**Section III: 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 A: Bidder Information Form
* Form B: Bid Submission Form
* Form C: Price Schedule Form
* Form D: Technical Bid Form
  + DRIVE Supplier Sustainability Questionnaire

**Form A: 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 B: Bid Submission Form**

Bidders are requested to complete this form, sign it and return it as part of their bid submission. The bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Date: [Insert submission date]

**Subject: Bid for the supply of** [***Insert a brief description of goods/services*]****in**[***Name of country/city*],** ITB Case No**. [Insert ITB ref number],** dated **[insert date]**

We, the undersigned, declare that:

* 1. We have examined and have no reservations to the bidding documents, including amendments No.: [Insert the number and issuing date of each amendment];
  2. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract, and in accordance with the delivery schedules specified in the Schedule of Requirements
  3. The total price of our bid, excluding any discounts offered in item (d) below, is: [Insert the total bid price in words and figures, indicating the various amounts and the respective currencies];
  4. The discounts offered and the methodology for their application are:
* **Discounts**: If our bid is accepted, the following discounts shall apply. [Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies, including if applicable discounts for accelerated payment.]
* **Methodology of application of the discounts**: The discounts shall be applied using the following method: [Specify in detail the method that shall be used to apply the discounts];
  1. Our bid shall be valid for the period of time of [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 C: Price Schedule Form**

ITB reference no: [insert ITB reference No.]

Name of Bidder: [insert name of bidder]

Bidders shall fill in these Price Schedule Forms in accordance with the instructions indicated.

|  |  |
| --- | --- |
| **Currency** | **Thailand Bath** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No** | **Description** | **Qty** | **Unit price DAP**  **(Insert)** | **Total price DAP**  **(Insert)** |
| **1.** | **Diplomatic Vehicle, 7-seater mid-size SUV with an environmental-friendly option.** | **1** |  |  |
| **TOTAL Price for vehicles** | | | |  |
| **Item No** | **Description** | **(Insert)** | | |
| **2.** | **Fuel Efficiency: Average combined (City and Highway) fuel consumption per 100 km.** | ***Provide the fuel consumption per 100 km here*** | | |
| **3.** | **Cost on regular maintenance and service of vehicle for up to 60,000 km and after sales package** | ***Provide the cost of regular maintenance and service of vehicle for up to 60,000 km and after sales package here.*** | | |
| **4.** | **Vehicle Carbon emission (g/km) of the offered vehicle**  **(for social cost carbon emission computation)** | ***Provide the vehicle carbon emission (g/km) here*** | | |

**Note: Requested information prices and costing will be used as sustainable criteria during the evaluation process and will be included in the financial evaluation of the offers.**

**Bidder’s delivery data**

|  |  |
| --- | --- |
| **Country of origin of offered products** |  |
| **DAP point of delivery for 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 D: Technical Bid Form**

ITB reference no: [insert ITB reference No.]

Name of Bidder: [insert name of bidder]

Bidders are required to complete the **Comparative Data Tables** included in Section 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 and Comparative Data Table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No** | **UNOPS minimum technical requirements** | **Quantity** | **Is Bid compliant?** Bidder to complete | **Details of goods offered.** Bidder to complete |
| 1 | **Environmental-friendly Vehicle for Office of the Regional Director, UNOPS Asia Region** | 1 unit | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | General Specification: | **Please note that simply checking the “Yes” box does not satisfy the compliant requirement. Details should be included in the last column as well.** | | |
|  | **Engine** |  |  |  |
|  | Output, in total from electric motor and combustion engine (if fitted), min 150 kW/201 HP |  | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Transmission: automatic |  | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Seat Capacity: 7 seats including driver |  | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Prefer Black or other colors as available ( Please specify) |  | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Wheel and Tires: Alloy with Spare Tire with Tire puncture emergency repair kit |  | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Brake system: 4 Wheel Disc Brake with ABS and EBA |  | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Headlight: LED type or equivalent  Fog Light: LED type or equivalent |  | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Steering wheel (right-hand side) RHD |  | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Body type - minimum mid-size SUV or similar |  | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | **Environmental Friendly Standard Requirements:** |  |  |  |
|  | Hybrid / HEV / PHEV / EV vehicle or similar vehicle (please specify) |  | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Battery type: Mi-MH, Lithium-ion or equivalent (please specify) |  | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Fuel type (if combustion engine is fitted): Minimum support Gasoline E10 or better |  | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | **Safety Equipment Requirement:** |  |  |  |
|  | Preventive  Blind Spot Information System (BLIS) |  | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Lane Keeping Assistant system |  | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Collision Avoidance & Mitigation support |  | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Protective  Front & Side airbags - Minimum driver & front passenger |  | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Driving Assistance  Cruise Control |  | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Parking Assist Camera or Parking Assistant Sensor (Please specify) |  | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | **Tools and devices** |  |  |  |
|  | Tools (Standard tools or other troubleshooting tools) |  | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | **Warranties period** |  |  |  |
|  | Minimum vehicle warranty 36 months or 60,000 miles (whichever comes first) valid in Thailand |  | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | minimum 24/7 Roadside service program 12 months valid in Thailand |  | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
|  | Minimum Hybrid / EV battery warranty of 7 years from manufacturer |  | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |

**Delivery requirements and Comparative Data Table:**

|  |  |  |  |
| --- | --- | --- | --- |
| **UNOPS Requirements** | | **Is Bid compliant?** Bidder to complete | **Details**  Bidder to complete |
| **Delivery time** | Bidders shall deliver the vehicle to UNOPS not later than 31 December 2021. | ☐ Yes ☐ No | Insert details |
| **Delivery place and Incoterms rules** | **DAP Bangkok** | ☐ Yes ☐ No | Insert details |
| **Consignee details** | **Will be shared after contract signature** | ☐ Yes ☐ No | Insert details |
| **UNOPS Right to vary requirements** | At the time the Contract is awarded, UNOPS reserves the right to vary the quantity of the goods and associated services specified above, provided this does not exceed 1 unit of hybrid vehicle, without any change in the unit prices or other terms and conditions of the ITB. | ☐ Yes ☐ No | Insert details |

1. Transportation and offload of the vehicle on the beneficiaries’ premises must be included in the price.

2. The offered equipment must comply with requirements laid down in the Technical specifications (Form D: Technical Quotation Form - Technical specifications for goods – Comparative Data Table). The required specifications present minimum requirements. Bidders may offer items with more advanced specs and such offers are accepted as appropriate.

3. Manufacturer's technical literature submitted with the offer must comply with the written specifications of the Bidder. In the event that there are differences between the submitted manufacturers’ literature and written Bidder specification, reasons for that must be explained in the Bidder specifications. Manufacturer's technical literature (brochures, booklets, instructions, etc.) should be submitted. The manufacturers’ technical literature should be marked in an appropriate manner (i.e. model number).

4. Bidder warrants that offered equipment are new and unused. Bidder shall further warrant that none of the supplies have any defect arising from design, materials or workmanship.

5. The Contractor will be responsible for providing after sales support through the standard manufacturer’s warranty.

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:

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

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

**DRIVE Supplier Sustainability Questionnaire**