**Section III : Returnable Bidding Forms**

**Note to Bidders:** **Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Biding Forms as instructed** **and return them as part of their bid submission.**

This Section comprises the following Returnable Bidding Forms:

* Form A: Bid/No Bid Confirmation Form
* Form B: Checklist Form
* Form C: Bidder Information Form
* Form E: Bid Submission Form
* Form F: Price Schedule Form (Lot 1)
* Form F: Price Schedule Form (Lot 2)
* Form F: Price Schedule Form (Lot 3)
* Form F: Price Schedule Form (Lot 4)
* Form G: Technical Bid Form
* Form I: Manufacturer’s authorization form
* Form J: Performance Statement Form
  + DRIVE Supplier Sustainability Questionnaire

**Form A: Bid/No Bid Confirmation Form**

If after assessing this opportunity you have made the determination not to submit your bid, we would appreciate if you could return this form indicating your reasons for non-participation.

|  |  |  |
| --- | --- | --- |
|  |  | Date: |
| To: | UNOPS  (Insert name and office of contact person) | Fax/email (Insert UNOPS contact person’s email (do not enter secure bid email address) |
| From: | [Insert name of bidder] |  |
| Subject | ITB reference [insert ref] | |

|  |  |
| --- | --- |
| **Insert an X where applicable** | **Description** |
|  | **YES**, we intend to submit a bid. |
|  | **NO**. We are unable to submit a competitive offer for the requested goods/services at the moment |

If you selected NO above, please state the reason(s) below:

|  |  |
| --- | --- |
| **Insert an X where applicable** | **Description** |
|  | The requested goods/services are not within our range of supply |
|  | We are unable to submit a competitive offer for the requested products at the moment |
|  | The requested products are not available at the moment |
|  | We cannot meet the requested specifications |
|  | We cannot offer the requested type of packing |
|  | We can only offer FCA prices |
|  | The information provided for quotation purposes is insufficient |
|  | Your ITB is too complicated |
|  | Insufficient time is allowed to prepare a bid |
|  | We cannot meet the delivery requirements |
|  | We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.) |
|  | Sustainability criteria/requirements are too stringent (if applicable) |
|  | We do not export |
|  | We do not sell to the UN |
|  | Your volume is too small and does not meet our order quantity |
|  | Our production capacity is currently full |
|  | We are closed during the holiday season |
|  | We had to give priority to other clients’ requests |
|  | We do not sell directly but through distributors |
|  | We have no after-sales service available |
|  | The person handling the bids is away from the office |
|  | Other (please provide reasons): |
|  | We would like to receive future ITBs for this type of goods |
|  | We don’t want to receive ITBs for this type of goods |

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

**Form B: Bid Checklist Form**

Bidders are requested to complete this form and return it as part of their bid submission.

ITB reference no: [insert ITB reference No.]

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

**Before submitting your Bid, please ensure compliance with ITB Particulars.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Yes/No/NA** | **Page # in your bid** | **If NO provide comment** |
| **Have you duly completed all the Returnable Bidding Forms?** | **☐ YES ☐ NO ☐ NA** |  |  |
| * Form B: Checklist Form | ☐ YES ☐ NO ☐ NA |  |  |
| * Form C: Bidder Information Form | ☐ YES ☐ NO ☐ NA |  |  |
| * Form D: Joint Venture Partner Information Form | ☐ YES ☐ NO ☐ NA |  |  |
| * Form E: Bid Submission Form | ☐ YES ☐ NO ☐ NA |  |  |
| * Form F: Price Schedule Form (LOT 1 ) | ☐ YES ☐ NO ☐ NA |  |  |
| * Form F: Price Schedule Form (LOT 2 ) | ☐ YES ☐ NO ☐ NA |  |  |
| * Form F: Price Schedule Form (LOT 3 ) | ☐ YES ☐ NO ☐ NA |  |  |
| * Form F: Price Schedule Form (LOT 4 ) | ☐ YES ☐ NO ☐ NA |  |  |
| * Form G: Technical Bid Form | ☐ YES ☐ NO ☐ NA |  |  |
| * Form I: Manufacturer’s authorization form | ☐ YES ☐ NO ☐ NA |  |  |
| * Form J: Performance Statement Form | ☐ YES ☐ NO ☐ NA |  |  |
| **Have you provided the required documents to establish compliance with the evaluation criteria?** | **☐ YES ☐ NO ☐ NA** |  |  |
| * 2 contracts or invoices for provision of similar equipment, executed successfully in the period of the last 2 years. | ☐ YES ☐ NO ☐ NA |  |  |
| * Catalogue, brochure, detailed technical specification from the manufacturer or similar document that will prove the required technical characteristics of the product offered (indicating the model) | ☐ YES ☐ NO ☐ NA |  |  |
| * DRiVE questionnaire | ☐ YES ☐ NO ☐ NA |  |  |

**Form C: Bidder Information Form**

The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.

ITB reference no: [insert ITB reference No.]

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

1. **Background and Expertise of Organization:**

|  |  |
| --- | --- |
| **Full legal name of Bidder** | [complete] |
| **What year was your firm/organization established?** | [complete] |
| **Address of registered office** | [complete] |
| **Name of bidder Representative** | complete] |
| **Has your firm/organization ever filed or petitioned for bankruptcy?** (If YES, explain in detail the reasons why, filing date, and current status.) | [complete] |
| **Does your firm have an actual or potential conflict of interest in this procurement process?** (Refer to Section II: Instructions to Bidders, Article 4, for details on conflict of interest) | [Insert either “No”, or “Yes” in which case please provide details on your actual or potential conflict of interest here] |

1. **UNGM Registration and UNOPS Vendors**

As part of the bid, it is desired that the Bidder goes to the United Nations Global Marketplace (UNGM) registration website: <https://www.ungm.org/Registration/RegisterSupplier.aspx> and fills out the registration.

If the Bidder is already registered with UNGM, please provide your UNGM registration number in the table below and please ensure that your firm’s information on UNGM is current.

The Bidder may still bid even if not registered with the UNGM. However, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to Contract signature.

|  |  |
| --- | --- |
| **Are you a UNGM registered vendor?** | ☐ Yes ☐ No If yes, [insert UGNM vendor number] |
| **Are you a UNOPS vendor?** | ☐ Yes ☐ No If yes, [insert UNOPS vendor ID] |

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

|  |  |
| --- | --- |
| **Name/Surname** | [complete] |
| **Title** | [complete] |
| **Tel Number (direct)** | [complete] |
| **Email address (direct):** | [complete] |

PS: This person must be available during the next two weeks following receipt of bid

**Form E: 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 [insert number of days which shall not be less than the specified in Section I: ITB Particulars, Period of Validity of Bids] 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 Section I: ITB Particulars, 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 F: Price Schedule Form – For Lot 1 .**

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.

Please note that all offers should be in GEL or USD excluding VAT, or any direct taxes.

**Bid Summary**

|  |  |
| --- | --- |
| **Bidder’s Total prices of Goods** | [insert amount and currency] |
| **Bidder’s Total prices of Services** | [insert amount and currency] |
| **Total Offer (including delivery, installation training, and other requested services)** | [insert amount and currency] |

**Prices for Goods and services (can be adjusted as appropriate)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item/ lot** | **Description** | **Qty**  **(a)** | **Currency:** (please indicate) | | |
| **Unit Price** | **Total Price** | |
| 1. | Structural Collapse USAR Life Detector | **1** |  |  | |
| 2 | USAR Search Camera (Colour/Infrared) | **1** |  |  | |
| 3 | USAR Life/Victim Seismic and Audio Detector - SET | **1** |  |  | |
| 4 | Unstable Structure Stability Controller (Detector) | **1** |  |  | |
| **Total Price of Goods (please indicate currency)** | | | |  |  |

**Prices for related services**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item/ lot** | **Description of the services** | **Quantity and physical unit (a) if applicable** | **Unit price**  **(b) if applicable** | **Total price per service**  **(a)x(b)** |
| 1. | Delivery ( DAP) | 1 |  |  |
| 4. | Warranty | 1 |  |  |
| **Total Price of Related Services (please indicate currency):** | | | |  |

Bidders are encouraged to provide detailed invoice for better cost breakdown visibility.

**Bidder’s delivery data**

|  |  |
| --- | --- |
| **Country of origin of offered products** |  |

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 F: Price Schedule Form – For Lot 2.**

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.

Please note that all offers should be in GEL or USD, excluding VAT, or any direct taxes.

**Bid Summary**

|  |  |
| --- | --- |
| **Bidder’s Total prices of Goods** | [insert amount and currency] |
| **Bidder’s Total prices of Services** | [insert amount and currency] |
| **Total Offer (including delivery, installation training, and other requested services):** | [insert amount and currency] |

**Prices for Goods and services (can be adjusted as appropriate)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item/ lot** | **Description** | **Qty**  **(a)** | **Currency:** (please indicate) | | |
| **Unit Price** | **Total Price** | |
| 1. | Battery Driven Hydraulic Combi Tool | **2** |  |  | |
| 2 | Spare Battery for Hydraulic Combi Tool | **2** |  |  | |
| **Total Price of Goods (please indicate currency)** | | | |  |  |

**Prices for related services**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item/ lot** | **Description of the services** | **Quantity and physical unit (a) if applicable** | **Unit price**  **(b) if applicable** | **Total price per service**  **(a)x(b)** |
| 1. | Delivery ( DAP) | 1 |  |  |
| 4. | Warranty | 1 |  |  |
| **Total Price of Related Services (please indicate currency):** | | | |  |

Bidders are encouraged to provide detailed invoice for better cost breakdown visibility.

**Bidder’s delivery data**

|  |  |
| --- | --- |
| **Country of origin of offered products** |  |

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 F: Price Schedule Form – For Lot 3.**

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.

Please note that all offers should be in GEL or USD, excluding VAT, or any direct taxes.

**Bid Summary**

|  |  |
| --- | --- |
| **Bidder’s Total prices of Goods** | [insert amount and currency] |
| **Bidder’s Total prices of Services** | [insert amount and currency] |
| **Total Offer (including delivery, installation training, and other requested services):** | [insert amount and currency] |

**Prices for Goods and services (can be adjusted as appropriate)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item/ lot** | **Description** | **Qty**  **(a)** | **Currency:** (please indicate) | | |
| **Unit Price** | **Total Price** | |
| 1. | Portable Multi-Gas Detector | **2** |  |  | |
| **Total Price of Goods (please indicate currency)** | | | |  |  |

**Prices for related services**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item/ lot** | **Description of the services** | **Quantity and physical unit (a) if applicable** | **Unit price**  **(b) if applicable** | **Total price per service**  **(a)x(b)** |
| 1. | Delivery ( DAP) | 1 |  |  |
| 4. | Warranty | 1 |  |  |
| **Total Price of Related Services (please indicate currency):** | | | |  |

Bidders are encouraged to provide detailed invoice for better cost breakdown visibility.

**Bidder’s delivery data**

|  |  |
| --- | --- |
| **Country of origin of offered products** |  |

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 F: Price Schedule Form – For Lot 4**

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.

Please note that all offers should be in GEL or USD, excluding VAT, or any direct taxes.

**Bid Summary**

|  |  |
| --- | --- |
| **Bidder’s Total prices of Goods** | [insert amount and currency] |
| **Bidder’s Total prices of Services** | [insert amount and currency] |
| **Total Offer (including delivery, installation training, and other requested services):** | [insert amount and currency] |

**Prices for Goods and services (can be adjusted as appropriate)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item/ lot** | **Description** | **Qty**  **(a)** | **Currency:** (please indicate) | | |
| **Unit Price** | **Total Price** | |
| 1. | Personal Radiation Detector | **2** |  |  | |
| **Total Price of Goods (please indicate currency)** | | | |  |  |

**Prices for related services**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item/ lot** | **Description of the services** | **Quantity and physical unit (a) if applicable** | **Unit price**  **(b) if applicable** | **Total price per service**  **(a)x(b)** |
| 1. | Delivery ( DAP) | 1 |  |  |
| 4. | Warranty | 1 |  |  |
| **Total Price of Related Services (please indicate currency):** | | | |  |

Bidders are encouraged to provide detailed invoice for better cost breakdown visibility.

**Bidder’s delivery data**

|  |  |
| --- | --- |
| **Country of origin of offered products** |  |

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 G: 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 IV: 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 quotation.

**Technical specifications for Goods – Comparative Data Table**

[Insert table here]

**Delivery requirements –– Comparative Data Table**

[Insert table here]

**Related services requirements**

[Provide details of how these services will be provided here]

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in **Section IV: Schedule of Requirements**.

☐ Yes ☐ No

ANY DEVIATION MUST BE LISTED BELOW:

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

**Form I: 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

**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 J: Performance Statement Form**

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** | **Date of completion of delivery** | | **Remarks indicating reasons of late delivery, if any** | **Was the supply of goods satisfactory?** |
| **As per Contract** | **Actual** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

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

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

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

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

**DRIVE Supplier Sustainability Questionnaire**

**Section VI: Contract Forms**

**VI-1: UNOPS General Conditions of Contract**

In the event of a Contract, the following General Conditions of Contract will apply:

* UNOPS General Conditions of Contract for the provision of Goods

The conditions are available at: <http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx>

**VI-3: UNOPS sample contract for the provision of Goods and Services**