**Section III: Returnable Bidding Forms**

**eSourcing reference:** ITB/2021/22780

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
* 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/2021/22780

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 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:

* 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 **(120)** 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 judgment 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 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] |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **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)** |
| 1 | Industrial 2 needle Sewing Machine with Table | | pc | 350 | |  |  |
| 2 | Single Needle, Drop Feed, Zig Zag Lockstitch Machine with Table | | pc | 35 | |  |  |
| 3 | Single Thread Chain Stitch 2+4 Button Machine with Table | | pc | 18 | |  |  |
| 4 | Buttonhole Machine with Table | | pc | 18 | |  |  |
| 5 | Installation charges to set up the machines at their final location | | LS | 1 | |  |  |
| 6 | Technical support/hands-on training for approximately 421 users on how to use the machines properly and advise on maintenance requirements, beginning directly upon installation of the machine. The training must be in local language (Persian “Dari'' or Pashto) | | LS | 1 | |  |  |
| **Grand Total USD (DAP)** | | | | | | |  |

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** | **Is bid compliant?** Bidder to complete | **Details of goods offered.** Bidder to complete |
| 1 | **Industrial 2 needle Sewing Machine with Table** | ☐ Yes ☐ No | Insert details |
| 1.1 | Make and model: JUKI MO-6714DA-BE6-40H or equivalent branded model  Machine must be with table, new and original/ branded (no Duplicate Machines/Goods accepted) | ☐ Yes ☐ No | Insert details |
| 1.2 | Stitch type: 2-needle overlock | ☐ Yes ☐ No | Insert details |
| 1.3 | Stitch style in the U.S.A.: 514 | ☐ Yes ☐ No | Insert details |
| 1.4 | Max. sewing speed :7,000rpm | ☐ Yes ☐ No | Insert details |
| 1.5 | Stitch length : 1.5 - 4mm | ☐ Yes ☐ No | Insert details |
| 1.6 | Needle gauge (mm): 2.0 | ☐ Yes ☐ No | Insert details |
| 1.7 | Overedging width (mm) : 4.0 | ☐ Yes ☐ No | Insert details |
| 1.8 | Differential feed ratio :For gathering 1:2, For stretching 1:0.7 | ☐ Yes ☐ No | Insert details |
| 1.9 | Needle bar stroke: 24.5mm | ☐ Yes ☐ No | Insert details |
| 1.10 | Inclination angle of the needle: 20° | ☐ Yes ☐ No | Insert details |
| 1.11 | Needle mechanism: Needle bar method and  upper/lower bushing | ☐ Yes ☐ No | Insert details |
| 1.12 | Needle: DC27 or B27 | ☐ Yes ☐ No | Insert details |
| 1.13 | Max. lift of the presser foot:6.5mm | ☐ Yes ☐ No | Insert details |
| 1.14 | Max. presser foot pressure:63.7N (6.5kg) | ☐ Yes ☐ No | Insert details |
| 1.15 | Stitch adjusting method: By push-button | ☐ Yes ☐ No | Insert details |
| 1.16 | Differential-feed adjusting method: By lever (with micro-adjustment) | ☐ Yes ☐ No | Insert details |
| 1.17 | Weight of the machine head: 28kg to 35kg | ☐ Yes ☐ No | Insert details |
| 1.18 | Lubrication: Automatic | ☐ Yes ☐ No | Insert details |
| 1.19 | Lubricating oil: equivalent to ISO VG18 | ☐ Yes ☐ No | Insert details |
| 1.20 | Micro-lifter: Provided as standard | ☐ Yes ☐ No | Insert details |
| 1.21 | The voltage required: 220 Volts, 50Hz | ☐ Yes ☐ No | Insert details |
| 2. | **Single Needle, Drop Feed, Zig Zag Lockstitch Machine with Table** | ☐ Yes ☐ No | Insert details |
| 2.1 | Make and model: Tacsew 146RB or equivalent branded model  Machine must be with table, new and original/ branded (no Duplicate Machines/Goods accepted) | ☐ Yes ☐ No | Insert details |
| 2.2 | Single needle | ☐ Yes ☐ No | Insert details |
| 2.3 | Drop feed, walking foot | ☐ Yes ☐ No | Insert details |
| 2.4 | Lockstitch machine | ☐ Yes ☐ No | Insert details |
| 2.5 | Horizontal axis rotary hook | ☐ Yes ☐ No | Insert details |
| 2.6 | Wide zig-zag | ☐ Yes ☐ No | Insert details |
| 2.7 | Reverse feed | ☐ Yes ☐ No | Insert details |
| 2.8 | Speed, Max (S.P.M.) : 2500 | ☐ Yes ☐ No | Insert details |
| 2.9 | Clearance Under Foot : 10mm | ☐ Yes ☐ No | Insert details |
| 2.10 | Stitch Length, Max. : (5mm) | ☐ Yes ☐ No | Insert details |
| 2.11 | Must have large bobbin and horizontal axis transverse rotary hook | ☐ Yes ☐ No | Insert details |
| 2.12 | Reverse stitching | ☐ Yes ☐ No | Insert details |
| 2.13 | Must have upper feed mechanism that helps slippage when sewing | ☐ Yes ☐ No | Insert details |
| 2.14 | Stitches per minute: 2500 | ☐ Yes ☐ No | Insert details |
| 2.15 | Needle : 135 x 17 | ☐ Yes ☐ No | Insert details |
| 2.16 | Bobbin - Metal : 212034-312 - Pre-wound : M | ☐ Yes ☐ No | Insert details |
| 2.17 | Hook : B79 | ☐ Yes ☐ No | Insert details |
| 2.18 | Work Space : 11 1/4" (287mm) | ☐ Yes ☐ No | Insert details |
| 2.19 | Bed Size : 7" x 18-1/2" (178 x 470mm) | ☐ Yes ☐ No | Insert details |
| 2.20 | Zig-Zag Stitch Width, Max. : 3/8" (10mm) | ☐ Yes ☐ No | Insert details |
| 2.21 | The voltage required: 220 Volts,50Hz | ☐ Yes ☐ No | Insert details |
| **3.** | **Single Thread Chain Stitch 2+4 Button Machine with Table** | ☐ Yes ☐ No |  |
| 3.1. | Make and model: JUKI MB-1370 series or equivalent branded model  Machine must be with table, new and original/ branded (no Duplicate Machines/Goods accepted) | ☐ Yes ☐ No | Insert details |
| 3.2 | Max. sewing speed: 1,500stitches/min | ☐ Yes ☐ No | Insert details |
| 3.3 | Number of stitches: 8,16 and 32 stitches | ☐ Yes ☐ No | Insert details |
| 3.4 | Needle (at the time of delivery):TQ×1(#16)#14～ 20 | ☐ Yes ☐ No | Insert details |
| 3.5 | Feed length (crosswise feed): 2.5 6.5mm | ☐ Yes ☐ No | Insert details |
| 3.6 | Feed length (lengthwise feed): 0～4.5mm | ☐ Yes ☐ No | Insert details |
| 3.7 | Stitching shape: | ☐ Yes ☐ No | Insert details |
| 3.8 | Thread-fray-prevention ON / OFF changeover mechanism: Provided as standard | ☐ Yes ☐ No | Insert details |
| 3.9 | Stitching shape changeover type: Lever change-over type | ☐ Yes ☐ No | Insert details |
| 3.10 | **Applicable button:** Round-shaped flat button (2-holed, 4-holed) | ☐ Yes ☐ No | Insert details |
| 3.10.1 | **Applicable button:** Shank button, Wrapped-around button, Snap, Label, Metal button, Stay button (exclusive attachments have to be used) | ☐ Yes ☐ No | Insert details |
| 3.11 | Button size: 10～28mm | ☐ Yes ☐ No | Insert details |
| 3.12 | Thickness of button: 1.8 3.5mm (options max. 5mm) | ☐ Yes ☐ No | Insert details |
| 3.13 | Needle bar stroke: 48.6mm | ☐ Yes ☐ No | Insert details |
| 3.14 | Lift of the presser foot: 9mm | ☐ Yes ☐ No | Insert details |
| 3.15 | Sewing system: Single thread chainstitch | ☐ Yes ☐ No | Insert details |
| 3.16 | Lubrication: By an oiler | ☐ Yes ☐ No | Insert details |
| 3.17 | Lubricating oil: equivalent to ISO VG7 | ☐ Yes ☐ No | Insert details |
| 3.18 | Machine head weight: 24kg to 30kg | ☐ Yes ☐ No | Insert details |
| 3.19 | Power requirement / Motor used: Single- or 3-phase / 200W (1/4HP), General-purpose motor | ☐ Yes ☐ No | Insert details |
| **4.** | **Buttonhole Machine with Table** |  |  |
| 4.1 | Make and model: Juki LBH-783 series or equivalent branded model  Machine must be with table, new and original/ branded (no Duplicate Machines/Goods accepted) | ☐ Yes ☐ No | Insert details |
| 4.2. | One needle | ☐ Yes ☐ No | Insert details |
| 4.3 | Lockstitch machine | ☐ Yes ☐ No | Insert details |
| 4.4 | Buttonholing machine | ☐ Yes ☐ No | Insert details |
| 4.5 | Sewing speed: 3600RPM | ☐ Yes ☐ No | Insert details |
| 4.6 | Needle bar stroke: 34.6mm | ☐ Yes ☐ No | Insert details |
| 4.7 | Max. lift of the work clamp:12mm | ☐ Yes ☐ No | Insert details |
| 4.8 | Max. thickness of material that can be used: 4mm (with the work clamp lowered) | ☐ Yes ☐ No | Insert details |
| 4.9 | Number of stitches: 54～345 (by gear-change method) | ☐ Yes ☐ No | Insert details |
| 4.10 | Length of buttonholes: 6.4～38.1mm | ☐ Yes ☐ No | Insert details |
| 4.11 | Needle: DP×5 #11, 134 Nm75, 135x5, 135x7 | ☐ Yes ☐ No | Insert details |
| 4.12 | Hook - DP type, automatic-lubricating full-rotary hook | ☐ Yes ☐ No | Insert details |
| 4.13 | Deceleration method: Belt-shifting method | ☐ Yes ☐ No | Insert details |
| 4.14 | Lubrication: Automatic | ☐ Yes ☐ No | Insert details |
| 4.14 | Lubricating oil - equivalent to ISO VG7 | ☐ Yes ☐ No | Insert details |
| 4.15 | Motor: 300W general-purpose motor (A 250W general-purpose motor can be used when the machine is used at a sewing speed of 3,100rpm or less.) | ☐ Yes ☐ No | Insert details |
| 4.16 | Weight of the machine head: 40 kg to 50kg | ☐ Yes ☐ No | Insert details |
| 4.17 | Widely adaptable to many different kinds of materials and seam specifications. | ☐ Yes ☐ No | Insert details |
| 4.18 | The buttonholing position shall be easily adjustable | ☐ Yes ☐ No | Insert details |
| 4.19 | Application of machine: Buttonholing for ordinary cloth, knit, etc. | ☐ Yes ☐ No | Insert details |
| 4.20 | The voltage required: 220 Volts 50Hz | ☐ Yes ☐ No |  |
| **5.** | **Manuals** | ☐ Yes ☐ No | Insert details |
| 5.1 | For offered machines, bid must include manufacturer’s technical manuals and supporting technical documentation ( in English language) | ☐ Yes ☐ No | Insert details |
| 6 | **Warranty:** Industry standard, 1 year minimum | ☐ Yes ☐ No | Insert details |
| 7 | **Warranty service.** Within the warranty period, the Supplier or its authorized service centre shall provide maintenance and/or repair services and/or replacement of the equipment not later than 5 (five) calendar days from the date of receipt of phone call or E-mail notification from an authorized party. The name of the service centre, address, telephone- and fax numbers, e-mail address must be mentioned in the bid. All costs connected with warranty maintenance are covered by the Supplier. | ☐ Yes ☐ No | Insert details |
| 8 | Bid must include a **warranty maintenance plan** | ☐ Yes ☐ No | Insert details |

**Delivery requirements –– Comparative Data Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **UNOPS Requirements** | | **Is bid compliant?** Bidder to complete | **Details**  Bidder to complete |
| **Delivery time** | Bidder shall deliver the goods within **12 weeks** after Purchase Order signature | ☐ Yes ☐ No | Insert details |
| **Delivery place and Incoterms rules** | DAP, Kabul, Afghanistan Incoterms 2010 | ☐ Yes ☐ No | Insert details |
| **Consignee details** | Will be advised | ☐ Yes ☐ No | Insert details |
| **UNOPS Right to vary requirements** | 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 +/- 30% , without any change in the unit prices or other terms and conditions of the ITB. | ☐ Yes ☐ No | Insert details |
| **Packing standards** | Bidder shall ensure the best international packing standards of goods supplied, including use of eco-friendly packing materials. Bidder shall remain liable for the packing and consistency of the items supplied for the period of shipment and acceptance for use. Any items found unacceptable shall be returned and changed at no costs to UNOPS. | ☐ Yes ☐ No | Insert details |
| **Sample check** | UNOPS will check the physical samples of quoted items during the evaluation stage and UNOPS will verify the offered products by opening the goods. Poor quality and Fake products will not be accepted. The samples check will also be done through catalogue, pictures and or brochure subject to prior confirmation. Failure to provide the product for physical sample or catalogue, pictures and or brochure will lead to disqualification of the bidder's bid. | ☐ Yes ☐ No | Insert details |
| **Inspection of Goods:** | UNOPS will verify the offered products by opening the goods. Poor quality and Fake products will not be accepted. | ☐ Yes ☐ No | Insert details |
| **Performance Security** | Performance security shall be required from the awarded Bidder in the amount of 5 % of the total Contract amount, in the form of a Bank Guarantee as set out in the document titled Section IV: Contract Forms which is available in the Documents section. To minimize Credit Risk, UNOPS will only accept Bank Guarantees from Banks or other Financial Institutions with a minimum Long Term Credit Rating of BBB- with Standard and Poor’s, a minimum Long Term Credit Rating of Baa3 with Moody Investor Services, or a minimum Long Term Credit Rating of BBB- with Fitch Ratings. Any Bank Guarantee issued by a financial institution with a credit rating below the outlined credit ratings will require prior validation from UNOPS. | ☐ Yes ☐ No | Insert details |

**Related services requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Service** | **UNOPS minimum requirements for services**  **Quantity** | **Place where services will be performed** | **Final completion date(s) of services** | **Is bid compliant?** Bidder to complete | **Details**  Bidder to complete |
| 1 | Installation to set up the machines at their final location | Kabul, Afghanistan | Within 14 days after delivery of machines | ☐ Yes ☐ No | Insert details |
| 2 | Technical support/hands-on training for approximately 421 users on how to use the machines properly and advise on maintenance requirements, beginning directly upon installation of the machine. The training must be in local language (Persian “Dari'' or Pashto) | Kabul, Afghanistan | Within 14 days after delivery and installation of machines | ☐ Yes ☐ No | Insert details |

**NOTE:** Hands-on training will be provided as part of the total contract and all related costs should be part of the bid.

**Sustainability criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| **UNOPS Requirements** | | **Is bid compliant?** Bidder to complete | **Details**  Bidder to complete |
| **Sustainability Requirements – Local after-sales service** | The bidder will provide an after-sales service component for the product to be procured, which utilizes suppliers in Afghanistan.  Bidders will provide documentation that clearly outlines:  - what current partnerships is established with after-sales service providers in Afghanistan (and in which locations)  - the availability of spare parts in Afghanistan and availability of service provider for maintenance of machines in Afghanistan.  **Bidder shall provide contact details (name, address, phone number, email and name of representative) of authorized service provider in Afghanistan.** | ☐ Yes ☐ No | Insert details |
| **Sustainability Requirements - Suppliers commitment to gender equality** | The bidder shall provide a response that 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 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, non-biased 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 | ☐ Yes ☐ No | Insert details |

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:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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.

1. \_[Full legal name and address of subcontractors]\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[Signature(s)]

**Form F: 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 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 sewing machines.

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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_