| **Invitation to Bid (ITB) for Services** |
| --- |
| **Provision of long term time-lapse camera, Professional Videography and Photography. Events management and marketing for EU4Culture project in Albania** |
| **ITB Ref No:ITB/2021/21554** |

|  |
| --- |
| Version: v2017.2 |
|  |

**Section V: Returnable Bidding Forms**

**Note to Bidders:** **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 their bid submission.**

This Section comprises the following Returnable Bidding Forms:

* 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 with Key personnel
* Form J: Performance Statement Form
* DRIVE Supplier Sustainability Questionnaire
* Business certificate
* Samples
* References
* List of contracts including the budget of implemented works
* Copyright statement in Form G
* Any relevant statement
* Copy of audited financial statements for the last three years

**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]

* **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] |

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

* **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:

* We have examined and have no reservations to the bidding documents, including amendments No.: [Insert the number and issuing date of each amendment];
* 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
* 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];
* 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];
* Our bid shall be valid for the period of time of [insert number of days which shall not be less than the specified in 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;
* If our bid is accepted, and if so requested in ITB Particulars, we commit to obtain a performance security in accordance with Instructions to Bidders, Article 34 and the General Conditions of Contract;
* 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;
* 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;
* 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;
* We embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact;
* 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;
* 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;
* 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.

**Bidders are reminded to provide prices for all items within the submitted Lot or Lots.**

**Bid Summary**

| **Bidder’s Total prices** | [insert amount in ALL] |
| --- | --- |
| **Total Price of Related Services** | [insert amount in ALL] |

**Prices for related services as applicable**

**LOT 1. Long-term time-lapse camera services for production of video**

**1.1**

| UNOPS might require up to 10 cameras for 10 different sites at the same time. | |
| --- | --- |
| ***The company to confirm the inventory of 10 cameras at the same time*** | YES NO |

| **Item No**  **2.** | **Description** | **Unit price per developed TimeLapse video** | | | **Fixed pricing per video if any** |
| --- | --- | --- | --- | --- | --- |
| **60 sec** | **120 sec** | **180 sec** |  |
| **2.1** | **Long-term time-lapse camera services for production of video** |  |  |  |  |
| **2.2** | **Editing** |  |  |  |  |

The evaluation for LOT 1 will be done as follows:

Provided that 1.1 is confirmed the Average of 2.1 rates + 2.2 editing fee will be used to evaluate the bid.

For example:

Evaluation Price = Average rate 2.1 ([Unit Price for 60 sec + UP 120 sec + UP 180 sec] / 3) + Average rate 2.2 ([UP 60 sec + UP 120 sec + UP 180 sec] / 3)

**LOT 2. Professional Videography and Photography**

| **Item No. A** | **Description** | **Unit price** |
| --- | --- | --- |
| **Rate per minute** |
| **A.1** | Basic - Shooting and production of videos with professional equipment *Format***:** Preferably 4K, up to 8K (Based on computer animations, with no actors) |  |
| **A.2** | Intermediate - production of videos with professional equipment *Format***:** Preferably 4K, up to 8K |  |
| **A.3** | Premium - production of videos with professional equipment *Format***:** Preferably 4K, up to 8K Advanced video effects and or filming real actors |  |

**Note: The rate for less than one minute or for more than one minute of Video to be prorated.**

| **No. A** | **Description** | **Consultant price per day (8 hours, excluding Lunch) (All inclusive)**  **F** | **Consultant price per half day (4 hours, excluding lunch) (All inclusive)**  **G** | **Quantity discount, please indicate discount modality if any** |
| --- | --- | --- | --- | --- |
| **A.4** | **Editing of Videos (Including subtitles in English or Albanian)** |  |  |  |
| **A.5** | **Tailored Services, Content development in cooperation with UNOPS** |  |  |  |

| **Item No.**  **B** | **Description** | **Unit price** |
| --- | --- | --- |
| 1 day |
| **B.1** | Shooting and production of Photo with professional equipment ( preferable DSLR camera 18.1MP Full-Frame Sensor, wide angle lenses from 24 mm, and telephoto lenses starting from 200 mm) including editing. |  |

**Note: The rate for less than a day or for more than a day for Photography services to be prorated.**

| **Item No. C** | **Description** | **Unit price** | **Fixed pricing per audio if any** |
| --- | --- | --- | --- |
| **Rate per minute** |  |
| **C.1** | Radio and other audio spots/advertisements/productions |  |  |
| **C.2** | Radio and other audio spots/advertisements/productions |  |  |
| **C.3** | Podcast production |  |  |

**Note: The rate for less than one minute or for more than one minutes of audios to be prorated.**

| **No. C** | **Description** | **Consultant price per day (All inclusive)**  **H** | **Consultant price per half day (All inclusive)**  **K** | **Quantity discount, please indicate discount modality if any** |
| --- | --- | --- | --- | --- |
| **C.4** | **Editing of Radios (Including subtitles in English or Albanian)** |  |  |  |
| **C.5** | **Tailored Services, Content development in cooperation with UNOPS** |  |  |  |

| **Description** | **Sample of Evaluation of scenario for 3 minutes product** |
| --- | --- |
| * Production of Video | **(A 1 x 3 Minutes ) + A 4. F + A 5.F**  **(A 1 x 3 Minutes ) + A 4. G + A 5. G** |

| **Description** | **Rates to be considered for evaluation** |
| --- | --- |
| * Production of Photo | **1 day rate including editing service** |

| **Description** | **Sample of Evaluation of scenario for 3 minutes product** |
| --- | --- |
| * Production of Radio | **(C 1 x 3 minutes) + C.4 H + C.5 H**  **(C 1 x 3 minutes) + C.4 K +C.5 K** |

**The financial evaluation for LOT 2 price will be the sum of A (Day unit rates) + B (Day unit rate) + C (Day unit rates) For example: Evaluation Price = Total A ((A 1 x 3 Minutes ) + A 4. F + A 5.F) + Total B (B.1) + Total C ((C 1 x 3 minutes) + C.4 H + C.5 H)**

**LOT 3. Events management and marketing(½ day and full day)**

| **Item/ lot** | **Description of the services** | **Quantity and physical unit per ½ day event (a)** | **Unit price**  **(a)** | **Quantity and physical unit full day event (b)** | **Unit price**  **(b)** |
| --- | --- | --- | --- | --- | --- |
| 1. | *Price for Catering* | per person |  | per person |  |
| 2. | *Microphone sound system per person/Speaker* | per person |  | per person |  |
| 3. | *Consecutive translation 2 languages (English- Albanian) per hour /per ½ day/per day* | ½ day |  | 1 day |  |
| 4. | *Simultaneous translation per hour (booths) 2 languages* | 1 hour |  | 1 hour |  |
| 5. | *Name plates including design when applicable.* | rate per product |  | rate per product |  |
| 6. | *Sound Box for microphones* | rate per ½ day |  | rate per day |  |
| 7. | *Teleprompter* | rate per ½ day |  | rate per day |  |
| 8. | *Projector* | rate per ½ day |  | rate per day |  |
| 9. | *LED screen* | Price per m2 |  | Price per m2 |  |
| 10. | *Conference/Events furniture including outdoors meeting furniture (e.g. tents, umbrellas, chairs with handles)* | per person |  | per person |  |
| 18. | *Live Streaming* | rate per ½ day |  | rate per 1 day |  |
| 19. | *Regional Transportation* | Price per km |  | price per km |  |
| **Total Price of Services per ½ day considering prices per Unit of measure** | | | | | |
| **Total Price of Services per full day considering prices per Unit of measure** | | | | | |

**The Evaluation of Lot 3 for Event services will be made considering Total Price of Services for a Full day**

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]

**Related services requirements**

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

**Key Personnel form**:

|  |  | **UNOPS requirement** | | **Bidders Offer** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref #** | **Key Personnel** | **Qualifications and Experience** | **Minimum Number Required** | **Insert Names** | **Qualification** | **Gender** | **Total years of experience** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

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:

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

If subcontracting is anticipated in the performance by the contractor, Procurement Official should insert the following:

**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.

* \_[Full legal name and address of subcontractors]\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 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**

[DRiVE Supplier Sustainability Questionnaire (1).xlsx](https://docs.google.com/spreadsheets/d/1jOrUFVEYOVV8mg73rHEa3CMuYzyBQNuN/edit#gid=1207233189)

**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 Services

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

**VI-3: UNOPS sample contract**

The sample of the UNOPS Sample contract (LTA) is included in this ITB by this reference and is attached as a separate Pdf document.

**VI-4: Performance Security Form** (BANK/INSURANCE GUARANTEE)

Note to bidders: This form, when required, shall only be completed by the successful Bidder after contract award. The bank, as requested by the successful bidder, shall fill in this form in accordance with the instructions indicated.

**Date**: [Insert date (as day, month, and year) of submission]

**ITB No. and title***:* [xx-xxx and title of the ITB]

**Bank’s Branch or Office**: [Insert complete name of guarantor]

**Beneficiary:** [Insert legal name and address of UNOPS]

**Performance Guarantee No.:** [Insert Performance Guarantee number]

We have been informed that [insert complete name of supplier] (hereinafter called "the supplier") has entered into Contract No. [Insert number] dated [Insert day and month], [Insert year] with you, for the supply of [description of goods and related services] (hereinafter called "the contract"). Furthermore, we understand that, according to the conditions of the contract, a Performance Guarantee is required.

At the request of the supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding [insert amount(s) in figures and words], upon receipt by us of your first demand in writing declaring the supplier to be in default under the contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee shall expire no later than the [insert number] day of [insert month] [insert year], and any demand for payment under it must be received by us at this office on or before that date.

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

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

[Signatures of authorized representatives of the bank and the supplier]