**Section III: Returnable Bidding Forms**

**eSourcing reference:** **ITB/2022/40412**

Note to Bidders: The following returnable forms are part of this ITB and must be completed and returned by bidders as part of their Bid. Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Bidding Forms as instructed and return them as part of your bid by uploading them against their specific Document Checklist in the UNOPS eSourcing system.

This Section comprises the following Returnable Bidding Forms:

* Form A: Joint Venture Partner Information Form
* Form B: Bid Submission Form
* Form C: Price Schedule Form
* Form D: Technical Bid Form
* Form E: Performance Statement Form
* Form F: No Adverse Action Confirmation Form

**Form A: Joint Venture Partner Information Form**

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

ITB reference no: ITB/2022/40412

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

| **JV / Consortium/ Association Information** | |
| --- | --- |
| **Name** | [complete] |
| **Names of each partner and contact information**  (address, telephone numbers, fax numbers, e-mail address) | [complete] |
| **Name of leading** partner (with authority to bind the JV, Consortium, Association during the Bidding process and, in the event a Contract is awarded, during contract execution) | [complete] |
| **Proposed proportion of responsibilities between partners (in %) with indication of the type of the goods/services to be delivered by each** | [complete] |

**Signatures of all partners of the JV:**

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNOPS for the fulfillment of the provisions of the Contract.

Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**Form B: Bid Submission Form**

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

Date: [Insert submission date]

**Subject: Invitation to Bid for Provision of Workshop Venue facilities including Hotel accommodation and Catering services in Marseille, France from March 13-16, 2022, ITB Case No. ITB/2022/40412,** 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 [30 Days] from the date fixed for the bid submission deadline as set out in the ITB, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
  2. If our bid is accepted, and if so requested in the Tender Particulars section, we commit to obtain a performance security in accordance with Instructions to Bidders Article 34 and the General Conditions of Contract;
  3. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS;
  4. We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
  5. Our firm confirms that the Bidder and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
  6. We embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact;
  7. Our firm, its affiliates or subsidiaries – including any subcontractors or suppliers for any part of the contract – has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/PD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 4, Eligibility;
  8. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this ITB and will not engage in any such activity during the performance of any contract awarded;
  9. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

I, the undersigned, certify that I am duly authorized by [***insert full name of bidder***] to sign this bid and bind [***insert full name of bidder***] should UNOPS accept this bid:

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

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

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

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

**[***Stamp form of bid with official stamp of the bidder***]**

**Form C: Price Schedule Form**

ITB reference no: ITB/2022/40412

Name of Bidder: [insert name of bidder]

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

| **#** | **Description** | **UOM** | **Qty**  **(a)** | **Nr. of days**  **(b)** | **Currency [USD]** | |
| --- | --- | --- | --- | --- | --- | --- |
| **Unit price**  **(c)** | **Total price**  **(d)= (a)x(b)x(c)** |
| **Activity 1 - Venue and hotel accommodation services** | | | | | | |
| 1. | Accommodation, Single Room with complimentary breakfast  Check in date: 13 March 2022  Check out date: 16 March 2022 | Room | 55 | 3 Nights |  |  |
| 2. | A large conference space that can accommodate up to 65 people from  14 to 15 March 2022 | Venue | 1 | 2 |  |  |
| ~~3.~~ | ~~Breakout Room 1: for small group discussions of approximately 10-15 people from~~  ~~14 to 15 March 2022~~ | ~~Room~~ | ~~1~~ | ~~2~~ |  |  |
| ~~4.~~ | ~~Breakout Room 2: for small group discussions of approximately 10-15 people from~~  ~~14 to 15 March 2022~~ | ~~Room~~ | ~~1~~ | ~~2~~ |  |  |
| ~~5.~~ | ~~Breakout Room 3: for small group discussions of approximately 10-15 people from~~  ~~14 to 15 March 2022~~ | ~~Room~~ | ~~1~~ | ~~2~~ |  |  |
| **Activity 2 - Catering services** | | | | | | |
| 1. | Lunch on 14 March 2022 | Person | 65 | 1 |  |  |
| 2. | Lunch on 15 March 2022 | Person | 65 | 1 |  |  |
| 3. | Dinner on 13 March 2022 | Person | 65 | 1 |  |  |
| 4. | Dinner on 14 March 2022 | Person | 65 | 1 |  |  |
| 5. | Dinner on 15 March 2022 | Person | 65 | 1 |  |  |
| 6. | Two coffee breaks on 14 March 2022 | Person | 65 | 2 |  |  |
| 7. | One coffee breaks on 15 March 2022 | Person | 65 | 1 |  |  |
| **Activity 3 - Audiovisual services** | | | | | | |
| 1. | Audio Visual Equipment on 14 March 2022 |  | LS | 1 |  |  |
| 2. | Audio Visual Equipment on 15 March 2022 |  | LS | 1 |  |  |
| **Activity 4 - Interpretation services & headphones for 55 participants** | | | | | | |
| ~~1~~ | ~~French to English~~  ~~1 x from 08:30 to 18:00 > 2 hours~~  ~~on 14 March 2022~~ | ~~Hours~~ | ~~2~~ | ~~1~~ |  |  |
| ~~2~~ | ~~English to French~~  ~~1 x from 8:30 to 18:00 > 2 hours~~  ~~on 14 March 2022~~ | ~~Hours~~ | ~~2~~ | ~~1~~ |  |  |
| ~~3~~ | ~~French to English~~  ~~1 x from 08:30 to 17:00 > 2 hours~~  ~~on 15 March 2022~~ | ~~Hours~~ | ~~2~~ | ~~1~~ |  |  |
| ~~4~~ | ~~English to French~~  ~~1 x from 8:30 to 17:00 > 2 hours~~  ~~on 15 March 2022~~ | ~~Hours~~ | ~~2~~ | ~~1~~ |  |  |
| 1 | Bilingual Translation (French to English - English to French) | Days | 1 | 2 |  |  |
| **Activity 5 - Transfers from/to the airport for 55 participants** | | | | | | |
| 1 | Group Airport pick and drop services for 55 participants, based on different arrival and departure time (to be communicated by CMI) | Person | 2 | 55 |  |  |
| Activity 6 - Hybrid Requirement | | | | | | |
| 1 | Hybrid Requirement mentioned under Audio-visual (A/V) capabilities, Section 8 Inputs from the Supplier of terms of reference | LS | LS | 1 |  |  |
| **Applicable charges** | | | | | | |
| 1. | Applicable Service Charge, if any, please specify | Specify | | 1 |  |  |
| 2. | Applicable Administration Fee and % | Specify | | 1 |  |  |
| **GRAND TOTAL USD** | | | | | |  |

**Payment terms 30 days accepted: ☐ Yes**

**Bidder’s discount for accelerated payment: \_\_\_\_%** of total firm price for each calendar day less than thirty (30) days

**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.**

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

**(B) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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: ITB/2022/40412

Name of Bidder: [insert name of bidder]

Bidders are required to complete the **Comparative Data Tables** included in Section II: Schedule of Requirements to demonstrate compliance with UNOPS requirements and insert them below. Bidders are NOT allowed to make any change in the “UNOPS requirements” columns of the Comparative Data Tables. Such changes might disqualify your bid.

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

| # | **UNOPS Minimum Requirement** | **Is quotation compliant? Bidder to complete** | **Details of services offered. Bidder to complete** |
| --- | --- | --- | --- |
| 1 | Goods/services offered in the bid are substantially compliant and do not contain any material deviation(s) from the minimum required as included in Section II: Schedule of Requirements. | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 2 | The bidder is able to provide technical floorplans of the venue, including the square meters and the picture of conference venue hall/~~breakout rooms~~/ coffee break area/ hotel rooms/areas. | ☐ Yes ☐ No |  |
| 3 | Provide a brief description of the company, including the year and country of incorporation, highlighting the core business and activities undertaken, and describe the approach and process of how the services will be delivered | ☐ Yes ☐ No |  |
| 4 | The bidder is aware of sustainability practices as they pertain to catering, food, beverage and waste management | ☐ Yes ☐ No |  |
| 5 | The bidder is able to avoid the use of single-use/disposable plastics (no single-use disposable plastic cups, plastic plates, plastic knives, plastic forks, plastic spoons, etc.) | ☐ Yes ☐ No |  |
| **6** | **Activity 1 - Venue and hotel accommodation services**  **The bidder confirms availability of Conference Services, venue capacity, ~~breakout rooms~~ and hotel rooms as follows:** | ☐ Yes ☐ No |  |
| 6.1 | A large conference space that can accommodate up to 65 people in multiple setups, including one that facilitates group discussion, a presentation, and/or a panel of speakers  The main conference room should have no pillars anywhere in the middle of the room | ☐ Yes ☐ No |  |
| 6.2 | ~~Three smaller breakout rooms for small group discussions of approximately 10-15 people~~  Onsite logistical support for conference room ~~and breakout rooms~~ configuration. | ~~☐ Yes ☐ No~~ |  |
| 6.3 | Foyer/lobby for small group informal conversations | ☐ Yes ☐ No |  |
| 6.4 | Daily configuration set-up and cleaning/sanitizing | ☐ Yes ☐ No |  |
| 6.5 | Supplies, including 5 hardback flipchart easels, Post-It Pads, and multi-coloured markers and 65 pens | ☐ Yes ☐ No |  |
| 6.6 | Have an outdoor space near the meeting rooms for coffee and tea breaks | ☐ Yes ☐ No |  |
| 6.7 | Drinking water in jugs on each table, with glasses available at all times. | ☐ Yes ☐ No |  |
| 6.8 | Rooms for 55 guests March 13-16  A single room for each guest, to include a king or queen bed and in-room bathroom  Alcohol, minibar, laundry and / or other personal expenses should be invoice directly to the guest upon checkout.  The conference facilities and accommodation should preferably be in the same venue, in a 4 Star\* (or above) rated hotel. If the conference facilities and accommodations are not in the same venue, they should be in close proximity and all should have a rating of minimum 4 star\*.  Additionally, transportation between them must be provided at the start and end of day and the cost included in the room price. No more than two venues can be proposed for this tender. | ☐ Yes ☐ No |  |
| 6.9 | Be part of an international brand hotel chain. | ☐ Yes ☐ No |  |
| 6.10 | Be located within the city centre of Marseille city, France | ☐ Yes ☐ No |  |
| 6.11 | Provide complimentary Wireless High Speed Internet access throughout the space. | ☐ Yes ☐ No |  |
| 6.12 | Audio-visual (A/V) capabilities in the main conference space. | ☐ Yes ☐ No |  |
| 6.13 | Have windows in the conference room ~~and breakout rooms~~ that provide ample natural daylight. | ☐ Yes ☐ No |  |
| 6.14 | Provide an information packet, to include transportation options from the airport to venue, nearby restaurant options, and other local information. | ☐ Yes ☐ No |  |
| 6.15 | Not rent out the meeting ~~and breakout rooms~~ to other clients for the entire duration of the event. | ☐ Yes ☐ No |  |
| 6.16 | Not carry out any maintenance work in the vicinity that could create disturbance during the programme. | ☐ Yes ☐ No |  |
| **7** | **Activity 2 - Catering services** |  |  |
| 7.1 | Breakfast, lunch, dinner, and two coffee breaks March 15-16 in a dedicated eating space separate from the conference space for 65 people.  Dinner on March 13 for 65 people.  Options for those with dietary restrictions. | ☐ Yes ☐ No |  |
| 7.2 | Lunch on 14 March 2022 for 65 people | ☐ Yes ☐ No |  |
| 7.3 | Lunch on 15 March 2022 | ☐ Yes ☐ No |  |
| 7.4 | Dinner on 13 March 2022 | ☐ Yes ☐ No |  |
| 7.5 | Dinner on 14 March 2022 | ☐ Yes ☐ No |  |
| 7.6 | Dinner on 15 March 2022 | ☐ Yes ☐ No |  |
| 7.7 | Two coffee breaks on 14 March 2022 | ☐ Yes ☐ No |  |
| 7.8 | One coffee breaks on 15 March 2022 | ☐ Yes ☐ No |  |
| **8** | **Activity 3 - Audio-visual services** |  |  |
| 8.1 | Presentation Package that accommodates PowerPoint and Google Slides and allows for audio playback of videos. | ☐ Yes ☐ No |  |
| 8.2 | The presentation package should include:  LCD projector and projector stand  Screen  Wireless slide advancer with a laser pointer  All necessary cables and adapters | ☐ Yes ☐ No |  |
| 8.3 | Sound System Package, to include:  Powered speakers, including stands  Audio mixer  Wireless microphones (3 handheld and 2 lavalier)  All necessary cables and adapters | ☐ Yes ☐ No |  |
| 8.4 | One Hardwire Internet Line | ☐ Yes ☐ No |  |
| 8.5 | Back-up microphones(s) in the event that there are technical issues with listed microphones. | ☐ Yes ☐ No |  |
| 8.6 | Spare batteries for microphones  Onsite support staff for troubleshooting during the event | ☐ Yes ☐ No |  |
| 8.8 | Podium | ☐ Yes ☐ No |  |
| 8.9 | A/V systems must be interoperable with Zoom virtual meeting platform | ☐ Yes ☐ No |  |
| 8.10 | Filming equipments for plenary hybrid discussions (2 cameras for two views - speaker on the scene & wide angle view on the conference room) | ☐ Yes ☐ No |  |
| 8.11 | Interpretation service shall also be connected to the Zoom system enabling the hybrid format event | ☐ Yes ☐ No |  |
| **9** | **Activity 4 - Interpretation services** |  |  |
| 9.1 | 2 interpreters ensuring live audio translation from English to French and French to English  Headphones for 55 participants   * 2 interpreters ensure live audio translation from English to French and French to English. CVs of all proposed interpreters must be part of the bid. Proposed interpreters shall have a minimum of 2 years’ experience as interpreters for similar high-level conferences. * Interpretation service package to include but not limited to the following: * System Package compatible with A/V system of the main conference space * Interpretation Equipment * Soundproof booth – fully equipped and (enclosed with lamp) * Control Unit - IC-2 (with 2 mics and headphones) * Transmitter (2 per language pair) * Wireless Receiver - FM (50 qty) * Headset - Single-Ear OR Headphones (55 qty) * Table Microphones (5 qty) * Technical support during the interpretation, able to assist troubleshooting * Transport/Setup/Dismantle | ☐ Yes ☐ No |  |
| 9.2 | Bilingual Translation (French to English - English to French) during the workshop (14-15 Mar) | ☐ Yes ☐ No |  |
| ~~9.3~~ | ~~English to French~~  ~~1 x from 8:30 to 18:00 > 2 hours~~  ~~on 15 March 2022~~ | ~~☐ Yes ☐ No~~ |  |
| ~~9.4~~ | ~~French to English~~  ~~1 x from 08:30 to 17:00 > 2 hours~~  ~~on 16 March 2022~~ | ~~☐ Yes ☐ No~~ |  |
| ~~9.5~~ | ~~English to French~~  ~~1 x from 8:30 to 17:00 > 2 hours~~  ~~on 16 March 2022~~ | ~~☐ Yes ☐ No~~ |  |
| **10** | **Activity 5 - Transfers from/to the airport for 55 participants**  Group Airport pick and drop services for 55 participants, based on different arrival and departure time (to be communicated by CMI) | ☐ Yes ☐ No |  |
| **11** | **Health related protocols must include**: |  |  |
| 11.1 | Medical response plan/protocols, to include contact information of local health authorities, and a COVID response plan. | ☐ Yes ☐ No |  |
| 11.2 | Onsite COVID-19 testing capabilities and/or list of nearby testing facilities specifically for international travel approval that offer both PCR and antigen testing. | ☐ Yes ☐ No |  |

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 E: Performance Statement Form**

ITB reference no: ITB/2022/40412

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 supplies of services satisfactory?** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **As per Contract** | **Actual** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

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

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

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

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

**Form F: No Adverse Action Confirmation Form**

ITB reference no: ITB/2022/40412

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

This is to certify that ***[delete unwanted option]*:**

* 1. No adverse action has been taken against the Offeror *(insert Offeror’s name)* and the manufacturers *(insert manufacturer’s names)* whose products are being offered by the Offeror against this Request for Proposals, in the last 5 (Five) years.

* 1. The following instances of previous past performance have resulted in adverse actions taken against the Offeror *(insert Offeror’s name)* and the manufacturers *(insert manufacturer’s names)* whose products are being offered by the Offeror, in the last 5 (Five) years. Such adverse actions included:

*(indicate date and reasons for adverse actions and result of adverse actions; i.e. suspension or cancellation of manufacturing license by regulatory authorities, product recalls, blacklisting, debarment from Proposal etc.)*

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

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

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

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