**Section III: Returnable Bidding Forms**

**eSourcing reference: ITB/2022/39277**

**Provision of photo, video and IT equipment for the National Police of Ukraine (UNOPS-PRAVO2-2022-G-001)**

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 F: Manufacturer’s authorization form
* Form G: Performance Statement 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: [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 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 the Tender Particulars section, 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 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: [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**

**Prices for Goods**

**LOT 1: Photo and video equipment**

| **LOT 1 Item** | **Description** | **Qty**  **(a)** | **Currency USD** | |
| --- | --- | --- | --- | --- |
| **Unit price DAP**  **VAT free** | **Total price**  **DAP**  **VAT free** |
| 1. | Sets of permanent studio light | 8 |  |  |
| 2. | Camera light | 8 |  |  |
| 3. | On-camera microphone radio system | 8 |  |  |
| 4. | Professional Camera tripod | *8* |  |  |
| 5. | Video head | *8* |  |  |
| 6. | Digital camera with lens (type A) | *8* |  |  |
| 7. | Digital camera with lens (type B) | *1* |  |  |
| 8. | Steadicam for the camera/Gimbal | *8* |  |  |
| 9. | Quadcopter | *1* |  |  |
| 10. | PC workstation | *9* |  |  |
| 11. | Monitor | *9* |  |  |
| **Total Price of Goods** | | | |  |

**LOT 2: PC Workstations with monitors**

| **LOT 2 Item** | **Description** | **Qty**  **(a)** | **Currency USD** | |
| --- | --- | --- | --- | --- |
| **Unit price DAP**  **VAT free** | **Total price**  **DAP**  **VAT free** |
| 1. | PC workstation | *9* |  |  |
| 2. | Monitor | *9* |  |  |
| **Total Price of Goods** | | | |  |

**Bidder’s delivery data**

| **Country of origin of offered products** | Item 1 |  | | | |
| --- | --- | --- | --- | --- | --- |
| Item 2 |  | | | |
| Item 3 |  | | | |
| Item 4 |  | | | |
| Item 5 |  | | | |
| Item 6 |  | | | |
| Item 7 |  | | | |
| Item 8 |  | | | |
| Item 9 |  | | | |
| Item 10 |  | | | |
| Item 11 |  | | | |

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 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.

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

**LOT 1: Photo and video equipment**

| **Item No** | **UNOPS minimum technical requirements** | **Quantity** | **Is bid compliant?** Bidder to complete | **Details of goods offered.** Bidder to complete |
| --- | --- | --- | --- | --- |
| 1. | **Sets of permanent studio light**  Type: LED monoblock Features constructive elements: built-in display, active cooling  Power: 100-150 W  Colour temperature: 3200/5600 k  Power regulation: 10%-100%  Luminous flux: 10000 lm  Kit includes: Rack 2 m, Softbox 80\*80 | 8 | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 2. | **Camera light**  Lumminance: Adjustable min 1900 Lux (1 m.), min 640 Lux (2 m.)  White color temperature: Adjustable 3200K-5500K (+/- 10%)  Camera mountable via  Diffusion angle: min 120 °  Power supply: Battery/AC Power  Miscs:  - Battery with battery charger  - 1/4 unversal interface camera Hot Shoe included  - AC Power adapter | 8 | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 3. | **On-camera microphone radio system**  (equal or equivalent to Sennheiser 112p G4-G) (8 Pcs)  Microphone type: omni-directional lavalier  Wireless Technology: Analog UHF  Number of RF Channels: min 1000  Max Operating Range: min 100 m (Line of Sight)  Receiver Type: Camera-Mount  Power supply: battery or accu charged to provide operating time up to 8h  Transmitter Type: Bodypack  RF Output Power: 30 mW (+/- 10%)  Audio output: 3.5 mm jack socket: +12 dBu (mono, unbalanced)  HD, total harmonic distortion: ≤ 1 %  Signal-to-noise ratio: ≥ 100 dBA  Modulation: Wideband FM  Intermodulation attenuation: ≥ 60 dB  Receiver Principle: Adaptive diversity | 8 | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 4. | **Professional Camera tripod**  Compatible with Video head Item 5  Weight max 2kg  Top Attachment 3/8″ screw  Ball Flat - Flat  Safety Payload Weight up to 7 kg  Closed Length not more than 65 cm  Maximum Height - min 160 cm | *8* | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 5. | **Video head**  (equal or or equivalent to Manfrotto MVH500AH)  Counterbalance System: Fixed  Front Tilt: -70° / +90°  Head Type: Video/Fluid Head  Pan Drag: fluid cartridge with fixed drag  Plate Type: 500PLONG  Tilt Drag: fluid cartridge with fixed drag  Center of gravity: 55 mm  Panoramic Rotation: 360 ° | *8* | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 6. | **Digital camera with lens (type A)**  Digital Camera Type: Mirrorless Camera  Image Sensor Size: 35mm Full Frame (36 x 24 mm)  Effective Pixels: min 30 megapixels  Video recording Resolution: min 3840 x 2160  min 8fps continuous shooting  Wi-Fi Enabled: Yes  Digital Zoom: min 10x  ISO50 to ISO102400 to be included, Single SD card slot.  Connectivity: Wi-Fi, Bluetooth  Standard battery life min 350 shots  Features: Dual Pixel CMOS AF, 5655 AF points  Microphone Input: Yes  Number Of Memory Card Slots: minimum 1  Memory Card Compatibility: Secure Digital, Secure Digital Extended Capacity (SDXC), Secure Digital High Capacity (SDHC)  Output: HDMI  Display Type: LCD  Touch Screen: Yes  Lens:  Maximum Focal Length: 105.0 millimeters  Minimum Focal Length: 24.0 millimeters  Maximum Aperture: 4.0 f/  Lens Miscellaneous and features: Compatible Lens Adapter for the offered camera, Image stabilisation included, ultrasonic motor | *8* | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 7. | **Digital camera with lens (type B)**  Digital Camera Type: Mirrorless Camera  Image Sensor Size: 35mm Full Frame (36 x 24 mm)  Effective Pixels: min 30 megapixels  Video recording Resolution: min 3840 x 2160  min 8fps continuous shooting  Wi-Fi Enabled: Yes  ISO range to be included - ISO50 to ISO102400,  Connectivity: Wi-Fi, Bluetooth  Standard battery life min 350 shots  Features: Dual Pixel CMOS AF, 5655 AF points  Microphone Input: Yes  Number Of Memory Card Slots: minimum 1  Memory Card Compatibility: Secure Digital, Secure Digital Extended Capacity (SDXC), Secure Digital High Capacity (SDHC)  Output: HDMI  Display Type: LCD  Touch Screen: Yes  Lens:  Maximum Focal Length: 70.0 millimeters  Minimum Focal Length: 200.0 millimeters  Maximum Aperture: 4.0 f/  Lens Miscellaneous and features: Compatible Lens Adapter for the offered camera, Image stabilisation included, ultrasonic motor | *1* | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 8. | **Steadicam for the camera/Gimbal**  (equal or equivalent to DJI RS2)  Number of Axes: 3-Axis (Pitch, Roll, Yaw)  Rotation Range: Yaw (Pan): 360°; Pitch (Tilt): -120 to 210°; Roll: -90 to 230°  Follow Speed: Pan: 360°/s; Tilt: 360°/s; Roll: 360°/s  Load Capacity: 4.5 kg  Ports: 2 x RSA and 3 x USB Type-C  Wireless Frequency: 2.4 GHz  Wireless Protocol: Bluetooth 5.0  Battery Runtime: min 11 Hours  Operating Temperature: -20 to 45°C  Compatibility: Compatible with cameras item 8 and item 9 | *8* | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 9. | **Quadcopter**  Built-in memory: 8 Gb, SD: 32 Gb Operating temperature range: 0 ° C to 40 ° C Flight time: at least 35 min Video recording: 6K 5472\*3076 p30; 4K 3840\*2160 p60; 2.7K 2720\*1528 p120; 1080p 1920\*1080 p120 ISO: Video 100-6400 (Auto), Photo – 100-12800 (Auto) Maximum range of the remote control: 9 km  Equipment: Gyroscope, GPS, Memory card support – MicroSD Flight height : 500 m" | *1* | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |

**LOT 2: PC Workstations with monitors**

| **Item No** | **UNOPS minimum technical requirements** | **Quantity** | **Is bid compliant?** Bidder to complete | **Details of goods offered.** Bidder to complete |
| --- | --- | --- | --- | --- |
| 1. | **PC workstation**  Body (dust/noise protection), Power unit 1000W , Processor INTEL Core™️ i7 12700K s1700, 12 cores, 20 threads, 3.6 GHz, 5.0 GHz, Cooling CoolerMaster, Motherboard ASUS Z690-PLUS or equivalent, 128 gb DDR4 3200 MHz, SSD NvMe M2 500 Gb , SSD NvMe M2 1000Gb, GeForce RTX 3090 24GB GDDR6X or equivalent | *9* | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |
| 2. | **Monitor**  Monitor 27" IPS, 3840 x 2160, 60 Hz, 16:9, 350 cd/m2, 1000:1, max. 140 W, 1 х HDMI, 4 x USB 3.0, 1 х USB Type-C, 1 х DisplayPort, 1 х 3.5mm Mini-Jack, screen Swivel, screen Pivot, tilt adjustment | *9* | ☐ Yes ☐ No | Insert details of goods offered, including specifications and brand/model offered if applicable |

**C. Delivery requirements –– Comparative Data Table**

| **UNOPS Requirements** | | **Is bid compliant?** Bidder to complete | **Details**  Bidder to complete |
| --- | --- | --- | --- |
| **Delivery time** | Bidder shall deliver the goods maximum  **three months** after the Contract signature. | ☐ Yes ☐ No | Insert details |
| **Delivery place and Incoterms rules** | DAP, 8 addresses in Ukraine | ☐ Yes ☐ No | Insert details |
| **Consignee details** | In accordance with the attached Delivery List | ☐ 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 +/- 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 F: 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 G: 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 supplies of goods satisfactory?** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **As per Contract** | **Actual** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

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

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

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

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