**Section III: Returnable Bidding Forms**

**eSourcing reference: ITB/2022/43454**

This Section comprises the following Returnable Bidding Forms:

* Form A: Joint Venture Partner Information Form
* Form B: Bid Submission Form
* Form C: Price Schedule Form
* Form D: Technical Bid Form
* Form E: Manufacturer’s authorization form
* Form F: Performance Statement Form
  + Form G: No Adverse Action Confirmation Form
  + Form H: Representation in Tunisia Information Form
  + Form I: Sustainability Commitment Form
  + DRIVE Supplier Sustainability Questionnaire (please fill in using among the available options under each question)

**Form A: Joint Venture Partner Information Form (if applicable)**

[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 fulfilment of the provisions of the Contract.

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 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 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**

| **Bidder’s Total prices FCA (Price of goods FCA + Related Services if applicable)** | [insert amount and currency] |
| --- | --- |
| **Bidder’s Total prices CPT (Price of goods CPT + Related Services if applicable)** | [insert amount and currency] |
| **Total Price of Goods FCA** | [insert amount and currency] |
| **Total Price of Goods CPT** | [insert amount and currency] |
| **Total Price of Related Services** | [insert amount and currency] |
| **Freight Cost per 20/40 ft. container (if applicable)** | [insert amount and currency] |
| **Customs clearance costs (if applicable)** | [insert amount and currency] |

| **Pricing Lot 1** |
| --- |

**Prices for Goods - Lot 1**

| **Item/ lot** | **Description** | **Qty**  **(a)** | **Currency: USD** | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Unit price FCA (b)** | **Unit price CPT (c)** | **Total price FCA (a)x(b)** | **Total price**  **CPT (a)x(c)** |
| 1 | **Portable Colour Doppler Ultrasound machine** as specified in the Schedules of requirements - Section II (Tunis Port) | 7 |  |  |  |  |
| **Total Price of Goods - Lot 1** | | | | |  |  |

**Prices for related services - Lot 1**

| **Item/ lot** | **Description of the services\*** | **Quantity and physical unit (a) if applicable** | **Unit price**  **(b) if applicable** | **Total price per service**  **(a)x(b)** |
| --- | --- | --- | --- | --- |
| 1. | Customs clearance (Tax exemption letter will be provided) and delivery to health facility (Tunis centre) - shipment | 1 |  |  |
| 2. | Installation & 5-day training | 5 |  |  |
| 3. | All recommended spare parts for preventive maintenance for 2 years (total price here). | 1 |  |  |
| 4. | Preventive Maintenance services - 24 months (2 visits/services per year) | 4 |  |  |
| **Total Price of Related Services - Lot 1** | | | |  |

\*Please provide the following separate documents:

* detailed quotation for the spare parts for preventive maintenance;
* the details of the service visit fee; and
* the detailed quotation for the training (daily fee).

| **Pricing Lot 2** |
| --- |

**Prices for Goods - Lot 2**

| **Item/ lot** | **Description** | **Qty**  **(a)** | **Currency: USD** | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Unit price FCA (b)** | **Unit price CPT (c)** | **Total price FCA (a)x(b)** | **Total price**  **CPT (a)x(c)** |
| 2 | **HF Mobile Analog System (X-ray)** as specified in the Schedules of requirements - Section II (Tunis Port) | 5 |  |  |  |  |
| **Total Price of Goods - Lot 2** | | | | |  |  |

**Prices for related services - Lot 2**

| **Item/ lot** | **Description of the services\*** | **Quantity and physical unit (a) if applicable** | **Unit price**  **(b) if applicable** | **Total price per service**  **(a)x(b)** |
| --- | --- | --- | --- | --- |
| 1. | Customs clearance (Tax exemption letter will be provided) and delivery to health facility (Tunis centre) - shipment | 1 |  |  |
| 2. | Installation & 5-day training | 5 |  |  |
| 3. | All recommended spare parts for preventive maintenance for 2 years (total price here). | 1 |  |  |
| 4. | Preventive Maintenance services - 24 months (2 visits/services per year) | 4 |  |  |
| **Total Price of Related Services - Lot 2** | | | |  |

\*Please provide the following separate documents:

* detailed quotation for the spare parts for preventive maintenance;
* the details of the service visit fee; and
* the detailed quotation for the training (daily fee).

**Bidder’s delivery data**

| **Country of origin of offered products** | Item Lot 1 | [insert information] | | | |
| --- | --- | --- | --- | --- | --- |
| Item Lot 2 | [insert information] | | | |
| **FCA point(s) of delivery for offered products** | Item Lot 1 | [insert information] | | | |
| Item Lot 2 | [insert information] | | | |
| **Shipment dimensions of offered products (Including package)** |  | **Gross weight** | **Total volume** | ***Containers (if applicable)*** | |
| ***Number*** | ***Size*** |
| Item Lot 1 |  |  |  |  |
| Item Lot 2 |  |  |  |  |
| Total |  |  |  |  |

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 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.

**Requirements summary table**

| **Lot No** | **Description** | **Quantity** |
| --- | --- | --- |
| 1 | Portable Colour Doppler Ultrasound machine | 7 |
| 2 | HF Mobile Analog System (X-ray) | 5 |

1. **Technical specifications for Goods and Comparative Data Table (Bidder must fill each section indicating the technical parameters of the offered product)**

| **Item No** | **UNOPS minimum technical requirements** | **Quantity** | **Is Bid compliant?** Bidder to complete | **Details of goods offered.** Bidder to complete |
| --- | --- | --- | --- | --- |
| **Lot 1** | **Portable Colour Doppler Ultrasound machine**  **Minimum general requirements**   1. Versatile, state-of-the-art fully Portable digital Colour Doppler ultrasound system (digital beamformer) with electronic phased array/ sector array, linear and general convex scanning, allowing visceral, vascular, cardiac, obstetrical gynaecology and soft tissue examinations. 2. Delivered with B/W video printer. 3. Delivered with trolley | 7 | ☐ Yes ☐ No | Insert details of goods offered for each related technical requirements |
| **Main Unit & Image management Specifications**   1. Operating mode: B, 2B, B/M, PW, B/D, CW, B/C/D, speed, power (direction), triplex/duplex or more. 2. Display screen: at least 15" LCD screen, 3. External ports: at least 2 USB ports and coaxial (or USB) port for B/W video port connection. 4. Probe connectors ports: Minimum two (02) 5. Image processing technology: Image optimization and enhancement functions, multi-beam parallel processing, filter, colour coding, THI and more. 6. File Management: HDD Storage, Online Storage, Snapshot and transfer via , USB 7. Products and software: OB, Gyn, small body parts, urology, andrology, cardiology, blood vessels | 7 | ☐ Yes ☐ No | Insert details of goods offered for each related technical requirements |
| **Probes and accessories**  System must be delivered with the following:   1. **3.5Mhz** multifrequency convex probe configured with colour doppler function 2. 15 Mhz multi frequency linear probe, with colour doppler function 3. 2.5 Mhz multi frequency phased array probe, with colour doppler function 4. DICOM 3.0 (or better version), 5. Black & white video Printer with accessories 6. Trolley with safety brakes with a comfortable handle to facilitate the unit movement. 7. Suitable suitcase for safe transportation | 7 | ☐ Yes ☐ No | Insert details of goods offered for each related technical requirements |
| **Accessories/ spare parts to be quoted separately**   1. All recommended spare parts for preventive maintenance for 2 years. | 7 | ☐ Yes ☐ No | Insert details of goods offered for each related technical requirements |
| **Lot 2** | ***HF Mobile Analog System -* Minimum general requirements**   1. *High Frequency analog Mobile Radiography System dedicated for routine general radiography at the patient's bedside, on stretcher or operating table* 2. System should be capable of taking the complete range of radiographic examinations. | 5 | ☐ Yes ☐ No | Insert details of goods offered for each related technical requirements |
| **X-Ray Generator**   1. High Frequency Generator, minimum Frequency: 20 KHz or better. 2. Power supply (V; A): 230 V ±10%; 50 Hz with suitable plug E type 3. Built in trolley with easy transportation 4. Nominal Output: Maximum 16KW, 5. mA Range: Minimum 200mA 6. KV Range: Minimum : 40KV to 120 KV with increment of 1KV steps 7. The control should have overload protection of the x-ray tube. 8. The x-ray tube should be either Stationary or rotating anode with two focal spots of max. 0.6 mm for small focus and max 1.5mm for large focus 9. Tube heat storage capacity: minimum 350 KJ 10. Anode heat storage capacity: minimum: 35 kJ 11. X-Ray radiation Inherent filtration should be 0.5mm Al. 12. The generator should have an indication for error, X-Ray ON & Mains 13. The double slot manual light beam collimator should be supplied with the system, it should have an auto cut off system. 14. Control panel should have an exposure function and a double step exposure switch should also be provided with a cord of 3 metres or more. 15. The control panel should have digital display of KV, mA, mAs or Secs | 5 | ☐ Yes ☐ No | Insert details of goods offered for each related technical requirements |
| **System Design & Transport**   1. Mobile block on wheels, fitted with a protection system against side and front impact with a comfortable handle that facilitates the unit movement and positioning 2. Wheels Movement Brake/ Safety: Deadman type Handle | 5 | ☐ Yes ☐ No | Insert details of goods offered for each related technical requirements |
| **X-Ray Tube Support**   1. Rotating arm: up, down, transverse 2. Collimator rotation range: the collimator should be rotatable and provide at least 35 cm x 43 cm coverage at a 100 cm SID. 3. Collimator type : Manual, with LED light field indicator 4. Collimator with a pair of independent collimator blades controls the X-ray field light field lamp | 5 | ☐ Yes ☐ No | Insert details of goods offered for each related technical requirements |
| **Accessories – To be offered as standard**   1. The system should be delivered with all standard accessories. | 5 |  |  |
| **Accessories/ spare parts to be quoted separately:**   1. All recommended spare parts for preventive maintenance for 2 years. | 5 | ☐ Yes ☐ No | Insert details of goods offered for each related technical requirements |

**\****Manufacturer's technical literature (brochures, booklets, instructions, etc.) should be submitted. Manufacturer's technical literature submitted with the offer must comply with the written specifications of the Bidder. In the event that there are differences between the submitted manufacturers’ literature and written Bidder specification, reasons for that must be explained in the Bidder specifications. The manufacturers’ technical literature should be marked in an appropriate manner (i.e. model number).*

1. **Related services requirements (both lots)**

| **UNOPS Requirements** | | **Is Bid compliant?** Bidder to complete | **Details**  Bidder to complete |
| --- | --- | --- | --- |
| **Documentation for clearance & delivery to final destination** | Bidder, if selected, shall provide in original the complete documentation allowing UNOPS’ agent to process the tax exemption.  The Supplier or its Local representative will deliver the goods to the final destination inside the healthcare facility | ☐ Yes ☐ No | Insert details |
| **Installation & testing** | The equipment must be assembled and tested by the Supplier or its Local Representative in the destination unit and the results of the functional tests delivered to beneficiary and UNOPS. | ☐ Yes ☐ No | Insert details |
| **Training** | A training on the use and maintenance during 5 (five) days, aimed at users of the equipment (Minimum 4 people: 02 users and 02 technicians). The bidder must certify that the technician who will provide the training to the medical and technical personnel was trained by the equipment manufacturer. The technician must prepare a record of the persons trained with the signatures to confirm the training received  *Please attach the training plan including the main modules.* | ☐ Yes ☐ No | Insert details |
| **Preventive maintenance** | Preventive maintenance includes at least 2 annual visits and the change of spare parts, necessary supplies as foreseen in the equipment manual.  *Please insert the maintenance plan for 2 years, including related costs.* | ☐ Yes ☐ No | Insert details |

1. **Sustainable and warranty requirements (both lots)**

| **UNOPS Requirements** | | **Is Bid compliant?** Bidder to complete | **Details**  Bidder to complete |
| --- | --- | --- | --- |
| **Sustainability Requirements –**  **Local partner for after-sales service** | If the Supplier is not a Tunisia Company, the Supplier shall indicate a Tunisian Company as Local Representative of the proposed brand. The Supplier shall present in the tender a declaration duly signed by the Tunisian Company chosen that assumes the role of Local Representative and will guarantee all the preventive and corrective maintenance at least during Supplier extended warranty. | ☐ Yes ☐ No | Insert details |
| **Sustainability Requirements - Environment Management System** | Bidders must include evidence of the manufacturer being in possession of a current ISO 14001 EMS or equivalent certification for each of the production sites where offered products originate from. If this certification is not yet in place, the bidder must submit an approval internal procedure in relation to Environment Management System | ☐ Yes ☐ No | Insert details |
| **Sustainability Requirements - Quality Standard** | Bidders must include evidence of the manufacturer being in possession of a current ISO13485 or equivalent certification for each of the production sites where offered products originate from. | ☐ Yes ☐ No | Insert details |
| **Sustainability Requirements - Conformity of the equipment** | The proposed medical equipment must be compliant to (or equivalent):   * CE (93/42/EEC) or FDA certified | ☐ Yes ☐ No | Insert details |
| **Warranty - Scope & period** | The warranty covers all delivered equipment and accessories. 24 months from final receipt with coverage for manufacturing defects. | ☐ Yes ☐ No | Insert details |
| **Warranty - Service** | The warranty covers all delivered equipment and accessories. 24 months including preventive and corrective maintenance at the installation site. Preventive maintenance includes at least 2 annual visits and the change of spare parts, necessary supplies as foreseen in the equipment manual. Corrective maintenance includes manpower and replacement of parts with no call limitations with the sole exclusion of damage from misuse. The preventive and corrective maintenance technical service must be carried out by a company based in Tunisia. The Supplier and its Local Representative will be responsible for preventive and corrective maintenance. | ☐ Yes ☐ No | Insert details |
| **Warranty - spare parts availability** | Written warranty of the Producer of the sole availability of spare parts (parts not to be included in the offered price) for at least 5 years after contract signature | ☐ Yes ☐ No | Insert details |
| **Warranty - Operating manual** | User and service manual in digital form of the proposed equipment in English or French must be submitted to UNOPS | ☐ Yes ☐ No | Insert details |

1. **Delivery requirements and Comparative Data Table (both lots)**

| **UNOPS Requirements** | | **Is Bid compliant?** Bidder to complete | **Details**  Bidder to complete |
| --- | --- | --- | --- |
| **Delivery time** | Bidder shall deliver the goods **within 5 months** after Contract signature. | ☐ Yes ☐ No | Insert details |
| **Delivery place and Incoterms rules** | Port of Tunis; Incoterm CPT, 2020 | ☐ Yes ☐ No | Insert details |
| **Consignee details** | Ministry of Health, Government of Tunisia | ☐ 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 |

1. **Minimum documents to be presented to the offer (both lots)**

* All the returnable bidding forms, unless not applicable.
* Brochures, technical sheets and marketing catalogues of the goods offered that allow to verify the compliance with the technical specifications.
* Valid commercial licence/registration certificate of the bidder.
* The CE or FDA certificates.
* Producer conformity with ISO13485.
* Manufacturer ISO14001 or equivalent.
* Manufacturer authorization and declaration for availability of spare parts.
* User and service manuals in digital and printed formats (if selected).
* List of all accessories and options with individual quotations.
* List of spare parts with individual quotations.
* Declaration of Tunisian Company to assume the role of Local representative being responsibility of preventive and corrective maintenance during Supplier extended warranty.
* Training plan for each lot, including main modules and duration.
* Preventive maintenance plan for 2 years for each lot.

1. **Inspections and tests**

The following inspections and tests shall be performed:

1. The supplier must have the goods inspected in the manufacturer’s facility by a competent authority and submit a test certificate and also a guarantee/warranty certificate that the goods conform to written specifications;
2. The Purchaser will check the availability of Compliance Certificates issued for equipment supplied. UNOPS or its representative may inspect and/or test any or all items of the goods to confirm their conformity to the contract, prior to dispatch from the supplier’s premises. Such inspection and clearance will not prejudice the right of the consignee to inspect and test the goods on receipt at destination. If the goods fail to meet the laid down specifications, the Supplier shall take immediate steps to remedy the deficiency or replace the defective goods to the satisfaction of the purchaser;
3. Upon arrival at the port of destination, the supplier must perform through its local representative the required installation or testing of the equipment.

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**

Bidders must identify the names of all subcontractors/suppliers who will be providing goods/services under this contract and the type of work being subcontracted, if applicable.

1. \_[Full legal name and address of subcontractors]\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

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

**Form E: 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.

We also confirm the sole availability of spare parts (parts not to be included in the offered price) for at least 5 years after contract signature.

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 F: 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 G: No Adverse Action Confirmation Form**

ITB reference no: [insert ITB reference No.]

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

This is to certify that [delete unwanted option]:

* 1. No adverse action has been taken against the Bidder [insert Bidder’s name] and the manufacturers [insert manufacturer’s names] whose products are being offered by the Bidder against this Invitation to Bid, in the last 5 (Five) years.
  2. The following instances of previous past performance have resulted in adverse actions taken against the Bidder [insert Bidder’s name] and the manufacturers [insert manufacturer’s names] whose products are being offered by the Bidder, in the last 5 (Five) years. Such adverse actions included:

[Indicate date and reasons for adverse actions and result of adverse actions; i.e. suspension or cancellation of manufacturing license by regulatory authorities, product recalls, blacklisting, debarment from bidding etc.]

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

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

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

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

**Form H: Representation in Tunisia Information Form**

[The Bidder must complete this form in accordance with the instructions below.]

ITB reference no: [insert ITB reference No.]

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

You must complete and return this Form to provide details on the vehicle brand local representative.

The bidders must provide all the information regarding the base vehicle local representatives , and most importantly contact details.

| **Representative in Tunisia Information** | |
| --- | --- |
| Name of Bidder’s Representative in Tunisia | [insert] |
| Representative’s Head Office Address | [insert] |
| Name and contact details of the person in charge (address, telephone number, fax number, e-mail address) | [insert] |
| Legal information on the representative (Tax Number, Patent, Tax Return) | [insert] |

**Declaration of Local Representative**

I, the undersigned, certify that I am duly authorized as a Tunisian Company to assume the role of Local representative being responsible for preventive and corrective maintenance of the medical machinery offered in this bid during Supplier extended warranty.

Signatures of all partners :

We hereby confirm that, in the event of the award of a contract, all parties to the joint venture, partnership consortium or representation will be jointly and severally liable to UNOPS for any obligations arising out of the contract.

For Bidder : For local representative :

Nom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**Form J: Sustainability Commitment Form**

ITB reference no: [insert ITB reference No.]

Name of Bidder: [insert name of bidder]

Since 2015, UNOPS has been a leader in sustainable procurement. UNOPS gives great importance to sustainability and strives to partner with suppliers who share the same values.

I, the undersigned [insert name of tenderer], formally declare to commit to:

a. Integrate sustainability (social, economic and environmental) into my own activities.

b. Respect human rights and labor concerns (for example, fundamental principles and rights at work, health and safety at work, fair trade products, etc.)

c. Deliberately reduce or limit unnecessary travel during the execution of the contract, and give priority to teleworking as much as possible to minimize the creation of emissions. If travel is required, I agree to prioritize where possible.

d. Practice recycling (and/or reuse) in my company.

e. Manage hazardous materials and chemicals (monitored, handled, transported, stored, recycled, reused and / or disposed appropriately).

f. Manage solid (non-hazardous) waste (monitored, handled, transported, stored, recycled, reused and / or disposed appropriately).

g. Monitor water consumption as an appropriate resource.

h. Monitor electricity consumption as an appropriate resource.

i. Set documented goals to reduce the impact on the environment (this includes, for example, emissions and energy consumption).

j. In accordance with the UN’s efforts to eliminate single use plastics from its operations, formally declare that I will avoid any unnecessary packaging and/or to consider more sustainable alternatives which include but are not limited to using biodegradable or recycled packaging, recyclable packaging, offering a packaging take-back option, packaging in bulk or other means.

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

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

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

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