 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];
  1. Our bid shall be valid for the period of time of [insert number of days which shall not be less than the specified in the Tender Particulars section, Period of Validity of Bids] 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;
  2. 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;
  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. We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgement or pending legal action against them that could impair their operations in the foreseeable future;
  5. 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;
  6. We embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact;
  7. 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;
  8. 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;
  9. 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 authorised by [***insert full name of bidder***] to sign this bid and bind [***insert full name of bidder***] should UNOPS accept this bid:

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

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

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

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

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

**Form C: Price Schedule Form**

**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 their bid submission.Bidders are required to provide price offers under FCA and DAP INCOTERMS 2020. failure to do so could be a ground for rejecting the bid. UNOPS reserves the right to award the contract on either FCA or DAP INCOTERM basis at the time of award in the best interest of UNOPS.**

**Lot 1-Double Door Autoclave**

ITB reference no: [insert ITB reference No.]

Name of Bidder: [insert name of bidder]

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

**Prices for Goods -Complete Set of -Double Door Autoclave-3 unit**

| **No.** | **Description** | **UoM** | **Qty (a)** | **Currency USD** | |
| --- | --- | --- | --- | --- | --- |
| **Unit price FCA (b)** | **Total price FCA (c)= (a)x(b)** |
| 1 | Double Door Autoclave | **Each** | **3** |  |  |
|  | **TOTAL FCA** | | | |  |
|  | **Freight Cost- Sea Freight** | | | |  |
|  | **Insurance cost** | | | |  |
|  | **Customs clearance and offloading cost at final destination** | | | |  |
|  | **Bidder’s Total prices DAP to Armauer Hansen Research Institute (AHRI) (Total FCA+Freight Cost+ Insurance cost+ Customs clearance and offloading cost at final destination)** | | | |  |
|  | **Installation ,Testing, commissioning and Training of technicians and operators** | | | |  |
|  | **Grand Total Including DAP and Installation ,Testing, commissioning and Training of technicians and operators** | | | |  |

**Bidder’s delivery data**

| **Country of origin of offered products** |  | | | | |
| --- | --- | --- | --- | --- | --- |
| **FCA point(s) of delivery for offered products** |  | | | | |
| **Shipment dimensions of offered products (Including package)-** | **Gross weight** | | **Total volume- CBM** | **Containers (if applicable)** | |
| **Number** | **Size** |
|  | |  |  |  |

I, the undersigned, certify that I am duly authorised 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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lot 2-Steam Sterilizer/Autoclave**

ITB reference no: [insert ITB reference No.]

Name of Bidder: [insert name of bidder]

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

**Prices for Goods -Steam Sterilizer/Autoclave-4units**

| **No.** | **Description** | **UoM** | **Qty (a)** | **Currency USD** | |
| --- | --- | --- | --- | --- | --- |
| **Unit price FCA (b)** | **Total price FCA (c)= (a)x(b)** |
| **1** | Steam Sterilizer/Autoclave | EACH | 4 |  |  |
|  | **TOTAL FCA** | | | |  |
|  | **Freight Cost- Sea Freight** | | | |  |
|  | **Insurance cost** | | | |  |
|  | **Customs clearance and offloading cost at final destination** | | | |  |
|  | **Bidder’s Total prices DAP to Armauer Hansen Research Institute (AHRI) (Total FCA+Freight Cost+ Insurance cost+ Customs clearance and offloading cost at final destination)** | | | |  |
|  | **Installation ,Testing, commissioning and Training of technicians and operators** | | | |  |
|  | **Grand Total Including DAP and Installation ,Testing, commissioning and Training of technicians and operators** | | | |  |

**Bidder’s delivery data**

| **Country of origin of offered products** |  | | | | |
| --- | --- | --- | --- | --- | --- |
| **FCA point(s) of delivery for offered products** |  | | | | |
| **Shipment dimensions of offered products (Including package)-** | **Gross weight** | | **Total volume- CBM** | **Containers (if applicable)** | |
| **Number** | **Size** |
|  | |  |  |  |

I, the undersigned, certify that I am duly authorised 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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lot 3-Benchtop Steam Sterilizers**

ITB reference no: [insert ITB reference No.]

Name of Bidder: [insert name of bidder]

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

**Prices for Goods -Lot 3-Benchtop Steam Sterilizers**

| **No.** | **Description** | **UoM** | **Qty (a)** | **Currency USD** | |
| --- | --- | --- | --- | --- | --- |
| **Unit price FCA (b)** | **Total price FCA (c)= (a)x(b)** |
| 1 | Benchtop Steam Sterilizers | **EACH** | **14** |  |  |
|  | **TOTAL FCA** | | | |  |
|  | **Freight Cost- Air Freight** | | | |  |
|  | **Insurance cost** | | | |  |
|  | **Customs clearance and offloading cost at final destination** | | | |  |
|  | **Bidder’s Total prices DAP to Armauer Hansen Research Institute (AHRI) (Total FCA+Freight Cost+ Insurance cost+ Customs clearance and offloading cost at final destination)** | | | |  |
|  | **Installation ,Testing, commissioning and Training of technicians and operators** | | | |  |
|  | **Grand Total Including DAP and Installation ,Testing, commissioning and Training of technicians and operators** | | | |  |

**Bidder’s delivery data**

| **Country of origin of offered products** |  | | | | |
| --- | --- | --- | --- | --- | --- |
| **FCA point(s) of delivery for offered products** |  | | | | |
| **Shipment dimensions of offered products (Including package)-** | **Gross weight** | | **Total volume- CBM** | **Containers (if applicable)** | |
| **Number** | **Size** |
|  | |  |  |  |

I, the undersigned, certify that I am duly authorised 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: [insert ITB reference No.]

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.

| **Note to Bidders:**   1. Bidders are required to clearly complete the below detailed technical criteria for each proposed product. The specification of the proposed product must correspond with the UNOPS minimum requirements indicated in Section II (Schedule of Requirements) of this ITB.   i.e. for each product requirement listed below, the bidder must provide the corresponding specification demonstrating alignment with the specified minimum technical requirement In the case of deviation, the bidder is to provide an additional explanation in the remarks column. **Bidders are required to provide their technical bid submission on the excel sheet shared with the bid- Form D- technical bid form- Excel Version in addition to the pdf version of -Technical specifications for Goods – Comparative Data Table. The content of the two submissions(excel Version and pdf version) must align. Failure to do so could be a ground for Rejection of the Bid.**   1. The Bidder’s specification shall be consistent with the brand and model number indicated in the product data sheet / catalogue submitted.  **Bidders are requested to provide manufacturer’s product data sheet /catalogue to support the bidder’s proposed product specification**. Failure to provide the proposed products’ technical details in this form (Form D) may result in the disqualification of the bid.   **N.B. Failure to comply with the above instructions may result in rejection of bids.** |
| --- |

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

**Refer the Excel Version of Form D- Technical Bid Form**

**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: [insert ITB reference No.]

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: [insert ITB reference No.]

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

| **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 supply of goods satisfactory?** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **As per Contract** | **Actual** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

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

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

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

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