# Section VI: Bid and Returnable forms

**(25)**

Below find an overview of the attached Bidding and returnable forms required for the RFP.

|  |  |  |  |
| --- | --- | --- | --- |
| Description | | Status | Preferred file for submission |
| Annex A: | Bid Confirmation Form | Mandatory | PDF |
| Annex B: | Bid Submission Form | Mandatory | PDF |
| Annex C: | Bidder Identification Form | Mandatory | PDF |
| Annex D: | Bidder’s Previous Experience | Mandatory | PDF |
| Annex E: | Price Schedule Form | Mandatory | PDF & Excel |
| Annex F: | Joint Venture Partner Information Form | Optional | PDF |
| Annex G: | Checklist of Bid Forms | Optional | PDF |

# Section VI – ANNEX A: Bid Confirmation Form

**(26)**

*[Complete this page and return it prior to bid opening]*

|  |  |  |  |
| --- | --- | --- | --- |
| To: | UNFPA *[Insert name of Office]* | Date: |  |
|  | *[Insert name of Procurement Official]* | Email: | *[Insert E-mail of Procurement Official]* |
|  | | | |
| From: | *[Insert Company Name]* | | |
|  | *[Insert Contact person from Company]* | | |
|  | *[Insert Telephone number]* | | |
|  | *Insert E-mail address of contact person]* | | |
|  | *[Insert Postal address of Company]* | | |
|  | | | |
| Subject: | UNFPA/CCC/RFP/YY/NNN | | |

|  |  |
| --- | --- |
|  | YES, we intend to submit a bid in response to the above mentioned RFP. |
|  | NO, we are unable to submit a bid in response to the above mentioned RFP due to the following reason(s): |

( ) The requested products and/or services are not within our range of supply.

( ) The requested products are not available at the moment.

( ) We are unable to submit a competitive bid for the requested products/services at the moment.

( ) We cannot meet the requested specifications.

( ) The information provided for bidding purposes is insufficient and unclear

( ) Your RFP document is too complicated

( ) Insufficient time is allocated to prepare an adequate Bid.

( ) We cannot meet the delivery requirements.

( ) We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.):

( ) Our current capacity is overbooked

( ) 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 in the recipient country

( ) The person handling bid is away from the office

( ) Other (please specify)

|  |  |
| --- | --- |
|  | YES, even though on this occasion we have not submitted a Bid we are definitely interested in future possible RFP’s. |
|  | No, we are not interested in participating in future possible RFP’s, please remove us from your vendor database. |

**If UNFPA should have any questions in regards to this Bid Confirmation Form and would require further clarification on our No Bid decision, UNFPA should contact the following focal person who will be able to assist:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | E-mail: |  |
| Post Title: |  | Telephone |  |

# Section VI – Annex B: Bid Submission Form

**(27)**

Date: [Insert Month, Day, Year]

To: UNFPA

Av. Guardia Civil 1231 , San Isidro, Lima

The undersigned, having read the original RFP documents of UNFPA/CCC/RFP/YY/NNN including all Annexes, any subsequent revisions and all answers to the questions received from prospective Bidders posted on United Nations Global Marketplace in full before submitting, hereby offers to provide the [products/services/works *– select the appropriate and delete the rest*], in accordance with any specifications stated and subject to the terms and conditions set out or specified in the RFP documents.

*Special Note: If Bidder proposes any deviations from the terms and conditions stipulated in the RFP document, such deviations must be included on this form in accordance with the below format. Such deviations should not be indicated within the main body or any other part of the Bid. If the proposed modifications are not acceptable to UNFPA, UNFPA reserves the right to reject the Bid. Strongly discouraging deviations for semantic changes.*

|  |  |  |
| --- | --- | --- |
| Original term/condition per RFP UNFPA/CCC/RFP/YY/NNN and the subsequent revisions | Proposed deviation (alternate clause), by the undersigned | Reason for proposing alternate clause |
|  |  |  |

We agree to abide by this Bid for a period of [*Select between 60-120 days depending on the type of and the complexity of the service going to be procured; should be in line with clause 13*] from the date fixed for Bid opening in the Request for Proposal, and the Bid shall remain binding upon us and may be accepted at any time before the expiration of that period.

If our Bid is accepted, we undertake to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that UNFPA is not bound to accept any Bid it may have received and that a binding contract would result only after final negotiations and award of contract are concluded on the basis of the Technical and Financial Bids.

We confirm that our firm has no conflict of interest in accordance with Section I: Instructions to Bidders clause 2.3, as well as that our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the LTA, have not been declared ineligible by UNFPA, in accordance with Section I: Instructions to Bidders clause 2.4.

|  |  |  |
| --- | --- | --- |
|  | On behalf of Business Authority | On behalf of Legal Authority |
| Signature: |  |  |
| Name: |  |  |
| Title: |  |  |
| Name of Company: |  |  |
| Telephone: |  |  |
| Email: |  |  |

# Section VI – Annex C: Bidder Identification Form

**(28)**

UNFPA/PER/RFP/22/001,

|  |  |
| --- | --- |
| 1. **Organizational Information** | |
| Company/Institution Name |  |
| Address, City, Country |  |
| Telephone/FAX |  |
| Website |  |
| Date of establishment |  |
| **Legal Representative**: Name/Surname/Position |  |
| **Legal structure**: natural person/Co. Ltd, NGO/institution/other (specify) |  |
| **Organizational Type**: Manufacturer, Wholesaler, Trader, Service provider, etc. |  |
| Areas of expertise of the organization |  |
| Current Licenses, if any, and permits (with dates, numbers and expiration dates) |  |
| Years supplying to UN organizations |  |
| Years supplying to UNFPA |  |
| Production Capacity |  |
| Subsidiaries (indicate names of subsidiaries and addresses, if relevant to the Bid) |  |
| Commercial Representatives in the country: Name/Address/Phone (for international companies only) |  |

|  |  |
| --- | --- |
| 1. **Quality Assurance Certification** | |
| International Quality Management System (QMS) |  |
| List of other ISO certificates or equivalent certificates |  |
| Presence and characteristics of in-house quality control laboratory (if relevant to Bid) |  |

|  |  |
| --- | --- |
| 1. **Expertise of Staff** | |
| Total number of staff |  |
| Number of staff involved in similar contracts |  |

|  |  |
| --- | --- |
| 1. **Contact details of persons that UNFPA may contact for requests for clarification during Bid evaluation** | |
| Name/Surname |  |
| Telephone Number (direct) |  |
| Email address (direct) |  |
| Be advised that this person must be available during the two weeks following the Bid opening date. | |

|  |  |
| --- | --- |
| Signature and stamp of the Bidder: |  |
| Name: |  |
| Title: |  |
| Name of Company: |  |
| Telephone: |  |
| Email: |  |

# Section VI – Annex D: Bidder’s Previous Experience

**(29)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Order No. & Date** | **Description[[1]](#footnote-1)** | **Client** | **Contact person, phone number, email address** | **Date of service** | | **Contract Amount** | **Satisfactory completion** |
| **From** | **To** | **(Currency)** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Indicate the description of products, services or works provided to their clients.

To be attached: Evidence (client’s letter or certificate) in support of satisfactory completion of above orders.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature and stamp of the Bidder: |  | Countersigned by and stamp of Chartered Accountant |  |
| Name and title: |  | Name and title: |  |
| Name of Company: |  | Name of Company: |  |
| Telephone: |  | Telephone: |  |
| Email: |  | Email: |  |
| Date: |  | Date: |  |

Countersignature by chartered accountant should be included

# Section VI – Annex E: Price Schedule Form

**(30)**

(Please see attached Excel spread sheet Annex E: Price Schedule Form.xls)

This Form must be adjusted for each RFP

1. Submit this document in a separate email from the Technical Bid as indicated in Section I: Instructions to Bidders clause 20 Submission, sealing, and marking of Bids and in Annex I Instructions to Bidders.
2. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes.
3. The Price Schedule Form must provide a detailed cost breakdown, as shown below. Provide separate figures for each of the steps in Item 1 below; estimates for out of pocket expenses should be listed separately in Item 2 below.
4. UNFPA anticipates awarding the project on a fixed-price basis. To complete an analysis of the Bid, firms are required to submit itemized pricing that identifies the people who will work on the project (including resumes), their billing rates, and the number of hours proposed for the project. Anticipated travel, lodging, and out-of-pocket expensed should be detailed as well.

|  |  |
| --- | --- |
| Signature and stamp of the Bidder: |  |
| Name: |  |
| Title: |  |
| Name of Company: |  |
| Telephone: |  |
| Email: |  |

# Section VI – Annex F: Joint Venture Partner information form

**(31)**

*[The Bidder shall fill in this Form in accordance with the instructions below.]*

Date: *[insert date (as month, day, and year) of Bid Submission*]

UNFPA/CCC/RFP/YY/NNN

Page \_\_\_\_\_\_\_\_ of \_\_\_\_\_\_ pages

|  |
| --- |
| 1. Bidder’s Legal Name: *[Insert Bidder’s legal name]* |
| 2. Joint Venture (JV) Party Legal Name: *[Insert JV’s Party legal name]* |
| 3. JV’s party country of registration: *[Insert JV’s Party country of registration]* |
| 4. JV’s party year of registration: *[Insert JV’s Part year of registration]* |
| 5. JV’s party legal address in country of registration: *[Insert JV’s Party legal address in country of registration]* |
| 6. JV’s party authorized representative information  Name: *[Insert name of JV’s Party authorized representative]*  Address: *[Insert address of JV’s Party authorized representative]*  Telephone/Fax numbers: *[Insert telephone/fax numbers of JV’s Party authorized representative]*  Email Address: *[Insert email address of JV’s Party authorized representative]* |
| 7. Attached are copies of original documents of:*[Check the box(es) of the attached original documents]*  Articles of Incorporation or Registration of firm named in 2, above, in accordance with Section I: Instructions to Bidders clause 2: Eligible Bidders.  JV Agreement, or letter of intent to enter into such an agreement, signed by the legally-authorized signatories of all the parties |

# Section VI – Annex G: Checklist of Bid Forms

**(32)**

The following checklist is provided as a courtesy to Bidders. Please use this checklist while preparing the Bid to ensure that your Bid contains all required information. This checklist is for the Bidder’s internal reference and does *not* need to be submitted with the Bid.

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTIVITY** | **LOCATION** | **YES/NO/**  **N/A** | **REMARKS** |
| Have you read and understood all of the Instructions to Bidders in Section I of the Bidding documents? | SECTION I: INSTRUCTIONS TO BIDDERS |  |  |
| Have you reviewed and agreed to the UNFPA General Conditions of Contracts? | SECTION III: GENERAL CONDITIONS OF CONTRACT |  |  |
| Have you reviewed and agreed to the UNFPA Special Conditions for Contracts? | SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT |  |  |
| Have you completed the Bid Submission Form? | SETCION VI – ANNEX B: BID SUBMISISON FORM |  |  |
| Have you completed the Bidder’s Identification Form? | SECTION VI – ANNEX C: BIDDER INDENTIFICATION FORM |  |  |
| Have you completed the Bidder’s Previous Experience Form? | SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE |  |  |
| Have you completed and signed the Price Schedule Form? | SECTION VI – ANNEX E: PRICE SCHEDULE FORM |  |  |
| Have you completed the Joint Venture Partner Information Form? | SECTION VI – ANNEX F: JOINT VENTURE PARTNER INFORMATION FORM |  |  |
| Have you reviewed all of the relevant Contract form(s)? | SECTION VII: CONTRACTUAL FORMS |  |  |
| Have you prepared a copy of your company’s registration in the country of operation? | SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS |  |  |
| Have you prepared a copy of the previous year’s audited Company Balance Sheet and Financial Statements? | SECTION I: INSTRUCCIONS TO BIDDERS, CLAUSE 12 & SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS |  |  |
| Have you provided written confirmation that your company is neither suspended by the United Nations system nor debarred by the World Bank Group? | SECTION VI – ANNEX B: BID SUBMISSION FORM & SECTION I: INSTRUCTIONS TO BDDERS CLAUSE 2.4 |  |  |
| Have you provided copies of current certificates such as GMP/Quality, FSC/CPP, manufacturer’s ISO certificate for the product, manufacturer’s CE certificate, USA510k, Japan QS standard, etc.? | SECTION II – ANNEX B: INSTRUCCIONS FOR PREPARING TECHNICAL BID |  |  |
| Have you provided a copy of any of your company’s environmental or social policies, and any related documentation? | SECTION I: INSTRUCTIONS TO BIDDERS CLAUSE 39 |  |  |
| Have you reviewed the UN Global Compact requirements? | SECTION I: INSTRUCTIONS TO BIDDERS CLAUSE 39 |  |  |
| Have you sealed and marked the Bids according to Instructions to Bidders clause 20.3 (electronic Bids) or clause 20.4 (hard copy Bids) or clause 20 (Submission through an online system)? | Section I: Instructions to Bidders, clause 20.3 & 20.4 |  |  |
| If submitted electronically through email, is the file size of the Bid less than 8MB? (If the file size is above 8 MB, refer to Instructions to Bidders clause 20.3.3) | Section I: Instructions to Bidders, clause 20.3.3 |  |  |
| Have you noted the Bid closing deadline? | INVITATION LETTER |  |  |
| Have you provided information on Supplier Qualification Requirements? | SECTION V: SUPPLIER QUALIFICATION REQUIEREMENTS & SECTION VI- ANNEX B: BID SUBMISSION FORM |  |  |
| Have you provided evidence that the Bidder has successfully completed at least one similar contract within the last five years for supply of goods/services? | SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS |  |  |
| Have you provided contact details of commercial banks and names of contact persons from whom UNFPA can seek feedback? | SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS |  |  |
| Have you provided sufficient documentation of your company's ability to undertake the services, i.e.,   * List of similar contracts/LTAs executed for other clients including contact details. * Evidence that the Bidder possesses experience in the geographical area. * At least three years of experience in performing similar contracts/Long Terms Agreements | SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE & SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS |  |  |
| Have you provided sufficient documentation of your company’s managerial capability?   * Details of company’s managerial structure.   Quality assurance systems in place. | SECTION VI- ANNEX C: BIDDER IDENTIFICATION FORM |  |  |
| Have you supplied clients’ certificates in support of the satisfactory operation of the goods/services as specified above? | SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE |  |  |
| Have you checked Section I: Instructions to Bidders, clauses, 17 & 18 and provided all requested documentation in the correct formats? | SECTION I: INSTRUCTIONS TO BIDETS, CLAUSES 17 & 18 |  |  |

# Section VII: Contractual forms

**(33)**

Below find an overview of the attached contractual forms for this RFP.

|  |  |  |  |
| --- | --- | --- | --- |
| Description | | Status | Preferred file for submission |
| Annex A: | Template of Contract for Provision of Civil Works | Mandatory | PDF |
| Annex B: | Bank Guarantee for Advance Payment | Mandatory | PDF |
| Annex C: | Performance Security | Mandatory | PDF |

# Section VII – Annex A: TEMPLATE OF CONTRACT FOR provision of civil works

**(34)**

<https://drive.google.com/file/d/1gKfdRDrUb_QBKOVqCbbPnphy6vNZlVWv/view?usp=sharing>

# Section VII – Annex B: Bank Guarantee for Advance Payment

**(35)**

The bank, as requested by the successful Bidder, shall fill in this Form in accordance with the instructions indicated.

Date: [insert date (as day, month, and year) of Bid Submission]

RFP: UNFPA/CCC/RFP/YY/NNN

*[bank’s letterhead]*

**Beneficiary:** *[insert legal name and address of UNFPA]*

**ADVANCE PAYMENT GUARANTEE Number:** *[insert Advance Payment Guarantee no.]*

We, *[insert legal name and address of bank],* have been informed that *[insert complete name and address of Bidder]* (hereinafter called "the supplier") has entered into a Contract for Professional Services Number *[insert number]* dated *[insert date of Agreement]* with you, for the supply of *[insert types of goods/services to be delivered]* (hereinafter called the “contract").

Furthermore, we understand that, according to the conditions of the contract, an advance is to be made against an advance payment guarantee.

At the request of the supplier, we hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount(s)[[2]](#footnote-2) in figures and words]* upon receipt by us of your first demand in writing declaring that the supplier is in breach of its obligation under the contract because the supplier used the advance payment for purposes other than toward delivery of the goods/services.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the supplier on its account *[insert number* *and domicile of the account]*

This guarantee shall remain valid and in full effect from the date of the advance payment received by the supplier under the contract until *[insert date[[3]](#footnote-3)].*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
*[signature(s) of authorized representative(s) of the bank]*

# Section VII – Annex C: Performance Security

**(36)**

The bank, as requested by the successful Bidder, shall fill in this Form in accordance with the instructions indicated.

Date: [insert date (as day, month, and year) of Bid Submission]

RFP: UNFPA/CCC/RFP/YY/NNN

Bank’s Branch or Office: *[insert complete name of Guarantor]*

**Beneficiary:** *[insert legal name and address of UNFPA]*

**PERFORMANCE GUARANTEE NUMBER:** *[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Bidder]* (hereinafter called "the supplier") has entered into Contract for Professional Services Number *[insert number]* dated *[insert day and month], [insert year]* with you, for the supply of *[description of goods and related services]* (hereinafter called the “contract").

Furthermore, we understand that, according to the conditions of the contract, a performance guarantee is required.

At the request of the supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s)[[4]](#footnote-4) in figures and words]* upon receipt by us of your first demand in writing declaring the supplier to be in default under the contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee shall expire no later than the *[insert number]* day of *[insert month]* *[insert year]*,*[[5]](#footnote-5)* and any demand for payment under it must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

*[Signatures of authorized representatives of the bank and the Supplier]*

1. Please indicate relevant contracts to the one requested in the RFP. [↑](#footnote-ref-1)
2. *The bank shall insert the amount(s), either in the currency(ies) of the contract or a freely-convertible currency acceptable to UNFPA.* [↑](#footnote-ref-2)
3. *Insert the delivery date stipulated in the contract delivery schedule. UNFPA should note that in the event of an extension of the time to perform the contract, UNFPA would need to request an extension of this guarantee from the bank. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, UNFPA might consider adding the following text to the Form, at the end of the penultimate paragraph: “We agree to a one-time extension of this guarantee for a period not to exceed [six months/one year], in response to UNFPA’s written request for such extension, such request to be presented to us before the expiration of the guarantee.”* [↑](#footnote-ref-3)
4. *The Bank shall insert the amount(s) specified in the SCG and denominated, as specified in the SCG, either in the currency(ies) of the Contract or a freely-convertible currency acceptable to UNFPA.* [↑](#footnote-ref-4)
5. *UNFPA should note that, in the event of an extension of the time to perform the Contract, UNFPA would need to request an extension of this Guarantee from the Bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee. In preparing this Guarantee, UNFPA might consider adding the following text to the Form, at the end of the penultimate paragraph: “We agree to a one-time extension of this Guarantee for a period not to exceed [six months/one year], in response to UNFPA’s written request for such extension, such request to be presented to us before the expiration of the Guarantee.”* [↑](#footnote-ref-5)