**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 D: Joint Venture Partner Information Form
* Form E: Bid Submission Form
* Form F: Price Schedule Form
* Form G: Technical Bid Form
* Form H: Manufacturer’s authorization form
* Form I: 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 the instructions included in Section I: ITB Particulars, Article 22, Bid Submission.**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 A: Bid/No Bid Confirmation Form | **☐ 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 | ☐ YES ☐ NO ☐ NA |  |  |
| * Form G: Technical Bid Form | ☐ YES ☐ NO ☐ NA |  |  |
| * Form H: Manufacturer’s authorization form | ☐ YES ☐ NO ☐ NA |  |  |
| * Form I: Performance Statement Form | ☐ YES ☐ NO ☐ NA |  |  |
| * DRIVE Supplier Sustainability Questionnaire | ☐ YES ☐ NO ☐ NA |  |  |
| **Have you provided the required documents to establish compliance with the evaluation criteria established in Section III?** | **☐ YES ☐ NO ☐ NA** |  |  |
| * Product catalogues | ☐ YES ☐ NO ☐ NA |  |  |
| * Company Business Registration Certificate | ☐ YES ☐ NO ☐ NA |  |  |
| * Bidder to provide detailed information about the Service Facility including address | ☐ 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 D: Joint Venture Partner Information Form**

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

ITB reference no: [insert ITB reference No.]

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 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**

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**

|  |  |
| --- | --- |
| **Bidder’s Total prices CIF (Price of goods CIF + Related Services if applicable)** | [insert amount and currency] |
| **Total Price of Goods CIF** | [insert amount and currency] |

**Lot – 1 Prices for Goods**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item/ lot** | **Description** | **Qty**  **(a)** | **Currency: United States Dollars** | |
| **Unit price CIF (b)** | **Total price CIF (a)x(b)** |
| 1. | **Vehicles** | **2** |  |  |
|  |  |  |  |  |
| **Total Price of Goods** | | | | |

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**

**Procurement for the Supply of Two FJA300L Vehicles or Equivalent**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No** | **UNOPS minimum technical requirements** | | **Quantity** | **Is Bid compliant?** Bidder to complete | | **Details of goods offered.** Bidder to complete | |
| **PRINCIPAL FEATURES SOUGHT** | | | | | | | |
|  | | 4 Wheel Drive station wagon | | | ☐ Yes ☐ No | | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Five-door, eight-seat cross country vehicle with separate front seats | | | ☐ Yes ☐ No | | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Left- hand drive, power assisted steering | | | ☐ Yes ☐ No | | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Diesel engine with Output Power of 225-**227kW** (SAE) At **4000 rpm** | | | ☐ Yes ☐ No | | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Max Torque of 700 **Nm** @ **2600rpm** | | | ☐ Yes ☐ No | | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | 4-wheel drive | | | ☐ Yes ☐ No | | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | GVW 3230 kg. | | | ☐ Yes ☐ No | | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | FM/AM radio/stereo with DVD player +EMV Navigation + Bluetooth + Six USB Ports (Two Up Front, Four In The Rear) / + 14-Speaker JBL Premium Sound System + Wireless Smartphone Charging + A Cabin Air Ioniser | | | ☐ Yes ☐ No | | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Passenger headrest entertainment system | | | ☐ Yes ☐ No | | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Rear sensors | | | ☐ Yes ☐ No | | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Chrome bumper spoiler | | | ☐ Yes ☐ No | | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Power-operated single-piece tailgate | | | ☐ Yes ☐ No | | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Clearance and back soner | | | ☐ Yes ☐ No | | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Back guide Monitor (Reverse camera) | | | ☐ Yes ☐ No | | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | 360-Degree Cameras And Individual Tyre Pressure Monitors. | | | ☐ Yes ☐ No | | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Front Guide Monitor | | | ☐ Yes ☐ No | | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Dual rear seat entertainment with tablet-style 12.3-inch infotainment touchscreen with Apple CarPlay, Android Auto and satellite navigation at the front | | | ☐ Yes ☐ No | | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Air conditioner (Auto Independent Control) | | | ☐ Yes ☐ No | | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | D+P Seat ventilation type | | | ☐ Yes ☐ No | | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Leather Upholstery | | | ☐ Yes ☐ No | | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Smart Start with smart entry | | | ☐ Yes ☐ No | | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Driver And Passenger + side + curtain Air bags + Knee with sensors | | | ☐ Yes ☐ No | | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Cool box | | | ☐ Yes ☐ No | | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Side impact beams on all doors | | | ☐ Yes ☐ No | | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Roof rail | | | ☐ Yes ☐ No | | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Seating capacity :8 persons | | | ☐ Yes ☐ No | | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Adaptive Cruise Control | | | ☐ Yes ☐ No | | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Spare tyre mounted under with Lock | | | ☐ Yes ☐ No | | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | F33A-FTV engine | | | ☐ Yes ☐ No | | Insert details of goods offered, including specifications and brand/model offered if applicable | |

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | **General** | | |
|  | Overall Length: 5110mm | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Overall width: 1980mm | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Overall height: 1945mm | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Thread Front/Rear: 1667/1668mm | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Long Wheelbase: 2850 mm | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Ground clearance: **230-235mm** | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Gross Vehicle Weight:3230kg | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Curb weight:2435kg | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Turning radius(Body/Tire) m: 6.3/5.9 m | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Fuel tank capacity: 80 (Main), 30 (Sub) | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Towing capacity with brake (kg): 3500 | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |

|  |  |  |  |
| --- | --- | --- | --- |
| **2** | **ENGINE** | | |
|  | Diesel 4 stroke 6 cylinder DOHC V-Line | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Engine capacity: 3346-litre twin-turbo-diesel | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Diesel engine with Output Power of 225-**227kW** (SAE) At **4000 rpm** | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Max Torque of **700 Nm** @ **2600rpm** | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Fuel pump (Common-Rail Type) | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Heavy duty dry type air cleaner with replaceable element(s) and square pre-cleaner | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Positive oil and fuel filtering systems with replaceable elements | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Dust proof crankcase breather and oil filler cap | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Heavy duty, tropicalized engine cooling system with direct drive cooling fan | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |

|  |  |  |  |
| --- | --- | --- | --- |
| **3** | **TRANSMISSION,TRANSFER AND DRIVELINE** | | |
|  | Automatic transmission (multi-mode) type;  **10 speeds forward**, 1 reverse all synchromesh and floor-mounted shift lever | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Full-time 4WD | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Rear Differential lock | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Active traction control | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Hill start assist | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Crawl control | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Multi terrain selector | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Automatic free running hubs | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Heavy duty full-floating axle | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |

|  |  |  |  |
| --- | --- | --- | --- |
| **4** | **STEERING SYSTEM** | | |
|  | Left hand side control | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Power assisted steering | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Electronic Tilt + Telescopic with Memory | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Multi-functionary steering wheel | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | 4 spoke Leather wrapped steering | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |

|  |  |  |  |
| --- | --- | --- | --- |
| 5 | **BRAKE  SYSTEM** | | |
|  | Dual circuit hydraulic  system with vacuum  booster | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Front brake : Ventilated disc brakes | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Rear brakes : Ventilated disc | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Mechanical parking brake | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | ABS with Brake Assist and Electronic Brake force Distribution | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Brake assist system | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |

|  |  |  |  |
| --- | --- | --- | --- |
| **6** | **SUSPENSION** | | |
|  | Front: Heavy duty Double Wishbone suspension with coil spring  and double acting ,telescopic shock absorbers | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Rear : Heavy duty 4-link Coil Rigid suspension  with Lateral and double acting ,telescopic shock absorbers | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |

|  |  |  |  |
| --- | --- | --- | --- |
| **7** | **TYRES AND WHEELS** | | |
|  | Radial tyres | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Tyre size: **265/65R18 alloy wheels** | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Full size spare tyre mounted on a suitable carrier with security lock | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |

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| **8** | **ELECTRICAL AND ANCILLARIES** | | |
|  | 12 volts. All electrical components tropicalized | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Heavy duty battery | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Heavy duty  alternator | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Exterior lights and indicators conform with Ghanaian regulations | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Hazard warning light | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Headlamp Aiming (Dynamic AUTO) | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Headlamp Cleaner (washer linked) | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Rear wiper with washer | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Fog lamp | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |

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| **9** | **INSTRUMENT MONITORS AND WARNING DEVICES** | | |
|  | All calibrations on gauges/meters are in metric unites | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Speedometer , odometer , tripmeter | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Engine coolant temperature gauge and temperature warning light | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Engine oil pressure gauge and/or low pressure warning light | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Battery charging  meter | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Fuel level gauge and low fuel warning light | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Illuminated entry system (Ignition switch + Room lamp) | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Anti-theft immobilizer +alarm | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |

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| **10** | **CAB AND ACCESSORIES** | | | |
|  | | Leather upholstered seats | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Knee panel for Driver + Passenger | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Power seat adjustment | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Power front seats height adjuster | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Separate bucket seats for driver and front passenger. | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Head restraints on all seats. Adjustable on front seats. | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Driver and passenger sun visor; assist grip for all passengers | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | 3pt ELR Seatbelts on all seats | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Side step | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Full tropicalised ventilation and air conditioning system | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Digital Clock | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Window front and rear | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Door-mounted rear view mirrors (left & right) | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Day/Night E-mark inside rear view mirror | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Central lock system | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Power window | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Parking assist sensors (Clearance and Back Soner) | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Wireless Door Lock + Smart Entry | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Power outer mirror with memory | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable | |
|  | | Driver power seats and memory for driver and passenger | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable | |

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| **11** | **BODY EXTERIOR** | | |
|  | Laminated windshield and safety glass throughout | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Horizontal opening (swing-type) rear doors | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Rear step | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Fuel tank with security lock | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Moon roof | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Pintle hook | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Roof rail | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Rear mounted camera | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |

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| **12** | **MISCELLANEOUS** | | |
|  | 1kg Fire extinguisher | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Warning triangle | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | First aid kit | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Heavy duty vehicle jack, wheel spanner and all accessories | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Manufacturer standard toolkit | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | **Protection against corrosion:** Optimum and guaranteed protection | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Operating manual in English | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Bidder should have a minimum of four authorized service centers situated to cover the southern, middle, central and northern belt of Ghana | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | 36-months 100,000-km warranty | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |

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| **13** | **MANUALS (IN ENGLISH)** | | |
|  | One operators maintenance manual | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |

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| **14** | Vehicles should be suitable for continuous operation in tropical conditions altitudes 1,500 M above sea level. Bidder shall ensure that the vehicle offered complies with the stipulated requirements of law pertaining to operation vehicles in Ghana or any modification there in effect at the time of submitting the bid. All items to be fully assembled with all the normal standard fittings and tested ready for immediate use. |

**Delivery requirements –– Comparative Data Table**

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| **UNOPS Requirements** | **Is Bid compliant?** Bidder to complete | **Details**  Bidder to complete |
| Bidder shall deliver the goods **8 Weeks** after Contract signature. | ☐ Yes ☐ No | Insert details |
| CIF, Accra Ghana | ☐ Yes ☐ No | Insert details |
| UNOPS AFR, GHMCO, Ghana | ☐ Yes ☐ No | Insert details |
| 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 +/- **20%,** without any change in the unit prices or other terms and conditions of the ITB. | ☐ Yes ☐ No | Insert details |

The offered goods and related services (if applicable) 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 good/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 H: 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 I: 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** |
|  |  |  |  |  |  |  |  |
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Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

**DRIVE Supplier Sustainability Questionnaire**