# Section II – Annex A: Instructions for Preparing Technical Bid

**(21)**

**The Technical Bid should be concisely presented and structured in the following order to include, but not necessarily be limited to**, the following information:

1. Brief description of the firm and the firm’s qualifications: providing information that will facilitate our evaluation of your firm/institution’s substantive reliability, such as catalogues of the firm, and financial and managerial capacity to provide the services.
2. Your firms’ understanding of the requirements for services and the objective of this project, including assumptions: Include any assumptions as well as comments on the data, support services and facilities to be provided as indicated in the TOR or as you may otherwise believe to be necessary.
3. Proposed Approach, Methodology, Timing and Outputs: any comments or suggestions on the TOR, as well as your detailed description of the manner in which your firm/institution would respond to the TOR. You should include the number of person hours/days in each specialization that you consider necessary to carry out all work required.
4. Proposed Team Structure: The composition of the team that you would propose to provide to the assignment, and the work tasks (including supervisory) which would be assigned to each. An organogram/organization chart illustrating the reporting lines, together with a description of such organization of the team structure should support your Bid.
5. Proposed Project Team Members: attach the curriculum vitae of the senior professional member of the team and members of the proposed team.
6. Detailed description of your proposed deliverables.
7. Detailed project plan (Gantt chart) showing the required resources and support from your firm as well as from UNFPA.
8. Detailed description of the technical specifications of your Bid.
9. A list of tasks which are out-of-scope versus in-scope.
10. Why you would be qualified for this project (Similar reference deliverables, ideally with live examples).
11. UNFPA requests Bidders to submit information on environmental and social policies and any related documentation in their Bid.
12. Copies of current certificates such as GMP/quality, FSC/CPP, manufacturer’s ISO certificate for any product, manufacturer’s CE certificate, USA 510k, Japan QS standard, etc. as and if applicable
13. All standard forms as explained under clause Section I: Instructions to Bidders, clause 17

Bidder(s) should not include any information or indications related to their Financial Bid in their Technical Bid. Such action will definitely lead to disqualification of entire Bid.

# Section III: General Conditions of Civil works

**(23)**

UNFPA’s General Conditions of Contract for Civil Works are part of the Annexes of the Contract for Civil Works that are available at:

<https://drive.google.com/file/d/1gKfdRDrUb_QBKOVqCbbPnphy6vNZlVWv/view?usp=sharing>

# Section IV: UNFPA Special Conditions of Contract

**(24)**

|  |  |
| --- | --- |
| **CONTRACT RATES** | The rates charged for the services performed shall not be adjustable. |
| **PERFORMANCE SECURITY** | A Performance Security shall be required*.*  “The performance security in original shall be submitted within ten (10) calendar days from the date of the contract. The amount of the performance security shall be *10* % of the estimated expenditure. *[The percentage varies according to UNFPA’s perceived risk and impact of non-performance by the supplier; 10% is used under normal circumstances].*  The performance security shall be unconditional and irrevocable and in the form of either:   * An unconditional bank guarantee * A demand draft * A cashier’s check * A certified check   In the event of successful Bidders submitting the performance security in the form of a check or demand draft in favor of UNFPA, such documents shall be accompanied by a signed statement from the issuing bank on its letterhead indicating the validity period and confirming irrevocability of the check or demand draft during the required period. Banks issuing performance securities must be acceptable to the UNFPA comptroller, i.e. banks certified by the central bank of the country to operate as commercial bank.  The performance security shall be denominated in the currency of payment of the contract, in accordance with their portions of the contract price, and shall have a validity period of *45 days after the date of completion indicated in the* contract. UNFPA reserves the right to request an extension of the performance security.  Discharge of the performance security shall take place upon expiration of the performance security or upon confirmation of receipt of the goods/services by the recipient. The performance security shall then be returned to the successful Bidder by UNFPA.  UNFPA will normally require a performance security or other suitable security arrangement in accordance to [SECTION VII – ANNEX C: PERFORMANCE SECURITY.](#_Section_VII_–_1) |
| **WARRANTY** | The warranty period shall be as follows:   * 60 months for structural works, after the date of the completition indicated in the contract * 24 months for installation works, after the date of the completition indicated in the contract * 12 months for millwork, after the date of the completition indicated in the contract |
| **GOODS AND SERVICES DEFINED** | Goods are hereinafter deemed to include, without limitation, equipment, spare parts, commodities, raw materials, components, customized and standard software as required, intermediate products and products the successful Bidder is required to supply under the contract.  Services are to include design, installation and commissioning, training services, technical assistance and warranty services as required to supply in the contract. |
| **KEY PERFORMANCE INDICATORS** | Successful Bidder’s performance will be monitored and evaluated by UNFPA on a yearly basis to enable the assessment on the effectiveness, efficiency and/or consistency of goods/services provided. The results of the evaluation will be communicated to the supplier to enable improvements. An extension of the contract will take into consideration results of performance evaluation(s). The evaluation will be based on, but not limited to, the following key performance indicators:  **Goods:**   * Adherence to specifications, including quality and quantity * Overall communication and responsiveness, e.g.,   + Timely acknowledgement and processing of queries, RFQ, PO   + Proactively updating delivery information with UNFPA, including UNFPA’s order tracking system (ETD, ETA, ATD, ATA, inspection dates etc.).   + In case of delivery delay, proactively communicating with buyers on mitigation measures   **Services:**   * Expected output achieved * Satisfactory level of quality and technical competence * Effective and timely communication and professionalism   **Goods and Services:**   * Timely delivery of goods and services based on client requirements * Satisfactory level of quality, technical competence, and management of post-delivery issues (if applicable) * Effective and timely communication and documents handling * Adherence to contractual agreement (Purchase Order, contract, LTA terms and conditions)   Key performance indicators may be modified and/or added during the validity of this contract. |
| **PAYMENT TERMS** | UNFPA’s policy is to pay for the performance of contractual services rendered and/or to effect payment upon the achievement of specific milestones described in the contract.  UNFPA’s policy is not to grant advance payments except in unusual situations where the potential supplier, whether a private firm, non-governmental organization or a government or other entity, specifies in the Bid that there are special circumstances warranting an advance payment. UNFPA will normally require a bank guarantee or other suitable security arrangement in such cases.  Any request for an advance payment is to be justified and documented, and must be submitted with the Financial Bid. The justification shall explain the need for the advance payment, itemize the amount requested and provide a time schedule for utilization of said amount. Information about your financial status must be submitted, such as audited financial statements at 31 December of the previous year and include this documentation with your financial bid. Further information may be requested by UNFPA at the time of finalizing contract negotiations with the awarded Bidder. |
| **ADVANCE PAYMENT** | An advance payment of 10% of the contract will be made against presentation of a bank guarantee per [SECTION VII – ANNEX B: BANK GUARANTEE FOR ADVANCE PAYMENT](#_Section_VII_–_2) |
| **REPORTING** | In addition of any already described condition, for contracts with an annual value greater than USD 200,000, suppliers must provide annual internal control attestation reports prepared by independent auditors based on recognized standards, such as the International Standard on Assurance Engagements (ISAE) 3402, Assurance Reports on Controls at a Service Organization, or the Statement on Standards for Attestation Engagements (SSAE) 16, Reporting on Controls at a Service Organization, to give UNFPA reasonable assurance on the adequacy of the design and operating effectiveness of the controls in place over the services provided to UNFPA.  If the services provided to UNFPA are in turn subcontracted by the service provider, attestation reports should also be obtained for the concerned subcontractors. |
| **LIQUATED DAMAGES** | In the event of a Contract being issued and in case the Vendor fails to deliver/perform the services in accordance to the milestones stipulated in the Contract and/or Purchase Order, UNFPA reserves the rights to claim liquidated damages from the Vendor and deduct 3% of the value of the services pursuant to the Purchase Order per additional week of delay, up to a maximum of 10% of the value of the Purchase Order. The payment or deduction of such liquidated damages shall not relieve the Vendor from any of its other obligations or liabilities pursuant to any current Contract or Purchase Order. |

# Section V: Supplier Qualification RequirementS

1. **Legal and regulatory requirements**
   1. This will be judged based on the bid confirmation form submitted by the Bidders. Special consideration will be given to the Bids not suggesting any alternative or suggesting alternatives that are fully acceptable to UNFPA. Bids should clearly indicate where the Bidder does not accept, the reason(s) for the non-acceptance, and the alternative provision, for each of the terms of the RFP as well as the UNFPA General Conditions of Contracts: Provision of Goods, Provision of Goods and Services, Provision of Services*.* FOR THIS, USE [SECTION VI – ANNEX B: BID SUBMISSION FORM](#_Section_VI_–_3)
2. **Legal status of the Bidder**
   1. Technical Proposals from the Bidders should provide evidence that the Bidder is established as a company and legally incorporated in the country; e.g. through provision of certification of incorporation or other evidence (this is not required for companies already registered in national, regional or international Stock Exchanges. However, evidence on such registrations should be provided)
3. **Bidder’s eligibility**

3.1

Technical Proposals from the Bidders should provide written confirmation that they are not listed in any of the banned/suspended supplier lists. [SECTION VI – ANNEX B: BID SUMISSION FORM](#_Section_VI_–_3)

* Listed as suspended or removed by the United Nations Procurement Division (UNPD);
* Declared ineligible by other organizations of the United Nations through the disclosure of the ineligibility or listing as suspended on United Nations Global Marketplace Vendor ineligibility list posted on the United Nations Global Market Place (UNGM);
* Included on the [UN 1267 list](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml) issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;
* Debarred by the World Bank Group in accordance with the [WB Listing of Ineligible Firms](https://www.worldbank.org/en/projects-operations/procurement/debarred-firms) & Individuals and the [WB Corporate Procurement Listing of Non-Responsible Vendors](https://www.worldbank.org/en/about/corporate-procurement/business-opportunities/non-responsible-vendors).

1. **Financial stability**
   1. Financial stability of the Bidders will be judged based on the ratios such as current ratio, quick ratio and debt ratio. Bidders are requested to provide key financial ratios using the table below with their audited financial statements to support the statements. The financial ratios should cover key financial stability ratios over a three-year period, including those mentioned in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial Ratio** | **2018** | **2019** | **2020** |
| Current ratio |  |  |  |
| Quick ratio |  |  |  |
| Debt ratio |  |  |  |

* 1. Evidence that the Bidder has successfully completed at least one similar contract/LTA within the last five years for supply of goods or services as offered.
  2. Provide contact details of commercial banks and names of contact persons from whom UNFPA could seek feedback regarding financial stability.

1. **Experience and Technical Capacity**

* Company’s managerial capabilities
* Evidence for quality assurance systems in place
* Bidder must have delivered similar services satisfactorily to UN or similar organizations during the last three years, and the services should have been delivered with no negative performance reports
* References in support of the satisfactory delivery of services specified above
* Data to support that the Bidder has capacity to perform the services that will be issued pursuant to the contract and complete the deliverables within the stipulated delivery period

# Section VI: Bid and Returnable forms

**(25)**

Below find an overview of the attached Bidding and returnable forms required for the RFP.

|  |  |  |  |
| --- | --- | --- | --- |
| Description | | Status | Preferred file for submission |
| Annex A: | Bid Confirmation Form | **Mandatory** | PDF |
| Annex B: | Bid Submission Form | **Mandatory** | PDF |
| Annex C: | Bidder Identification Form | **Mandatory** | PDF |
| Annex D: | Bidder’s Previous Experience | **Mandatory** | PDF |
| Annex E: | Price Schedule Form | **Mandatory** | PDF & Excel |
| Annex F: | Joint Venture Partner Information Form | Optional | PDF |
| Annex G: | Checklist of Bid Forms | Not Applicable | Not Applicable |

# Section VI – ANNEX A: Bid Confirmation Form

|  |  |  |  |
| --- | --- | --- | --- |
| To: | UNFPA, Unidad de Operaciones | Date: |  |
|  | Unidad de Operaciones | Email: | *[peru.procurement@unfpa.org]* |
|  | | | |
| From: | *[Insert Company Name]* | | |
|  | *[Insert Contact person from Company]* | | |
|  | *[Insert Telephone number]* | | |
|  | *Insert E-mail address of contact person]* | | |
|  | *[Insert Postal address of Company]* | | |
|  | | | |
| Subject: | UNFPA/PER/RFP/21/001 | | |

|  |  |
| --- | --- |
|  | YES, we intend to submit a bid in response to the above mentioned RFP. |
|  | NO, we are unable to submit a bid in response to the above mentioned RFP due to the following reason(s): |

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

( ) The requested products are not available at the moment.

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

( ) We cannot meet the requested specifications.

( ) The information provided for bidding purposes is insufficient and unclear

( ) Your RFP document is too complicated

( ) Insufficient time is allocated to prepare an adequate Bid.

( ) We cannot meet the delivery requirements.

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

( ) Our current capacity is overbooked

( ) 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)

|  |  |
| --- | --- |
|  | YES, even though on this occasion we have not submitted a Bid we are definitely interested in future possible RFP’s. |
|  | No, we are not interested in participating in future possible RFP’s, please remove us from your vendor database. |

**If UNFPA should have any questions in regards to this Bid Confirmation Form and would require further clarification on our No Bid decision, UNFPA should contact the following focal person who will be able to assist:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | E-mail: |  |
| Post Title: |  | Telephone |  |

# Section VI – Annex B: Bid Submission Form

Date: [Insert Month, Day, Year]

To: UNFPA

[Insert Address of office coordinating Bid process]

The undersigned, having read the original RFP documents of UNFPA/PER/RFP/21/001 including all Annexes, any subsequent revisions and all answers to the questions received from prospective Bidders posted on United Nations Global Marketplace in full before submitting, hereby offers to provide the [products/services/works *– select the appropriate and delete the rest*], in accordance with any specifications stated and subject to the terms and conditions set out or specified in the RFP documents.

*Special Note: If Bidder proposes any deviations from the terms and conditions stipulated in the RFP document, such deviations must be included on this form in accordance with the below format. Such deviations should not be indicated within the main body or any other part of the Bid. If the proposed modifications are not acceptable to UNFPA, UNFPA reserves the right to reject the Bid. Strongly discouraging deviations for semantic changes.*

|  |  |  |
| --- | --- | --- |
| Original term/condition per RFP UNFPA/PER/RFP/21/001 and the subsequent revisions | Proposed deviation (alternate clause), by the undersigned | Reason for proposing alternate clause |
|  |  |  |

We agree to abide by this Bid for a period of [*Select between 60-120 days depending on the type of and the complexity of the service going to be procured; should be in line with clause 13*] from the date fixed for Bid opening in the Request for Proposal, and the Bid shall remain binding upon us and may be accepted at any time before the expiration of that period.

If our Bid is accepted, we undertake to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that UNFPA is not bound to accept any Bid it may have received and that a binding contract would result only after final negotiations and award of contract are concluded on the basis of the Technical and Financial Bids.

We confirm that our firm has no conflict of interest in accordance with Section I: Instructions to Bidders clause 2.2, as well as that our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the LTA, have not been declared ineligible by UNFPA, in accordance with Section I: Instructions to Bidders clause 2.3.

|  |  |  |
| --- | --- | --- |
|  | On behalf of Business Authority | On behalf of Legal Authority |
| Signature: |  |  |
| Name: |  |  |
| Title: |  |  |
| Name of Company: |  |  |
| Telephone: |  |  |
| Email: |  |  |

# Section VI – Annex C: Bidder Identification Form

UNFPA/PER/RFP/21/001,

|  |  |
| --- | --- |
| 1. **Organizational Information** | |
| 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 (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 (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 contracts |  |

|  |  |
| --- | --- |
| 1. **Contact details of persons that UNFPA may contact for requests for clarification during Bid evaluation** | |
| Name/Surname |  |
| Telephone Number (direct) |  |
| Email address (direct) |  |
| Be advised that this person must be available during the two weeks following the Bid opening date. | |

|  |  |
| --- | --- |
| Signature and stamp of the Bidder: |  |
| Name: |  |
| Title: |  |
| Name of Company: |  |
| Telephone: |  |
| Email: |  |

# Section VI – Annex D: Bidder’s Previous Experience

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Order No. & Date** | **Description**[[1]](#footnote-1) | **Client** | **Contact person, phone number, email address** | **Date of service** | | **Contract Amount** | **Satisfactory completion** |
| **From** | **To** | **(Currency)** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Indicate the description of products, services or works provided to their clients.

To be attached: Evidence (client’s letter or certificate) in support of satisfactory completion of above orders.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature and stamp of the Bidder: |  | Countersigned by and stamp of Chartered Accountant |  |
| Name and title: |  | Name and title: |  |
| Name of Company: |  | Name of Company: |  |
| Telephone: |  | Telephone: |  |
| Email: |  | Email: |  |
| Date: |  | Date: |  |

[Countersignature by chartered accountant should be included]

# Section VI – Annex E: Price Schedule Form

**(26)**

(Please see attached Excel spread sheet Annex E: Price Schedule Form.xls that is available on:

<https://drive.google.com/file/d/16y9VVjmbhrHPQBWXxMBjQePdPCvtNLK5/view?usp=sharing> )

1. Submit this document in a separate email from the Technical Bid as indicated in Section I: Instructions to Bidders clause 19 Submission, sealing, and marking of Bids and in Annex I Instructions to Bidders.
2. All prices/rates Bid must include all taxes.
3. The Price Schedule Form must provide a detailed cost breakdown, as shown in the attachment.
4. UNFPA anticipates awarding the project on a fixed-price basis. To complete an analysis of the Bid, firms are required to submit itemized pricing that identifies the people who will work on the project (including resumes), their billing rates, and the number of hours proposed for the project. Anticipated travel, lodging, and out-of-pocket expensed should be detailed as well.

|  |  |
| --- | --- |
| Signature and stamp of the Bidder: |  |
| Name: |  |
| Title: |  |
| Name of Company: |  |
| Telephone: |  |
| Email: |  |

# Section VI – Annex F: Joint Venture Partner information form

*[The Bidder shall fill in this Form in accordance with the instructions below.]*

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

UNFPA/PER/RFP/21/001

Page \_\_\_\_\_\_\_\_ of \_\_\_\_\_\_ pages

|  |
| --- |
| 1. Bidder’s Legal Name: *[Insert Bidder’s legal name]* |
| 2. Joint Venture (JV) Party Legal Name: *[Insert JV’s Party legal name]* |
| 3. JV’s party country of registration: *[Insert JV’s Party country of registration]* |
| 4. JV’s party year of registration: *[Insert JV’s Part year of registration]* |
| 5. JV’s party legal address in country of registration: *[Insert JV’s Party legal address in country of registration]* |
| 6. JV’s party authorized representative information  Name: *[Insert name of JV’s Party authorized representative]*  Address: *[Insert address of JV’s Party authorized representative]*  Telephone/Fax numbers: *[Insert telephone/fax numbers of JV’s Party authorized representative]*  Email Address: *[Insert email address of JV’s Party authorized representative]* |
| 7. Attached are copies of original documents of:*[Check the box(es) of the attached original documents]*  Articles of Incorporation or Registration of firm named in 2, above, in accordance with Section I: Instructions to Bidders clause 2: Eligible Bidders.  JV Agreement, or letter of intent to enter into such an agreement, signed by the legally-authorized signatories of all the parties |

# Section VI – Annex G: Checklist of Bid Forms

The following checklist is provided as a courtesy to Bidders. Please use this checklist while preparing the Bid to ensure that your Bid contains all required information. This checklist is for the Bidder’s internal reference and does *not* need to be submitted with the Bid.

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTIVITY** | **LOCATION** | **YES/NO/**  **N/A** | **REMARKS** |
| Have you read and understood all of the Instructions to Bidders in Section I of the Bidding documents? | [**SECTION I: INSTRUCTIONS TO BIDDERS**](#_Section_I:_Instructions) |  |  |
| Have you reviewed and agreed to the UNFPA General Conditions of Contracts? | [**SECTION III: GENERAL CONDITIONS OF CONTRACT**](#_Section_III:_General) |  |  |
| Have you reviewed and agreed to the UNFPA Special Conditions for Contracts? | [**SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT**](#_Section_IV:_UNFPA) |  |  |
| Have you completed the Bid Submission Form? | [**SECTION VI: ANNEX B: BIDDER SUBMISSION FORM**](#_Section_VI_–_3) |  | **MANDATORY FORM** |
| Have you completed the Bidder’s Identification Form? | [**SECTION VI – ANNEX C : BIDDER IDENTIFICATION FORM**](#_Section_VI_–_4) |  | **MANDATORY FORM** |
| Have you completed the Bidder’s Previous Experience Form? | [**SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE**](#_Section_VI_–_5) |  | **MANDATORY FORM** |
| Have you completed and signed the Price Schedule Form? | [**SECTION VI – ANNEX F: PRICE SCHEDULE FORM**](#_Section_VI_–_2) |  | **MANDATORY FORM** |
| Have you completed the Joint Venture Partner Information Form? | [**SECTION VI – ANNEX F: JOINT VENTURE PARTNER INFORMATION FORM**](#_Section_VI_–_1) |  | **MANDATORY FORM IF APPLICABLE** |
| Have you reviewed all of the relevant Contract form(s)? | [**SECTION VII: CONTRACTUAL FORMS**](#_Section_VII:_Contractual) |  |  |
| Have you prepared a copy of the previous year’s audited Company Balance Sheet and Financial Statements? | [**SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS**](#_Section_V:_Supplier) |  | **MANDATORY FORM** |
| Have you provided written confirmation that your company is neither suspended by the United Nations system nor debarred by the World Bank Group? | [**SECTION VI – ANNEX B: BID SUBMISSION FORM**](#_Section_VI_–_3)  **&**  [**SECTION I: INSTRUCTIONS TO BIDDERS CLAUSE 2.3**](#_Eligible_Bidders) |  | **MANDATORY FORM**  Note: The accomplishment of this requirement must be supported by presenting a screenshot of your own research in the links mentioned in paragraph 2.3 |
| Have you provided a copy of any of your company’s environmental or social policies, and any related documentation? | [**SECTION I : INSTRUCTIONS TO BIDDERS, CLAUSE 40**](#_Documents_establishing_eligibility) |  | **MANDATORY**  Note: There is no standard form for this requirement. |
| Have you reviewed the UN Global Compact requirements? | [**SECTION I : INSTRUCTIONS TO BIDDERS, CLAUSE 40**](#_Documents_establishing_eligibility) |  |  |
| Have you sealed and marked the Bids according to Instructions to Bidders clause 20.3 (electronic Bids) or clause 20.4 (hard copy Bids) or clause 20 (Submission through an online system)? | [**SECTION I : INSTRUCTIONS TO BIDDERS, CLASE 20.3 & 20.4**](#_Submission,_sealing,_and) |  |  |
| If submitted electronically through email, is the file size of the Bid less than 20MB? (If the file size is above 20 MB, refer to Instructions to Bidders clause 20.3.3) | [**SECTION I: INSTRUCTIONS TO BIDDERS, CLAUSE 20.3.3**](#_Submission_of_electronic) |  |  |
| Have you noted the Bid closing deadline? | [**INVITATION LETTER NUMBER 4**](#_Deadline_for_submission) |  |  |
| Have you provided information on Supplier Qualification Requirements? | [**SECTION V: SUPPLIER QUALIFICATION REQUIREMENT**](#_Section_V:_Supplier) **&** [**SECTION VI: ANNEX B: BID SUBMISSION FORM**](#_Section_VI_–_3) |  |  |
| Have you provided evidence that the Bidder has successfully completed at least one similar contract within the last five years for supply of goods/services? | [**SECTION V: SUPPLIER QUALIFICATIONS REQUIREMENTS**](#_Section_V:_Supplier) |  | **MANDATORY FORM** |
| Have you provided contact details of commercial banks and names of contact persons from whom UNFPA can seek feedback? | [**SECTION V: SUPPLIER QUALIFICATIONS REQUIREMENTS**](#_Section_V:_Supplier) |  | **MANDATORY FORM** |
| Have you provided sufficient documentation of your company’s managerial capability?   * Details of company’s managerial structure.   Quality assurance systems in place. | [**SECTION VI: ANNEX C: BIDDER’S PREVIOUS EXPERIENCE**](#_Section_VI_–_5) |  | **MANDATORY FORM** |
| Have you supplied clients’ certificates in support of the satisfactory operation of the goods/services as specified above? | [**SECTION VI: ANNEX D: BIDDER’S PREVIOUS EXPERIENCE**](#_Section_VI_–_5) |  | **MANDATORY FORM** |
| Have you checked Section I: Instructions to Bidders, clauses, 17 & 18 and provided all requested documentation in the correct formats? | [**SECTION 1: INSTRUCTIONS TO BIDDERS**](#_Section_I:_Instructions) |  |  |

# Section VII: Contractual forms

Below find an overview of the attached contractual forms for this RFP.

|  |  |  |  |
| --- | --- | --- | --- |
| Description | | Status | Preferred file for submission |
| Annex A: | Template of Contract for Civil Works | **Mandatory** | PDF |
| Annex B: | Bank Guarantee for Advance Payment | **Mandatory** | PDF |
| Annex C: | Performance Security | **Mandatory** | PDF |

# Section VII – Annex A: TEMPLATE OF CONTRACT OF CONTRACT FOR CIVIL WORKS

**(27)**

The template of Contract for Civil Works is available on:

<https://drive.google.com/file/d/1gKfdRDrUb_QBKOVqCbbPnphy6vNZlVWv/view?usp=sharing>

# Section VII – Annex B: Bank Guarantee for Advance Payment

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 Bid Submission]

RFP: UNFPA/PER/RFP/21/001

*[bank’s letterhead]*

**Beneficiary:** *[insert legal name and address of UNFPA]*

**ADVANCE PAYMENT GUARANTEE Number:** *[insert Advance Payment Guarantee no.]*

We, *[insert legal name and address of bank],* have been informed that *[insert complete name and address of Bidder]* (hereinafter called "the supplier") has entered into a Contract for Civil Works Number *[insert number]* dated *[insert date of Agreement]* with you, for the supply of *[insert types of goods/services to be delivered]* (hereinafter called the “contract").

Furthermore, we understand that, according to the conditions of the contract, an advance is to be made against an advance payment guarantee.

At the request of the supplier, we hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount(s)[[2]](#footnote-2) in figures and words]* upon receipt by us of your first demand in writing declaring that the supplier is in breach of its obligation under the contract because the supplier used the advance payment for purposes other than toward delivery of the goods/services.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the supplier on its account *[insert number* *and domicile of the account]*

This guarantee shall remain valid and in full effect from the date of the advance payment received by the supplier under the contract until *[insert date[[3]](#footnote-3)].*

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*[signature(s) of authorized representative(s) of the bank]*

# Section VII – Annex C: Performance Security

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 Bid Submission]

RFP: UNFPA/PER/RFP/21/001

Bank’s Branch or Office: *[insert complete name of Guarantor]*

**Beneficiary:** *[insert legal name and address of UNFPA]*

**PERFORMANCE GUARANTEE NUMBER:** *[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Bidder]* (hereinafter called "the supplier") has entered into Contract for Civil Works Number *[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)[[4]](#footnote-4) 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]*,*[[5]](#footnote-5)* 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, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

*[Signatures of authorized representatives of the bank and the Supplier]*

1. Please indicate relevant contracts to the one requested in the RFP. [↑](#footnote-ref-1)
2. *The bank shall insert the amount(s), either in the currency(ies) of the contract or a freely-convertible currency acceptable to UNFPA.* [↑](#footnote-ref-2)
3. *Insert the delivery date stipulated in the contract delivery schedule. UNFPA should note that in the event of an extension of the time to perform the contract, UNFPA would need to request an extension of this guarantee from the bank. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, UNFPA might consider adding the following text to the Form, at the end of the penultimate paragraph: “We agree to a one-time extension of this guarantee for a period not to exceed [six months/one year], in response to UNFPA’s written request for such extension, such request to be presented to us before the expiration of the guarantee.”* [↑](#footnote-ref-3)
4. *The Bank shall insert the amount(s) specified in the SCG and denominated, as specified in the SCG, either in the currency(ies) of the Contract or a freely-convertible currency acceptable to UNFPA.* [↑](#footnote-ref-4)
5. *UNFPA should note that, in the event of an extension of the time to perform the Contract, UNFPA would need to request an extension of this Guarantee from the Bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee. In preparing this Guarantee, UNFPA might consider adding the following text to the Form, at the end of the penultimate paragraph: “We agree to a one-time extension of this Guarantee for a period not to exceed [six months/one year], in response to UNFPA’s written request for such extension, such request to be presented to us before the expiration of the Guarantee.”* [↑](#footnote-ref-5)