**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.**

**eSourcing reference:** ITB/2022/41595

This Section comprises the following Returnable Bidding Forms:

* Form A: Bidder Information Form
* Form B: Joint Venture Partner Information Form
* Form C: Bid Submission Form
* Form D: Price Schedule Form
* Form E: Technical Bid Form
* Form F: Manufacturer’s authorization form
* Form G: Performance Statement Form
* Form H : Format for Resume of Proposed Key Personnel

**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: 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 C: 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 D: 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**

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

**\*This is the amount that will be used for Financial Evaluation**

**Break Down of Prices for Goods**

| **Item** | **Description** | **Qty** | **Currency: USD** | |
| --- | --- | --- | --- | --- |
| **Unit price DAP** | **Total price DAP** |
| 1. | PV module | 170 | [insert amount and currency] | [insert amount and currency] |
| 2. | A central control unit with integrated battery designed for fixed indoor installation | 170 | [insert amount and currency] | [insert amount and currency] |
| 3. | Minimum four (4) included light points that are designed for indoor installation, complete with LED lamps and cable length of minimum 5m | 170 | [insert amount and currency] | [insert amount and currency] |
| 4. | Other accessories such as cables and switches | 170 | [insert amount and currency] | [insert amount and currency] |
| **Total Price of Goods** | | | | [insert amount and currency] |

**Break down of Prices for related services**

| **Item** | **Description of the services** | **Quantity and physical unit (a) if applicable** | **Unit price**  **(b) if applicable** | **Total price for service** |
| --- | --- | --- | --- | --- |
| 1. | Delivery cost to Bogalmin village and training | 1 LS |  |  |
| 2. | Delivery cost to Imfumavip village and training | 1 LS |  |  |
| 3. | Delivery cost to Misinmin village and training | 1 LS |  |  |
| 4. | Delivery cost to Atemkiakmin village and training | 1 LS |  |  |
| 5 | Delivery cost to Sepikialkmin village and training | 1 LS |  |  |
| 6 | Delivery cost to Tolax village and training | 1 LS |  |  |
| 7 | After sales visits 1 month | 1 |  |  |
| 8 | After sales visits 6 month | 1 |  |  |
| 9 | After sales visits 24 month | 1 |  |  |
| 10 | Insert name of service. Add or remove rows as necessary | Insert Qty |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total Price of Services** | | | |  |

**Bidder’s delivery data**

| **Country of origin of offered products** | Item 1 | insert more rows in each section if necessary or delete if too many |
| --- | --- | --- |
| Item 2 |  |
| Item 3 |  |
| Item 4 |  |
| Item 5 |  |

**Spare parts**

**\* these prices will not be part of the financial evaluation**

| **Item** | **Description** | **Unit Price** |
| --- | --- | --- |
| 1. | Insert name of spare parts. Add or remove rows as necessary | Insert price |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

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: 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**

| **Item No** | **UNOPS minimum technical requirements** | **Is quotation compliant?** Bidder to complete | **Details of goods offered.** Bidder to complete |
| --- | --- | --- | --- |
| 1. | The solar home system (SHS) shall include:   * 1. PV module suitable for outdoor installation   2. A central control unit with integrated battery designed for fixed indoor installation   3. Minimum four (4) included light points that are designed for indoor installation, complete with LED lamps and cable length of minimum 5m.   4. Other accessories such as cables and switches. | ☐ Yes ☐ No | Insert details of goods offered, if applicable |
| **2.** | The PV module maximum power point voltage and the working voltage of any other components in the kit shall not exceed 35V DC | ☐ Yes ☐ No | Insert details of goods offered, if applicable |
| 3 | The kit shall support DC loads only. No inverters, systems with AC outputs/outlets, or AC appliances are accepted | ☐ Yes ☐ No | Insert details of goods offered, if applicable |
| 4 | The peak power rating of the PV module shall be less than 350 Wp **with 40Wp is minimum and 350Wp is maximum**. | ☐ Yes ☐ No | Insert details of goods offered, if applicable |
| 5 | All connections shall be ‘plug-and-play | ☐ Yes ☐ No | Insert details of goods offered, if applicable |
| 6 | Fee-for-service or Pay-as-you-go (PAYG) enabled products shall be in “unlocked” mode so that the systems are fully operational without the need for payment, entry of codes, network connectivity, etc | ☐ Yes ☐ No | Insert details of goods offered, if applicable |
| 7 | Qualifying products shall be Lighting Global quality-certified (i.e. meet the [Lighting Global Quality Standards](https://www.lightingglobal.org/quality-assurance-program/our-standards/)) | ☐ Yes ☐ No | Insert details of goods offered, if applicable |
| 8 | The user manual must present instructions for installation, use, and troubleshooting of the system. Installation instructions must include appropriate placement and installation of the PV module. Basic electrical safety and system maintenance must also be covered. Installation and operation instructions should be presented in English with graphics that can be understood by the typical consumer. | ☐ Yes ☐ No | Insert details of goods offered, if applicable |
| **Warranty Requirements :** | | | |
| 1. The minimum warranty period from the time of purchase by the end-user is at least:    1. 2 (two) years for the main system, including the PV module, control unit, cables and lights and the system battery. (Note that batteries included within appliances are only required to meet the 1-year warranty). The battery warranty is assumed to include a capacity retention figure of at least 80% at two years, benchmarked to the advertised battery capacity and/or the battery capacity presented in the Lighting Global test report, whichever is higher.    2. 1 (one) year for all lighting appliances that include their own batteries (including pico-power lights), all non-lighting appliances, USB charging adaptors and similar accessories. | | ☐ Yes ☐ No | Insert details of goods offered, if applicable |
| 1. The warranty must cover, at minimum, manufacturing defects that impede operation under normal use and protection from early component failure. | | ☐ Yes ☐ No | Insert details of goods offered, if applicable |
| 1. The warranty certificates must be available to the end users in writing to understand the terms of warranty prior to purchase. The written information should be available in English. Consumer-facing warranties could be included on the product box, or on a user agreement or warranty card that is easily accessed prior to purchase | | ☐ Yes ☐ No | Insert details of goods offered, if applicable |
| 1. A statement to handle warranty issues and after-sales service in the context of Telefomin. This must include how users will access the warranty and the process involved (return to point of purchase/distributor/service center, call or SMS a number, etc.), how the warranty will be executed (repair, replacement, etc.) | | ☐ Yes ☐ No | Insert details of goods offered, if applicable |
| **Evidence of meeting the technical requirements**   * Valid Lighting Global Standardized Specification Sheet; * Valid Lighting Global Product Testing Verification Letter; * Official IEC TS 62257-9-5 test report; | | ☐ Yes ☐ No | Insert details of goods offered, if applicable |
| **Description of after-sales service and spare parts** | | | |
| 1. Suppliers shall describe how products or components that fail under warranty and are returned to them under warranty will be replaced; 2. Suppliers shall detail prices of all spare parts that can be supplied separately, and which will be available to consumers in Papua New Guinea. However, these prices will not be part of the financial evaluation; rather it will be used to evaluate the life cycle cost; 3. Suppliers shall describe the parts that can be replaced by the consumer and those that have to be replaced by the supplier or that can not be replaced; 4. The terms and conditions of the warranty are to be provided in detail. In particular a description of the items that are included and excluded under the warranty. | | ☐ Yes ☐ No | Insert details of goods offered, if applicable |
| **Distribution and Training:**  The Supplier shall distribute the Solar home kits to households at the six (6) satellite villages indicated above and provide the required training on the use and maintenance to each household. The bidder shall provide supporting documentation on the training and distribution of the kits. UNOPS and the local administration will supervise the distribution of the kits to each household by the Supplier. | | ☐ Yes ☐ No | Insert details of **distribution and training plan** |
| **O&M manual:**  Upon award, the Supplier will be required to provide:   1. Product packing configuration; 2. Product user’s manual; 3. Product warranty; 4. Spare parts list; 5. Distribution and training plan. | | ☐ Yes ☐ No | Insert details of goods offered, if applicable |
| **After sales support**  The Supplier shall provide details of the after sales support that they can provide consumers. As part of this support the Supplier shall allow in their financial proposal for three after sales visits to Telefomin. These visits are to be made at 1 month; 6 months, and 24 months after the distribution and training is completed. During these visits refresher training is to be provided and faulty components repaired or replaced. Should components or the full kit need to be returned to the Supplier’s workshop as part of a warranty claim then the household is to be provided with a replacement component or kit at the time of the visit. | | ☐ Yes ☐ No | Insert details of **after sales support** |
| **End of life support**  The Supplier shall provide details of the end of life support that they can provide consumers for the solar home systems (kits). A reuse, recycling and disposal outline plan is to be provided that includes:   1. the removal from Telefomin to Port Moresby of all materials that have reached the end of their life; 2. the disposal of e-waste and 3. the disposal of batteries. Indicative cost estimates for the above services are to be provided for each solar home kit. | | ☐ Yes ☐ No | Insert details of **end of life support** |

**Delivery requirements –– Comparative Data Table**

| **UNOPS Requirements** | | **Is quotation compliant?** Bidder to complete | **Details**  Bidder to complete |
| --- | --- | --- | --- |
| **Delivery time** | Bidder shall deliver the goods 6-8 weeks after Contract signature. | ☐ Yes ☐ No | Insert details |
| **Delivery place and Incoterms rules** | DAP, each of the following village in Telefomin District, Papua New Guinea:   1. Bogalmin 2. Imfumavip 3. Misinmin 4. Atemkiakmin 5. Sepikialkmin 6. Tolax | ☐ Yes ☐ No | Insert details |
| **Consignee details** | Will be advised upon 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 +-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 supply of goods satisfactory?** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **As per Contract** | **Actual** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

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

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

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

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

**Form H: Format for Resume of Proposed Key Personnel**

**Please use this form to indicate the CV of the Team Lead who will manage the distribution and Training**

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of Offeror]

| Position | [Insert] |
| --- | --- |
| Name of Personnel | [Insert] |
| Title | [Insert] |
| Years with Firm | [Insert] |
| Nationality | [Insert] |
| Language proficiency | [Insert] |
| Education/ Qualifications | [Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.] |
| Professional certifications | [Provide details of professional certifications relevant to the scope of services]   * Name of institution: [Insert] * Date of certification: [Insert] |
| Employment Record/ Experience | [Starting with present position, list in reverse order, every employment held. List all positions held by personnel since graduation, giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.] |
| References | [Provide names, addresses, phone and email contact information for two (2) references]  Reference 1:  Reference 2: |

I, the undersigned, certify to the best of my knowledge and belief, this bio-date is accurate.

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

Signature of Personnel (individual) or firm representative Date (Day/Month/Year)