**Section III: Returnable Bidding Forms**

**eSourcing reference:** ITB/2022/42343

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: Bid/No Bid Confirmation Form
* Form B: Checklist
* Form C: Bid Information Form
* Form D: Joint Venture Partner Information Form
* Form E: Bid Submission Form
* Form F: Price Schedule Form
* Form G: Technical Bid Form
* Form H: Bid Security Form **(Alternatively Bid Security Declaration Form H.a)**
* Form Ha: Bid Security Declaration
* Form I: Manufacturer’s authorization form
* Form J: Performance Statement Form
* DRIVE Supplier Sustainability Questionnaire

**Form A: Bid/No Bid Confirmation Form**

If after assessing this opportunity you have made the determination not to submit your bid, we would appreciate if you could return this form indicating your reasons for non-participation.

|  |  |  |
| --- | --- | --- |
|  |  | Date: |
| To: | UNOPS  (Insert name and office of contact person) | Fax/email (Insert UNOPS contact person’s email (do not enter secure bid email address) |
| From: | [Insert name of bidder] |  |
| Subject | ITB reference [insert ref] | |

|  |  |
| --- | --- |
| **Insert an X where applicable** | **Description** |
|  | **YES**, we intend to submit a bid. |
|  | **NO**. We are unable to submit a competitive offer for the requested goods/services at the moment |

If you selected NO above, please state the reason(s) below:

|  |  |
| --- | --- |
| **Insert an X where applicable** | **Description** |
|  | The requested goods/services are not within our range of supply |
|  | We are unable to submit a competitive offer for the requested products at the moment |
|  | The requested products are not available at the moment |
|  | We cannot meet the requested specifications |
|  | We cannot offer the requested type of packing |
|  | We can only offer FCA prices |
|  | The information provided for quotation purposes is insufficient |
|  | Your ITB is too complicated |
|  | Insufficient time is allowed to prepare a bid |
|  | We cannot meet the delivery requirements |
|  | We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.) |
|  | Sustainability criteria/requirements are too stringent (if applicable) |
|  | We do not export |
|  | We do not sell to the UN |
|  | Your volume is too small and does not meet our order quantity |
|  | Our production capacity is currently full |
|  | We are closed during the holiday season |
|  | We had to give priority to other clients’ requests |
|  | We do not sell directly but through distributors |
|  | We have no after-sales service available |
|  | The person handling the bids is away from the office |
|  | Other (please provide reasons): |
|  | We would like to receive future ITBs for this type of goods |
|  | We don’t want to receive ITBs for this type of goods |

If UNOPS has questions to the Bidder concerning this NO BID, UNOPS should contact Mr./Ms. (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_), phone (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_), email (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_), who will be able to assist.

**Form B: Bid Checklist Form**

Bidders are requested to complete this form and return it as part of their bid submission.

ITB reference no: ITB/2022/42343

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

**Before submitting your Bid, please ensure compliance with the instructions included in Section I: ITB Particulars, Article 22, Bid Submission.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Yes/No/NA** | **Page # in your bid** | **If NO provide comment** |
| **Have you duly completed all the Returnable Bidding Forms?** | **☐ YES ☐ NO ☐ NA** |  |  |
| * Form A: Bid/No Bid Confirmation Form | **☐ YES ☐ NO ☐ NA** |  |  |
| * Form B: Checklist Form | ☐ YES ☐ NO ☐ NA |  |  |
| * Form C: Bidder Information Form | ☐ YES ☐ NO ☐ NA |  |  |
| * Form D: Joint Venture Partner Information Form | ☐ YES ☐ NO ☐ NA |  |  |
| * Form E: Bid Submission Form | ☐ YES ☐ NO ☐ NA |  |  |
| * Form F: Price Schedule Form | ☐ YES ☐ NO ☐ NA |  |  |
| * Form G: Technical Bid Form | ☐ YES ☐ NO ☐ NA |  |  |
| * Form H: Bid Security Form or alternatively Form Ha: Bid Security Declaration | ☐ YES ☐ NO ☐ NA |  |  |
| * Form I: Manufacturer’s authorization form | ☐ YES ☐ NO ☐ NA |  |  |
| * Form J: Performance Statement Form | ☐ YES ☐ NO ☐ NA |  |  |
| **Have you provided the required documents to establish compliance with the evaluation criteria established in this ITB?** | **☐ YES ☐ NO ☐ NA** |  |  |
| * Copy of audited financial statements for the relevant years as referred to the amount of turnover | ☐ YES ☐ NO ☐ NA |  |  |
| * Certification of incorporation of the Bidder | ☐ YES ☐ NO ☐ NA |  |  |
| * Product catalogues for each equipment | ☐ YES ☐ NO ☐ NA |  |  |
| * Statement of condition and duration of the warranty | ☐ YES ☐ NO ☐ NA |  |  |
| * Statement of which company will conduct the installation and the timelines | ☐ YES ☐ NO ☐ NA |  |  |
| * Statement of which company will conduct the training and the timelines | ☐ YES ☐ NO ☐ NA |  |  |
| * Statement for maintenance, the commitment to UNOPS, that any defects in the installed goods will be handled as per UNOPS request. | ☐ YES ☐ NO ☐ NA |  |  |
| * The company policy for recycling of packing materials. | ☐ YES ☐ NO ☐ NA |  |  |
| * Organigram of the company to prove the gender criteria. | ☐ YES ☐ NO ☐ NA |  |  |

**Form C: Bidder Information Form**

The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.

ITB reference no: ITB/2022/42343

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/Account/Registration> 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 |

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 D: Joint Venture Partner Information Form**

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

ITB reference no: ITB/2022/42343

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

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

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

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

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

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

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

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

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

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

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

**Form E: Bid Submission Form**

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

Date: [Insert submission date]

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

We, the undersigned, declare that:

* 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 F: Price Schedule Form**

ITB reference no: ITB/2022/42343

Name of Bidder: [insert name of bidder]

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

**Bid Summary**

|  |  |
| --- | --- |
| **Currency** | **EUR** |

**Prices for goods LOT 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No** | **Description** | **Qty** | **Unit** | **Unit price DAP + unloading** | **Total price DAP+unloading** |
| **E01.** | **Supply of Heavy duty photocopier** | **3** | **pcs** | insert | insert |
| **E01a** | **Installation of Heavy duty photocopier** | **3** | **pcs** | insert | insert |
| **E01b** | **Warranty** | **3** | **year** | insert | insert |
| **E02.** | **Supply of MFP Printer A4** | **2** | **pcs** | insert | insert |
| **E02a** | **Warranty** | **2** | **year** | insert | insert |
| **E03.** | **Supply Storage Server** | **1** | **pcs** | insert | insert |
| **E03a** | **Installation Storage Server** | **1** | **pcs** | insert | insert |
| **E03b** | **Training Storage Server** | **1** | **set** | insert | insert |
| **E03c** | **Warranty** | **3** | **year** | insert | insert |
| **E04.** | **Supply of A1 Scanner (Newspaper/Book)** | **1** | **pcs** | insert | insert |
| **E04a** | **Installation of A1 Scanner (Newspaper/Book)** | **1** | **pcs** | insert | insert |
| **E04b** | **Training of A1 Scanner (Newspaper/Book)** | **1** | **set** | insert | insert |
| **E04c** | **Warranty** | **1** | **year** | insert | insert |
| **E05.** | **Supply of Digital Camera and lens** | **1** | **pcs** | insert | insert |
| **E05a** | **Warranty** | **1** | **year** | insert | insert |
| **E06.** | **Supply of Server Rack** | **1** | **pcs** | insert | insert |
| **E06a** | **Installation Server Rack** | **1** | **pcs** | insert | insert |
| **E06b** | **Warranty** | **5** | **year** | insert | insert |
| **E07.** | **Supply of LED Monitor 65"** | **3** | **pcs** | insert | insert |
| **E07a** | **Installation of LED Monitor 65"** | **3** | **pcs** | insert | insert |
| **E07b** | **Training for LED Monitor 65"** | **1** | **set** | insert | insert |
| **E07c** | **Warranty** | **1** | **year** | insert | insert |
| **E08.** | **Supply of Mobile TV Stand** | **1** | **pcs** | insert | insert |
| **E08a** | **Warranty** | **3** | **year** | insert | insert |
| **E09.** | **Supply of Security Gates** | **7** | **pcs** | insert | insert |
| **E09a** | **Installation of Security Gates** | **7** | **pcs** | insert | insert |
| **E09b** | **Training for Security Gates** | **1** | **set** | insert | insert |
| **E09c** | **Warranty** | **1** | **year** | insert | insert |
| **E10** | **Supply of Identification RFID TAG** | **130,000** | **pcs** | insert | insert |
| **E10a** | **Training for Identification RFID TAG** | **1** | **set** | insert | insert |
| **E11** | **Supply of Desktop PC** | **20** | **pcs** | insert | insert |
| **E11a** | **Warranty** | **3** | **year** | insert | insert |
| **E12** | **Supply of Laptop** | **5** | **pcs** | insert | insert |
| **E12a** | **Warranty** | **3** | **year** | insert | insert |
| **E13** | **Supply of Tablets** | **10** | **pcs** | insert | insert |
| **E13a** | **Warranty** | **1** | **year** | insert | insert |
| **E14** | **Supply of Video Projector** | **1** | **pcs** | insert | insert |
| **E14a** | **Warranty** | **3** | **year** | insert | insert |
| **E15** | **Supply of Video Projector Screen** | **1** | **pcs** | insert | insert |
| **E15a** | **Warranty** | **1** | **year** | insert | insert |
| **E16** | **Supply of Barcode Scanner** | **10** | **pcs** | insert | insert |
| **E16a** | **Warranty** | **2** | **year** | insert | insert |
| **Total Price** | | | | | insert |

**Prices for goods LOT 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No** | **Description** | **Qty** | **Unit** | **Unit price DAP + Unloading** | **Total price DAP+Unloading** |
| **M17.** | **Supply of Vacuum Cleaner (Books)** | **5** | pcs | insert | insert |
| **M17a** | **Training for Vacuum Cleaner (Books)** | **1** | set | insert | insert |
| **M17b** | **Warranty** | **2** | year | insert | insert |
| **M18.** | **Supply of Handheld Dust cleaner** | **10** | pcs | insert | insert |
| **M18a** | **Training for Handheld Dust cleaner** | **1** | set | insert | insert |
| **M18b** | **Warranty** | **1** | year | insert | insert |
| **M19.** | **Supply of Desk Reading Light** | **40** | pcs | insert | insert |
| **M19a** | **Warranty** | **1** | year | insert | insert |
| **M20.** | **Supply of Library Book Sanitizer** | **2** | pcs | insert | insert |
| **M20a** | **Installation of Library Book Sanitizer** | **2** | pcs | insert | insert |
| **M20b** | **Training for Library Book Sanitizer** | **1** | set | insert | insert |
| **M20c** | **Warranty** | 1 | year | insert | insert |
| **M21.** | **Supply of Automatic Book Cleaning Machine (Dust)** | **2** | pcs | insert | insert |
| **M21a** | **Installation of Automatic Book Cleaning Machine (Dust)** | **2** | pcs | insert | insert |
| **M22b** | **Training for Automatic Book Cleaning Machine (Dust)** | **1** | set | insert | insert |
| **M22c** | **Warranty** | 1 | year | insert | insert |
| **M22.** | **Supply of Paper Cut Machine** | **2** | pcs | insert | insert |
| **M22a** | **Installation of Paper Cut Machine** | **2** | pcs | insert | insert |
| **M22b** | **Training for Paper Cut Machine** | **1** | set | insert | insert |
| **M22c** | **Warranty** | **1** | year | insert | insert |
| **M23.** | **Supply of Automatic Book Cut Machine** | **2** | pcs | insert | insert |
| **M23a** | **Installation of Automatic Book Cut Machine** | **2** | pcs | insert | insert |
| **M23b** | **Training for Automatic Book Cut Machine** | **1** | set | insert | insert |
| **M23c** | **Warranty** | **1** | year | insert | insert |
| **M24.** | **Supply of Paper Deacidification Machine** | **2** | pcs | insert | insert |
| **M24a** | **Installation of Paper Deacidification Machine** | **2** | pcs | insert | insert |
| **M24b** | **Training for Paper Deacidification Machine** | **1** | pcs | insert | insert |
| **M24c** | **Warranty** | **1** | year | insert | insert |
| **M25.** | **Supply Paper Luminate** | **15** | pcs | insert | insert |
| **M25a** | **Warranty** | **1** | year | insert | insert |
| **M26** | **Supply of Dehumidification Chamber** | **2** | pcs | insert | insert |
| **M26a** | **Installation of Dehumidification Chamber** | **2** | pcs | insert | insert |
| **M26b** | **Training for Dehumidification Chamber** | **1** | set | insert | insert |
| **M26c** | **Warranty** | **1** | year | insert | insert |
| **M27** | **Supply of Bookbinding Press Machine** | **1** | pcs | insert | insert |
| **M27a** | **Installation of Bookbinding Press Machine** | **1** | pcs | insert | insert |
| **M27b** | **Warranty** | **3** | year | insert | insert |
| **Total Price** | | | | | insert |

**Note to Bidder: For the equipment requiring training, please note that there is no need to organise separate training for each equipment. Only one training per lot can be organised once all the equipment is delivered and installed at a set delivery place.**

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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Form G: Technical Bid Form**

ITB reference no: ITB/2022/42343

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**

[Insert table here]

**Delivery requirements –– Comparative Data Table**

[Insert table here]

**Related services requirements**

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

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 H: Bid Security Form** (BANK GUARANTEE or INSURANCE COMPANY)

Note to Bidders: The Bank shall fill in this Bank Guarantee Form in accordance with the instructions.

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*[Bank’s name, and address of issuing branch or office]

**Beneficiary:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Name and Address of UNOPS]

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

**Bid Guarantee Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We have been informed that [name of the bidder] (hereinafter called "the bidder") has submitted to you its Bid dated (hereinafter called "the bid") for the execution of [name of contract], under the ITB No. [ITB number] (“the ITB”).

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the bidder, we [name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [amount in figures] ([amount in words]) upon receipt by us of your first demand in writing, accompanied by a written statement stating that the bidder is in breach of its obligation(s) under the bid conditions, because the bidder:

(a) Has withdrawn its bid during the period of bid validity specified by the bidder in the Bid Submission Form; or

(b) Having been notified of the acceptance of its bid by UNOPS during the period of bid validity,

(i) fails or refuses to execute the Contract Form; or

(ii) fails or refuses to furnish the performance security, if required, in accordance with the Instructions to bidders.

This guarantee will expire:

(a) if the bidder is the successful bidder, upon our receipt of copies of the contract signed by the bidder and the performance security issued to you upon the instruction of the bidder; or

(b) if the bidder is not the successful bidder, upon the earlier of:

(i) our receipt of a copy of your notification to the bidder of the name of the successful bidder; or

(ii) twenty-eight days after the expiration of the bidder’s bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[Signature(s)]

**Form H.a: Bid Security Declaration form:**

This is in exceptional cases, well justified if used in Lieu of the form H

**Bid Securing Declaration**

Date: [Insert date]

Tender reference number: [Insert UNOPS tender reference number]

We, the undersigned, declare that:

1. We understand that, according to your conditions, offers must be supported by a bid securing declaration.
2. We accept that we could be declared ineligible to participate in future UNOPS tenders in accordance with the regulations stipulated in the Procurement Manual section 3.3 Vendor Ineligibility if we violate our obligation (s) under the conditions of the offer if:
3. we withdraw our offer during the period of the offer validity specified by us in the offer submission form; or
4. we do not accept the correction of errors in accordance with the Instructions to Bidders in the bidding documents; or
5. after having been notified of the acceptance of our offer during the period of bid validity thereof, (i) we do not execute or refuse to execute the Contract form, if required; or (ii) we do not supply or refuse to provide the performance security.
6. We understand that this bid securing declaration will expire if we are not the successful bidders, and when one of the following events occurs first: (i) we receive a copy of your notification with the name of the successful bidder; or (ii) twenty-eight days have elapsed after the expiration of our offer.

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 I: 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 J: Performance Statement Form**

ITB reference no: ITB/2022/42343

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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DRIVE Supplier Sustainability Questionnaire**