

**MANDATORY STATEMENTS and INFORMATION TO BE
SUBMITTED WITH THE OFFER**

**Please note that these Statements of Confirmation for the technical and
the commercial part (pages 1-4)
MUST BE DULY FILLED AND COUNTERSIGNED
by the Bidder's authorized official**

TECHNICAL PART

The undersigned represents to UNIDO the following statements of confirmation:

No.	MANDATORY STATEMENTS:	Please confirm by checking the box as appropriate :	Remarks, if any:
1	<p>Company/organization's ability and readiness to execute an eventual contract in accordance with the Request for Proposal (RFP) and its Appendices.</p> <p><i>Any deviation from the Terms of Reference (Appendix 1) or other documents contained in this RFP shall be clearly expressed.</i></p>	<input type="checkbox"/>	
2	<p>Company/organization's ability to start work promptly, including the date of availability of your staff, and the minimum notice required before starting the work.</p> <p><i>Please indicate the earliest possible date under Remarks.</i></p>	<input type="checkbox"/>	<p>..... (minimum notice/date of commencement)</p>
3	<p>Company/organization's ability to assign to the project sufficient number of capable and experienced personnel from the organization and confirmation that the Company/organization's capacity, in terms of qualified manpower resources, is adequate to implement the project within the period of time indicated in the Terms of Reference, Appendix 1.</p>	<input type="checkbox"/>	
4	<p>Company/organization Proposal's validity for a minimum period of six (6) months counting from the date of the RFP submission deadline.</p> <p><i>The price quoted in the Commercial Proposal must remain unchanged for the entire period of the resulting contract unless otherwise specified in this RFP.</i></p>	<input type="checkbox"/>	

Your Technical Offer MUST include:

No.	MANDATORY INFORMATION/DOCUMENTATION:	Please confirm that information is provided in the bid:	Remarks, if any:
1	A copy of the company's registration/incorporation documents	<input type="checkbox"/>	
2	Company description, structure, number of employees , qualification, main areas of activity and practical experience.	<input type="checkbox"/>	
3	At least three (3) relevant project/contract references similar to those constituting the object of this RFP , including information on the size of the executed projects, scope of the performed work as well as and contact information (company/Client name, reference person, phone number, e-mail address).	<input type="checkbox"/>	
4	Evidence of the Company/organization's operating standards and control systems (ISO) and/or other similar certificates, awards and citations received (if applicable).	<input type="checkbox"/>	
5	Explanation of your understanding of the work to be performed and the services to be provided and your overall operational plan for the execution of the work, including methodology/approach required in the Terms of Reference (Appendix 1) .	<input type="checkbox"/>	
6	Proposed key staff: names, titles and assignments (functions) as well as the detailed curriculum vitae of the key staff assigned for this contract, as requested in the Terms of Reference, Appendix 1.	<input type="checkbox"/>	
7	SUB-CONTRACTORS: Name(s) and qualifications of the proposed sub-contractor(s) and/or equipment manufacturers, if any, and the extent and nature of such sub-contracting and/or equipment supply.	<input type="checkbox"/>	
8	A detailed Work Plan, including a Deliverables submission schedule , for the implementation and entire duration of the contract, as required in the Terms of Reference.	<input type="checkbox"/>	
9	Company/organization signed Statement of Confirmation , in the form provided on the last page of the Instructions for the Preparation and Submissions of Proposals.	<input type="checkbox"/>	

COMMERCIAL PART

The undersigned represents to UNIDO the following statements of confirmation:

No.	MANDATORY STATEMENTS:	Please confirm by checking the box as appropriate :	Remarks, if any:
1	Company/organization's has carefully reviewed the Model Contract and Annexes to it and is in agreement with its terms and conditions. <i>Any deviation from the Model Contract and/or its Annexes (Appendix 4) shall be clearly expressed.</i>	<input type="checkbox"/>	
2	Company/organization's acceptance of UNIDO payment terms of 30 days after receipt of Invoice and acceptance of the good/services provided	<input type="checkbox"/>	

Your Commercial Offer **MUST** include:

No.	MANDATORY INFORMATION/DOCUMENTATION:	Please confirm that information is provided in the bid:	Remarks, if any:
1	Your best firm fixed price in United States Dollars (USD) to complete the proposed work	<input type="checkbox"/>	
2	Cost breakdown of the firm, fixed price referred to in sub-paragraph i) above in accordance with the instructions in Appendix 3 to this RFP. <i>Note: discounts, if any, to UNIDO and the terms of such discounts shall be indicated separately.</i>	<input type="checkbox"/>	
3	A certified copy of the Financial Statements for the last 3 years of business and information regarding all claims, arbitration and other pending legal action concerning your company/organization, including the amounts of any pending claims, arbitration and other pending legal action of claims.	<input type="checkbox"/>	
4	A completed certified UNIDO's Financial Statement and Certification form (the form is enclosed herewith for completion as Appendix 5). Certification shall be normally provided by your bank, insurance company or any other authority customarily providing such certification according to the laws of your country. Note: The Bid submitted without certified Financial	<input type="checkbox"/>	

	Statement runs the risk of being rejected.		
5	A completed UNIDO's Bank Information Form, duly signed and stamped	<input type="checkbox"/>	

CONFIRMATION OF TECHNICAL AND COMMERCIAL PART

Registered office or other Address of the Bidder:

Postal Address:

Signature of authorized official of Bidder or person otherwise authorized to sign the proposal on behalf of the Bidder:

Name (print): _____

Signature _____

Title/Position: _____

Place (City and Country): _____

Date: _____