# SECTION V: Bidding Forms

# 1. Bid Confirmation Form

[Complete this page and return it prior to bid opening]

|  |  |  |
| --- | --- | --- |
|  |  | Date: |
| To: | UNFPA  Diego Bragado Zapatero  Procurement Services Branch | Fax/email: [Insert UNFPA contact person’s fax or email (Not the secure bid fax no./email address)] |
| From: | [Company name] |  |
|  | [Contact person] |  |
|  | [Telephone] |  |
|  | [Email address] |  |
|  | [Postal address] |  |
| Subject: | ITB No.: UNFPA/USA/20/013 | |

YES, we intend to submit a bid.

NO, we are unable to submit a bid in response to the above mentioned Invitation to Bid due to the following reason(s):

( ) The requested products and services are not within our range of supply

( ) We are unable to submit a competitive bid for the requested products at the moment

( ) The requested products are not available at the moment

( ) We cannot meet the requested specifications

( ) We cannot offer the requested type of packing

( ) We can only offer FCA prices

( ) The information provided for quotation purposes is insufficient

( ) Your ITB is too complicated

( ) Insufficient time is allowed to prepare a quotation

( ) We cannot meet the delivery requirements

( ) We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc)

( ) We do not export

( ) Our production capacity is currently full

( ) We are closed during the holiday season

( ) We had to give priority to other clients’ requests

( ) We do not sell directly, but through distributors

( ) We have no after-sales service available in the recipient country

( ) The person handling bid is away from the office

( ) Other (please specify)

Please confirm one of the following two options:

( ) We would like to receive future ITBs for this type of goods

( ) We don’t want to receive ITBs for this type of goods

If UNFPA has questions to the Bidder concerning this NO BID, UNFPA should contact Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, phone/email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who will be able to assist.

# 2. Bid Submission Form

*[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 date (as day, month and year) of Bid Submission]

**ITB No.:** UNFPA/USA/ITB/21/002

To: Complete name of Purchaser, UNFPA

Dear Sir / Madam,

We the Undersigned have examined and have no reservations to the Bidding Documents No. UNFPA/USA/21/002 and amendments We hereby offer to supply, in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements, the following goods and related services \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ which are subject to UNFPA General Conditions of Contract and other terms and conditions specified in the document.

We agree to abide by this bid for a period of 120 days from the date fixed for opening of bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We, including any subcontractors or suppliers for any part of the contract, have nationality from countries\_\_\_\_\_\_\_\_ [insert the nationality of the Bidder, including that of all parties that comprise the Bidder, if the Bidder is a JV, and the nationality each subcontractor and supplier; otherwise buyer should delete this text if non-applicable]

We have no conflict of interest in accordance with Instructions to Bidders Sub-Clause 2.1;

Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—have not been declared ineligible by UNFPA, in accordance with Instructions to Bidders Sub-Clause 2.2;

We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Dated on .............day of ......................................[*year*].

|  |  |
| --- | --- |
| Signature: | ………………………………………………………………  [*insert signature of person whose name and capacity are shown]* |
| In the capacity of: | ………………………………………………………………  *[insert legal capacity of person signing the Bid Submission Form]* |
| Name: | ………………………………………………………………  *[insert complete name of person signing the Bid Submission Form]* |
| Company: | ………………………………………………………………  *[insert name of company]* |

# 3. Bidders Identification Form

Bid No. UNFPA/USA/ITB/21/002

1. **Organization**

|  |  |
| --- | --- |
| Company/Institution Name |  |
| Address, City, Country |  |
| Telephone/FAX |  |
| Website |  |
| Date of establishment |  |
| **Legal Representative**: Name/Surname/Position |  |
| **Legal structure**: natural person/Co.Ltd, NGO/institution/other (please specify) |  |
| **Organizational Type**: Manufacturer, Wholesaler, Trader, Service provider, etc. |  |
| Areas of expertise of the organization |  |
| Current Licenses, if any, and permits (with dates, numbers and expiration dates) |  |
| Years supplying to UN organizations |  |
| Years supplying to UNFPA |  |
| Production Capacity |  |
| Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the bid) |  |
| Commercial Representatives in the country: Name/Address/Phone (for international companies only) |  |

1. **Quality Assurance Certification**

|  |  |
| --- | --- |
| International Quality Management System (QMS) |  |
| List of other ISO certificates or equivalent certificates |  |
| Presence and characteristics of in-house quality control laboratory (if relevant to bid) |  |

1. **Expertise of Staff**

|  |  |
| --- | --- |
| Total number of staff |  |
| Number of staff involved in similar supply contracts |  |

1. **Client Reference List**

Please provide references of main client details.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of company | Contact person | Telephone | E-mail |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

1. **Contact details of persons that UNFPA may contact for requests for clarification during bid evaluation**

|  |  |
| --- | --- |
| Name/Surname |  |
| Telephone Number (direct) |  |
| Email address (direct) |  |

P.S.: This person must be available during the next two weeks following receipt of bid

# 4. Product Item Overview Form

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No.** | **Description and minimum /mandatory specifications** | **Description of items offered and Bidder’s statements on deviations**  (To be completed by the Bidder) | **Compliant? (Y/N)**  (To be completed by UNFPA during evaluation) |
| **1** | Licenses for DocuSign Enterprise |  |  |

# 5. Price Schedule Form

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| Per Envelope.  DocuSign Enterprise version.  This price must include all components like:   * eSignature Access Management with Single-Sign-On * Annual Enterprise Premium Support * Any other related cost | $0 | $0 | $0 | $0 | $0 |
| Ability to buy envelopes on an ad-hoc basis with a maximum lead time of 10 working days from order placement for the unit price quoted | ☐ Yes ☐ No | | | | |

**UNFPA requires that all bidders are DocuSign, Inc. certified resellers and are authorized to sell DocuSign envelopes and other related services including premium support. Bidders must provide proof that they are authorized by DocuSign, Inc. to resell the requested envelopes and services. Failure to submit this proof will result in disqualification of the quotation.**

**Delivery Requirements:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Is bid compliant?** Bidder to complete | **Details**  Bidder to complete |
| **Delivery time** | Bidder shall be able to deliver the envelopes within 1 week after Contract signature. | ☐ Yes ☐ No | Insert details |
| **Delivery place and Incoterms rules** | United Nations Population Fund,  605 3rd Avenue,  New York, NY 10158  USA | ☐ Yes ☐ No | Insert details |
| **UNFPA Right to vary requirements** | At the time the Contract is awarded, UNFPA reserves the right to vary the quantity of the goods and associated services specified above, provided that the annual committed volume for the envelopes does not go below 100,000 per contract year and without any change in the unit prices or other terms and conditions of the ITB. | ☐ Yes ☐ No | Insert details |

|  |  |
| --- | --- |
| **BIDDER'S SIGNATURE AND CONFIRMATION OF THE ITB** | |
| PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UNFPA **WITHIN THE REQUIRED BID VALIDITY PERIOD**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE. | |
| *Exact name and address of company*  COMPANY NAME  ADDRESS    PHONE NO. FAX NO.  EMAIL ADDRESS OF CONTACT PERSON  OTHER EMAIL ADDRESSES | **AUTHORIZED SIGNATURE** **DATE**    NAME OF AUTHORIZED SIGNATORY (TYPE OR PRINT)    FUNCTIONAL TITLE OF SIGNATORY  **WEB SITE** |