

## Section III: Returnable Bidding Forms

**eSourcing reference:** ITB/2021/21221

**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
- Form B: Bid Submission Form
- Form C: Price Schedule Form
- Form D: Technical Bid Form
- Form E: Bid Security Form **(Not Required)**
- Form F: Manufacturer's authorization form **(Not Required)**
- Form G: Performance Statement Form

## Form A: Joint Venture Partner Information Form

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

ITB reference no: ITB/2021/21221

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	
<b>Name</b>	[complete]
<b>Names of each partner and contact information</b> (address, telephone numbers, fax numbers, e-mail address)	[complete]
<b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the Bidding process and, in the event a Contract is awarded, during contract execution)	[complete]
<b>Proposed proportion of responsibilities between partners (in %) with indication of the type of the goods/services to be delivered by each</b>	[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 fulfillment 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: 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:

- a. We have examined and have no reservations to the bidding documents, including amendments No.: [Insert the number and issuing date of each amendment];
- b. 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
- c. 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];
- d. 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];
- e. Our bid shall be valid for the period of time of [120 Days] 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;
- f. 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;
- g. 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;
- h. We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- i. 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;
- j. We embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact;
- k. 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;
- l. 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;

- m. 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 authorized 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 : \_\_\_\_\_

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

## Form C: Price Schedule Form

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.

### Bid Summary

Total Price of Goods (DAP-UNOCA Compound Kabul Jalalabad road UNOPS- Kabul, Afghanistan)	[insert amount and currency]
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		REQUESTED OFFER VALIDITY PERIOD FROM DATE OF OFFER SUBMISSION: 120 Days			
		BIDDER'S UNIT PRICES (Price & Currency to be entered by Bidder):			
S/N	Description items	UoM	Qty	Unit Price (USD)	Total Price (USD)
01	<b>Bulletproof Body Armour Ballistic Vests Pullover Type Level NIJ IIIA</b> <b>Sizes: For Male:</b> (M-5pcs; L-5pcs; XL-20pcs;2XL-30pcs; 3XL-20pcs <b>For Female:</b> (M-10pcs; L-20pcs;XL-15pcs; 2XL-15pcs)	PCs	140		
02	<b>Bulletproof Hard Armor Upgrade panels(NIJ Level III) Type AD3 for insertion into ballistic vests</b>	PCs	280		
03	<b>Bulletproof Ballistic helmet Level NIJ III-A</b>	PCs	140		
<b>Grand Total USD (DAP)</b>					

I, the undersigned, certify that I am duly authorized 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.

### Technical specifications for Goods – Comparative Data Table

No	UNOPS minimum technical requirements			
1	<b>Bulletproof Body Armour Ballistic Vests Pullover Type Level NIJ IIIA (for Male and Female):</b>	<b>QTY: 140 Pcs</b>	<b>Is Bid compliant? Bidder to complete</b>	<b>Insert details of goods offered, including specifications and brand/model offered if applicable Bidder to complete</b>
1.1	Load bearing capability with side velcro closure and padded and adjustable shoulder straps.		<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details
1.2	The outer cover of the vest shall be constructed of 65/35 poly- cotton, textured Nylon 6.6, material in high abrasive resistant cordura material. <b>NOTE:</b> No other material will be accepted		<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details
1.3	The vest including the soft removable inner ballistic panels, (excluding the outherbullistic hard armour upgrade ballistic panels) is to be of minimum equivalent to NIL 0101.04 Level IIIA Standard, providing ballistic protection to the front back.		<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details
1.4	Maximum weight of the vest shall be 4.0KG (excluding the hard armour upgrade ballistic plates).		<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details
1.5	The vest is to be fitted with front and rear pouches for insertion of the up-armour ballistic plate:  Front and Rear pouched for ballistic panes:  ✓ Medium, Large and Extra-large vests: 25cmx30 cm ✓ Small vest: 20cm X 25cm  NOTE: No additional pouches or straps for equipment or any other purposes will be required and must not be included		<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details
1.6	Ballistic panel pouches to have a closure flap secured by velcro.		<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details
1.7	<b>Colour:</b> The outer cover of the vest shall be UN blue (Supplier to verify the correct colour), and (supplier to verify correct size of the letters), with detachable UN Logos front and back.		<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details
1.8	The vest shall be supplied in various sizes: <b>For Male:</b> M-5pcs L-5pcs XL-20pcs 2XL-30pcs 3XL-20pcs <b>For Female:</b> M-10pcs L-20pcs		<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details

	XL-15pcs 2XL-15pcs			
	<b>Sample photos</b>			
<b>NOTE:</b> The bid must contain a precise description of the vest that is being proposed. In particular, the materials of the vest itself and ballistic panels must be identified.				
2	<b>Bulletproof Hard Armor Upgrade panels(NIJ Level III) Type AD3 for insertion into ballistic vests.</b>	<b>QTY: 280 pcs</b>	<b>Is Bid compliant? Bidder to complete</b>	<b>Insert details of goods offered, including specifications and brand/model offered if applicable Bidder to complete</b>
2.1	Armour upgrade panels are to be constructed of materials similar to monolithic polyethylene, also known as Dyneema.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.2	The hard armour upgrade panels, when tested in conjunction with level IIIA soft armour, must meet the minimum specification of level NIJ STD 0101.04 Level III-A (7.62x51mm FMJ Ball ammunition). <b>NOTE:</b> Level IV plates will not be accepted.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.3	The armour upgrade must be capable of defeating multiple shots and designed to contain the round within the plate itself.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.4	Each hard armour upgrade panel is to be covered in black Nylon " Spall" cover with a material patch sewn on the black indication, in permanent ink, the manufacturers name, NIJ level and whether the panel is forefront or rear use.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.5	The hard armour upgrade cober panels must be suppliers insets of two, each set consisting of one multi- curve panel for front wear and one single - curve for rear wear.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.6	The hard armour upgrade panels to be available in size: front and rear panels: 250x300mm.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.8	All labelling must be in English language and special marking. Labels must clearly indicate the manufacturers details as well as the international standard of compliance included on the label is to be the wording " property of UN- Afghanistan " All labels are to be fixed to the inside of the panel only.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>Sample photo</b>			
3	<b>Bulletproof Ballistic Helmet Level NIJ III-A:</b>	<b>QTY: 140 pcs</b>	<b>Is Bid compliant? Bidder to complete</b>	<b>Insert details of goods offered, including specifications and brand/model offered if applicable Bidder to complete</b>

3.1	The helmet shall be of minimum equivalent to NIJ 0106.01 standards defeating level III A rounds and velocities and full compliance should be indicated on a label on the inside of the helmet.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.2	The helmet is to provide a four (4) point adjustable suspension system providing even weight distribution and balance.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.3	The helmet must include shock-absorbing, fabric covered foam padding providing moisture wicking, added comfort and fit similar to military type upgraded padding system or EVA pads.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.4	The helmet is to include a floating mesh crown allowing maximum air circulation with an adjustable head- band.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.5	The chin strap is to provide a quick release buckle.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.6	The helmet is to include a moisture wicking nape pad providing additional comfort and stability.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.7	Leather or webbing chin-straps are required; plastic chin-cups will not be accepted.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.8	<b>The colour</b> of the helmet is to be UN Blue (The supplier to verify the exact colour of UN Blue).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.9	<b>All labelling</b> must be in English language and special marking. Labels must clearly indicate the manufacturers details as well as the international standard of compliance. included on the label is to be the wording "property of UN- Afghanistan " All labels are to be fixed to the inside of the helmet only	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>Sample photo:</b>		
4	<b>Other requirements:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.1	<b>Warranty:</b> The goods offered shall have the warranty of 2 years given normal wear and tear of the outer cover.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.2	<b>Test reports</b> from an accredited ballistic laboratory(NIJ) are mandatory and must be sent along with bid. The test reports must document the ballistic integrity and performance of the ballistic panels and materials to all specification and standard the test reports must refer unambiguously to the precise products that are proposed.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.3	Testing and quality inspection are required to be performed by the bidder at its facility and should meet all protection measures and requirements specified not limit to (Health and safety, environment, and performance).  <b>The bidder should have a valid certificate of conformance.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.4	As per the technical specifications, the bidder is required to provide in detail (design, weights, dimensions, softness, and protection level). Bidder should submit the photo of offered product	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Delivery requirements — Comparative Data Table**

UNOPS Requirements		Is bid compliant? Bidder to complete	Details Bidder to complete
<b>Delivery time</b>	The contractor shall deliver the goods within 20-30 calendar days from the day of issuing of the Purchase Order	<input type="checkbox"/> Yes <input type="checkbox"/> No	<a href="#">Insert details</a>
<b>Delivery place and Incoterms rules</b>	DAP- UNOPS office in Kabul, Afghanistan UNOCA Compound Jalalabad Road and Incoterms rules as per Incoterms 2010.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<a href="#">Insert details</a>
<b>Consignee details</b>	Will be advised	<input type="checkbox"/> Yes <input type="checkbox"/> No	<a href="#">Insert details</a>
<b>UNOPS Right to vary requirements</b>	At the time the Contract is awarded, UNOPS reserves the right to vary the quantity of the goods and associated services specified above, provided this does not exceed +/- 50%, without any change in the unit prices or other terms and conditions of the ITB..	<input type="checkbox"/> Yes <input type="checkbox"/> No	<a href="#">Insert details</a>
<b>Packing standards</b>	Vendors shall ensure that all goods are properly packed to withstand export shipment by surface, sea, and other modes as well as rough handling during transportation from origin to the final destination. Vendor shall supply and deliver all goods with a first wrapping made of environmental-friendly plastic film, and in lots, where applicable, and secondly packed in minimum dual-layers corrugated boxes with opening "ears" or with strap for easy carrying, handling and storage which shall withstand palletized packaging. Vendors shall ensure all products are clearly labeled and identifiable. English language shall be used for that purpose. Vendors shall ensure that, in addition to commercial labeling, each part (lots and boxes) is clearly marked in red: NOT FOR SALE for UN USE ONLY. Vendors shall supply and deliver all corrugated boxes palletized and all pallets shrunk wrapped from top up to the bottom layer of the pallet for safe transportation and easy unloading and storage.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<a href="#">Insert details</a>
<b>Inspection of Goods:</b>	UNOPS will verify the offered products. Poor quality and Fake products will not be accepted.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<a href="#">Insert details</a>
<b>Sustainability Requirements - Suppliers commitment to gender equality</b>	<b>The bidder shall provide a statement that</b> demonstrates its commitment to support gender equality and women's empowerment through its operations. The bidder must provide a clear statement and supporting documentation that outlines how gender is mainstreamed	<input type="checkbox"/> Yes <input type="checkbox"/> No	<a href="#">Insert details</a>

	internally. This should include for example the organization's current or future plans/activities with regards to: - gender diversity in the recruitment process (such as outreach to potential diverse candidates and equitable, nonbiased interview practices) - ensuring equal pay between men and women for the same roles by providing pay gap analysis or pay stubs - opportunities for females to be empowered and promoted internally (e.g. mentorship, leadership/management skills training for both junior and senior employees), - prevention of sexual exploitation and abuse or any form of discrimination at work (e.g. zero-tolerance policy in place), - paid parental leave policies for men and women, - provide professional safety training and access to equal protection facilities for all staff without discrimination	
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The offered goods and related services are in accordance with the required specifications and requirements specified in **Section II: Schedule of Requirements**.

Yes  No

ANY DEVIATION MUST BE LISTED BELOW:

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**List of subcontractors or suppliers**

Bidder must identify the names of all subcontractors/suppliers who will be providing goods/services under this contract and the type of work being subcontracted, if applicable.

- (A) [Full legal name and address of subcontractors]
- (B) \_\_\_\_\_
- (C) \_\_\_\_\_

I, the undersigned, certify that I am duly authorized 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 E: Bid Security Form (Not Required)

Note to Bidders: The Bank shall fill in this Bank Guarantee Form in accordance with the instructions.

[Bank's name, and address of issuing branch or office]

**Beneficiary:** \_\_\_\_\_ [Name and Address of UNOPS]

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

**Bid Guarantee Number:** \_\_\_\_\_

We have been informed that [name of the bidder] (hereinafter called "the bidder") has submitted to you its Bid dated (hereinafter called "the bid") for the execution of [name of contract], under the ITB No. [ITB number] ("the ITB").

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the bidder, we [name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [amount in figures] ([amount in words]) upon receipt by us of your first demand in writing, accompanied by a written statement stating that the bidder is in breach of its obligation(s) under the bid conditions, because the bidder:

- (a) Has withdrawn its bid during the period of bid validity specified by the bidder in the Bid Submission Form; or
- (b) Having been notified of the acceptance of its bid by UNOPS during the period of bid validity,
  - (i) fails or refuses to execute the Contract Form; or
  - (ii) fails or refuses to furnish the performance security, if required, in accordance with the Instructions to bidders.

This guarantee will expire:

- (a) if the bidder is the successful bidder, upon our receipt of copies of the contract signed by the bidder and the performance security issued to you upon the instruction of the bidder; or
- (b) if the bidder is not the successful bidder, upon the earlier of:
  - (i) our receipt of a copy of your notification to the bidder of the name of the successful bidder; or

(ii) twenty-eight days after the expiration of the bidder's bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (2010 Revision), International Chamber of Commerce Publication No. 758, except that the supporting statement under article 15(a) is excluded.

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[Signature(s)]

## Form F: Manufacturer's Authorization Form-(Not Required)

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 AFOC, UNOCA Complex, Jalalabad Road, Kabul, Afghanistan

### 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 G: Performance Statement Form

The bidder is requested to provide previous references to complete the below table with details and information from their previous similar experiences in supply and delivery of Personal Protective Equipment PPEs. .

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	Contract Identification and Title and Contact details of Client (Name, Address, telephone, email, fax)	Date of completion of Delivery		Remarks indicating reasons of late delivery, if any	Was the supplies of goods satisfactory?
					As per Contract	Actual		

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

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

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

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