# SECTION 6: BIDDING FORMS AND STRUCTURE OF THE BID FILES

This form serves as a checklist for the preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission via email in accordance with **Section 2: Bid Data Sheet, Clause 10.** No alteration to the format of forms shall be permitted and no substitution shall be accepted.

**The following documents that belong to Technical and Financial Bid should be submitted via email only:**

**Technical Bid:**

|  |  |
| --- | --- |
| **Have you duly completed all the Returnable Bidding Forms?** |  |
| * Form A: Bid Submission Form | ☐ |
| * Form B: Bidder Information Form | ☐ |
| * Form C: Joint Venture/Consortium/ Association Information Form | ☐ |
| * Form D: Eligibility and Qualification Form | ☐ |
| * Form E: Technical Bid Form, with filled-in Annex 9. Technical Information and Price Bid Form (or Annex 9a for Lot 2) | ☐ |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 5?** | ☐ |

**Price Bid:**

|  |  |
| --- | --- |
| * Annex 9. Technical Information and Price Bid Form (or Annex 9a for Lot 2) in pdf and excel | ☐ |

**The following supporting documents should be submitted via One Drive:**

|  |  |
| --- | --- |
| **Folder (level 1) – Eligibility and Qualification Documents** |  |
| ***Folder (level 2) – Bidder Profile*** |  |
| * *Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogs relevant to the goods and/or services being procured* | ☐ |
| * *Certificate of Incorporation/ Business Registration* | ☐ |
| * *Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder* | ☐ |
| * *Organizational Structure* | ☐ |
| * *ISO, GDP, GMP  and/or other similar certificates as applicable* | ☐ |
| * *Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder’s practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures* | ☐ |
| * *Corporate Environmental Policy, ISO 14001, ISO 14064 if available* | ☐ |
| * *Attach a formal statement that outlines your organisation’s commitment to sustainability, where possible providing evidence of tangible results that demonstrate progress such as: Formal statement or Sustainability report or UN Global Compact Communication on Progress or other* | ☐ |
| * *Questionnaire on Corporate Social Responsibility as per Annex 17* | ☐ |
| * *Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder* | ☐ |
| * *Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney, if the Bidder is not Manufacturer for each product* | ☐ |
| * *Export Licenses, if applicable* | ☐ |
| * *Information about joint venture if applicable* | ☐ |
| ***Folder (level 2) – Reference Letters*** |  |
| * *Statements of Satisfactory Performance from the Top 3 (three) Clients or more* | ☐ |
| ***Folder (level 2) – Documents to establish financial standing*** |  |
| * *Copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the last 3 years* | ☐ |
| **Folder (level 1)- Pharmaceuticals dossiers** |  |
| ***Folder (level 2) – Documents per each product*** |  |
| *The folder should be created for each medicine and named as following:*  *“Bid Item Number\_Product ID”*  Annex 10. UNFPA Questionnaire for Pharmaceutical Products WHO Prequalified/ERP/SRA  or  Annex 11. Inter-Agency Finished Pharmaceutical Product Questionnaire for non-WHO Prequalified/ERP/SRA approved  should be provided for each product together with supporting documents required by the respective Questionnaire  General documentation to consider when preparing a submission for pharmaceuticals  (The documents serve as a guidance to the submissions. Manufacturers and/or Suppliers should refer to the annexures of each respective questionnaire and submit the supporting documents according to the questionnaire).   1. Formulation of the product (complete qualitative and quantitative composition including active ingredient(s) and excipients 2. Description and composition of primary packaging materials including label mockups 3. Description and composition of secondary packaging materials 4. Copy of product registration and market status– Licence No: etc 5. Certificate of pharmaceutical product (CPP) according to the WHO Certification Scheme (WHO Technical Report Series, No. 863. An earlier version is not acceptable) 6. Recent as well as historical deficiency/acceptance letters issued by PQP/SRA in relation to the specific product dossier 7. Copy of the relevant WHO Prequalification acceptance letter signed by your company 8. WHO acceptance letter for product dossier review mentioning the WHO reference number assigned by WHO for this specific product 9. Copy of primary and secondary packaging/label 10. Patient information leaflet/package insert 11. GMP certificate of the API manufacturer(s) from the country of origin 12. Copy of the internal API(s) specification(s) 13. Validated analytical methods if analytical methods for API are in-house analytical methods, different from BP, USP and Ph.Int. 14. Data on validation of the sterile aspects of the product including recent media fill validation data, as applicable 15. Copy of the certificate(s) of analysis of the API from the API manufacturer as well as from the FPP manufacturer 16. Copy of the certificate of suitability to the European Pharmacopoeia (CEP) and its annexes 17. Attach a copy of the Technical file 18. Recent/valid GMP certificates/letter of compliance of the FPP manufacturer 19. If in-house specification is different from BP, USP and Ph.Int., attach copy of the in-house finished product specifications and also validated analytical methods 20. Copy of the certificate of analysis for the three last batches released 21. Flow diagram and brief narrative describing the manufacturing and control process of this product with relevant parameters 22. Data on validation of the sterile aspects of the product including recent media fill validation data as applicable 23. Protocol and report for accelerated and long-term stability testing 24. Declaration that stability studies have been done or are being done with all declared API sources 25. Status report of any ongoing stability studies 26. In-use stability data and storage conditions after reconstitution for oral powder for suspension, powder for injection, or injection that may be further diluted, or multidose containers 27. Summary of pharmacology, toxicology and efficacy of the product 28. Graphic/pictorial representation of summary study results 29. Copy of the report of the proof of therapeutic equivalence (BE study) comparative dissolution profile, dissolution tests, and others if any 30. Schematic representation of study design, Study protocol summary 31. Photos are required for all offered bid items and should be included in the respective product folder.     * One photo of the product on a white or neutral background     * (to be uploaded to UNFPA catalog) in jpeg. format (size max. 500 kb).     * Photos showing the primary package.     * Photos showing all the primary label(s).     * Photos showing the secondary package.     * Photos showing all the secondary label(s). | ☐ |
| **Folder (level 1) - IVDs dossiers** |  |
| ***Folder (level 2) – Documents per each product*** | ☐ |
| *The folder should be created for each medicine and named as following:*  *“Bid Item Number\_Product ID”*  Annex 14. Questionnaire for IVDs  should be provided for each product together with supporting documents required by the respective Questionnaire.  General documentation to consider when preparing a submission for IVDs  (The documents serve as a guidance to the submissions. Manufacturers and/or Suppliers should refer to the annexures of each respective questionnaire and submit the supporting documents according to the questionnaire)   1. Letter of authorization to act on behalf of manufacturer if submission is not from the manufacturer 2. Copy of ISO 9001 certificate (for manufacturer and for trader) 3. Copy of ISO 13485 certificate (for manufacturer and for trader) 4. Complete and detailed technical specifications of the product (incl. manufacturer’s product code) 5. Proof of WHO prequalification (If available, or other similar) 6. CE certificate (additionally for EC class III items EC Design Dossier) 7. Declaration of conformity (signed and dated, according to ISO 17050, specifying the relevant directives, regulations and standards, and attaching copy of certificates) 8. Manufacturer’s EC Representative (EC Rep) contact details and country information 9. FDA 510k Premarket approval device letter/ Device licence (Australia, Japan, Canada) 10. Evidence that product has been sold to Europe or U.S. or other large market areas with strong regulatory systems. 11. Photo of the product and packaging (at various angles if necessary). 12. Technical Sheet of the IVD product 13. Evidence of clinical studies to all but class I non-sterile, non-measuring medical devices: e.g. a copy of study results 14. Product technical data sheet 15. Photos of the product, packaging and labelling at various angles if necessary 16. Trilingual En/Fr/Es version of the instructions-for-use for the IVD product. Instructions-for-use are also known as a package insert (where applicable). 17. A certificate of analysis for at least one recently released batch. 18. Stability studies of at least 3 batches 19. User, installation and/or assembly manual, if applicable 20. Service/repair (after sale) services with contact details, if applicable 21. Information on cleaning, disinfecting and sterilization methods (for reusable devices only) 22. Certificates for product-specific safety standards, such as ISO 10993-1. 23. Certificate for sterilization process, such as ISO 17665 (Steam sterilization), ISO 11135 (ETO sterilization), ISO 11137 (Gamma Irradiation), or other equivalent. 24. Manufacturer’s Post-market study report from 3 last years 25. Quality Assurance process (for the manufacturer and/or for the trader) 26. Specify any other documentation provided (e.g. any test results or relevant standards): 27. ISO 14001. If not available, a signed commitment letter from a manufacturer 28. Other relevant certificates related to Environmental and/or Energy management, such as ISO 50001, or FSC certificates for the carton and paper used in packaging (for manufacturer and for trader). 29. Manufacturer’s copy of the latest audit report (audited by an European health product distributor) 30. Copy of third party laboratory test reports, if available (Laboratory name and ISO 17025 accreditation status), if applicable. | ☐ |
| **Folder (level 1) - Medical devices dossiers** |  |
| ***Folder (level 2) – Documents per each product*** |  |
| *The folder should be created for each medicine and named as following:*  *“Bid Item Number\_Product ID”*  Annex 12. Questionnaire for Medical Devices  Annex 13. Questionnaire for El Battery-Operated Devices (where applicable)  should be provided for each product together with supporting documents required by the respective Questionnaire.  General documentation to consider when preparing a submission for MDs  (The documents serve as a guidance to the submissions. Manufacturers and/or Suppliers should refer to the annexures of each respective questionnaire and submit the supporting documents according to the questionnaire)  Manufacturer documents/QMS:  1. ISO 9001 – Quality Management Systems: Requirements  2. ISO 13485 – Medical Devices: Quality Management Systems  3. Manufacturer shall provide a post-market study report covering the last 3 years. Product document  4. A copy of the latest audit report by a European health product distributor, if available.  5. ISO 14001 (Environmental Standard) and ISO 50001 (Energy Standard) certification, if available  6. Declaration of conformity to applicable regulation(s) and/or standard(s) according to the model given in ISO/IEC 17050  7. Evidence of legal registration to manufacture the particular device by the respective national regulatory authority and valid manufacturing licenses.  Product documents:  1. Declaration of conformity to applicable regulation(s) and/or standard(s)  2. Evidence that the product has been cleared by the relevant regulatory authorities to market in Europe or the U.S, or in other IMDRF representative countries  3. For CE marked products, the manufacturer shall provide EC Representative (EC Rep) contact details and Country.  4. Evidence of clinical studies to all but the class I non-sterile, non-measuring medical devices e.g. a copy of the study results.  5. Post Market Surveillance evidence and reports appropriate for the device class in accordance with EU MDD/MDR requirements.  6. If available, third-party laboratory test reports (declaring the name of laboratory and accreditation status) shall be submitted as part of the medical device dossier.  7. For sterile products: the manufacturer itself or any contract sterilizer company shall provide evidence of compliance to:  8. ISO 11135 (ETO sterilization)  9. ISO 11137 (Gamma Irradiation)  10. ISO 17665 (Steam sterilization)  11. ISO 20857 (Dry heat)  12. ISO 14937 (for any other sterilization method)  13. Copies of certificates of sterilization from the last 3 most recently released batches from the manufacturer  14. Evidence of compliance to storage and transportation of sterile products. Data loggers reports shall be included in shipments containing sterile medical devices as relevant  15. Photos of primary and secondary packaging shall be provided accurately representing the product UNFPA will receive  16. Photos of primary and secondary labelling shall be provided accurately representing the product UNFPA will receive.  17. The shelf life of the device shall be clearly indicated  18. Instructions for use or manuals in English, French and Spanish must be provided  19. For equipment items:  20. Instructions for use or manuals  21. Information on installation details, training, service, repair and spares where applicable.  22. A copy of warranty should be provided for all equipment  23. For Reusable Products: Clear information/instructions should be provided on cleaning, disinfection and sterilization methods and types for the device  24. For Electrical Products : The available voltage and plug types should be specified  25. Disposal of the device : the necessary information for the safe disposal or decommissioning of the device after its recommended time of use  26. Where appropriate, the necessary information shall be provided for the product hazardous classification and material safety data sheet (MSDS) | ☐ |
| **Folder (level 1) – Non-health items documents** |  |
| Annex 13. Questionnaire for El Battery-Operated Devices (where applicable)  should be provided for each product together with supporting documents required by the respective Questionnaire. | ☐ |

.FORM A: BID SUBMISSION

|  |  |  |  |
| --- | --- | --- | --- |
| Name of bidder: | Click or tap here to enter text. | Date: | Click or tap here to enter text. |
| ITB reference: | UNFPA/DNK/ITB/23/003 | | |

We, the undersigned, offer to supply the goods and related services required for UNFPA in accordance with your Invitation to Bid No UNFPA/DNK/ITB/23/003We hereby submit our bid, which includes this Technical Bid and Price Bid.

**Bidder Declaration:** on behalf of our firm, its affiliates, subsidiaries and employees, including any JV / Consortium / Association members or subcontractors or suppliers for any part of the contract.

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** |  |
| ☐ | ☐ | **Requirements and Terms and Conditions:** I/We have read and fully understand the ITB, including the ITB Information and Data Sheet, Schedule of Requirements, the General Conditions of Contract. I/we confirm that the bidder agrees to be bound by them. |
| ☐ | ☐ | **Ethics**: In submitting this bid I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor; has not directly or indirectly approached any representative of the buyer (other than the point of contact) to lobby or solicit information in relation to the ITB; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the buyer. |
| ☐ | ☐ | I/We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct :<https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN. |
| ☐ | ☐ | **Conflict of interest:** I/We warrant that the bidder has no actual, potential or perceived conflict of Interest in submitting this bid, or entering into a contract to deliver the requirements. Where a conflict of interest arises during the ITB process the bidder will report it immediately to the Procuring Organisation’s Point of Contact. |
| ☐ | ☐ | **Prohibitions, Sanctions:** l/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group. |
| ☐ | ☐ | I/We do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15); |
| ☐ | ☐ | **Bankruptcy**: l/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. |
| ☐ | ☐ | **Bid Validity Period:** I/We confirm that this bid, including the price, remains open for acceptance for the bid validity period. |
| ☐ | ☐ | We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the UNFPA. |
| ☐ | ☐ | I/We understand and recognize that you are not bound to accept any bid you receive and wecertify that the goods offered in our bid are new and unused. |
| ☐ | ☐ | By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organisation/s to make this declaration on its/their behalf. |

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

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

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

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

[*Stamp with official stamp of the bidder*]

## FORM B: BIDDER INFORMATION

|  |  |
| --- | --- |
| **Legal name of bidder** | Click or tap here to enter text. |
| **Legal Address, City, Country** | Click or tap here to enter text. |
| **Website** | Click or tap here to enter text. |
| **Year of registration** | Click or tap here to enter text. |
| **Bidder’s Authorized Representative information** | Name and Title: Click or tap here to enter text.  Telephone numbers: Click or tap here to enter text.  Email: Click or tap here to enter text. |
| **Are you a UNGM registered vendor?** | ☐ Yes ☐ No If yes, [insert UGNM vendor number] |
| **Are you a UNFPA vendor?** | ☐ Yes ☐ No If yes, [insert UNFPA vendor number] |
| **No. of full-time employees** | Click or tap here to enter text. |
| **Years of supplying to UN organisations** | Click or tap here to enter text. |
| **Quality Assurance Certification (e.g. ISO 9000 or Equivalent)** *(If yes, provide a Copy of the valid Certificate):* | Click or tap here to enter text. |
| **Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment?** *(If yes, provide a Copy of the valid Certificate)*  **Does your Company have a written Statement of its Environmental Policy?** *(If yes, provide a Copy* | Tick all that apply and **provide supporting documentation.**  ☐Corporate Environmental Policy  ☐ ISO 14001  ☐ ISO 14064  ☐ Other, specify Click or tap here to enter text. |
| **Does your organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues** | Attach a formal statement that outlines your organisation’s commitment to sustainability, where possible providing evidence of tangible results that demonstrate progress such as:  Tick all that are attached:  ☐Formal statement  ☐ Sustainability report  ☐ UN Global Compact Communication on Progress  ☐ Other, specify Click or tap here to enter text. |
| **Is your company a member of the UN Global Compact?** | Click or tap here to enter text. |
| **Have you submitted Questionnaire on Corporate Social Responsibility** |  |
| **Contact person that UNFPA may contact for requests for clarifications during Bid evaluation** | Name and Title: Click or tap here to enter text.  Telephone numbers: Click or tap here to enter text.  Email: Click or tap here to enter text. |
| **Please attach the following documents:** | As per Section 6: BIDDING FORMS AND STRUCTURE OF THE BID FILES to be submitted |

## FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION

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

|  |  |  |
| --- | --- | --- |
| **No** | **Name of Partner and contact information** *(address, telephone numbers, fax numbers, e-mail address)* | **Proposed proportion of responsibilities (in %) and type of goods, works and/or services to be performed** |
| 1 | Click or tap here to enter text. | Click or tap here to enter text. |
| 2 | Click or tap here to enter text. | Click or tap here to enter text. |
| 3 | Click or tap here to enter text. | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Name of leading partner**  (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution) | Click or tap here to enter text. |

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture ***OR*** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNFPA for the fulfilment 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 D: ELIGIBILITY AND QUALIFICATION FORM

***If JV/Consortium/Association, to be completed by each partner.***

**History of Non- Performing Contracts**

|  |  |  |  |
| --- | --- | --- | --- |
| ☐No non-performing contracts during the last 3 years | | | |
| ☐ Contract(s) not performed in the last 3 years | | | |
| **Year** | **Non- performed portion of contract** | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|  |  | Name of Client:  Address of Client:  Reason(s) for non-performance: |  |

**Litigation History** (including pending litigation)

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ No litigation history for the last 3 years | | | |
| ☐ Litigation History as indicated below | | | |
| **Year of dispute** | **Amount in dispute** (state currency) | **Contract Identification** | **Total Contract Amount** (state currency) |
|  |  | Name of Client:  Address of Client:  Matter in dispute:  Party who initiated the dispute:  Status of dispute:  Party awarded if resolved: |  |

**Previous Relevant Experience**

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the bidder, or that of the bidder’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name & Country of Assignment** | **Client & Reference Contact Details** | **Contract Value** | **Period of activity and status** | **Types of activities undertaken and role (Contractor, sub-contractor or consortium member)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Bidders may also attach their own Project Data Sheets with more details for assignments above.*

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

**Financial Standing**

|  |  |  |  |
| --- | --- | --- | --- |
| **Annual Turnover for the last 3 years**  (state currency) | Year | Currency | Amount |
| Year | Currency | Amount |
| Year | Currency | Amount |
| **Latest Credit Rating (if any), indicate the source and date.** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial information**  (state currency) | **Historic information for the last 3 years** | | |
|  | Year 1 | Year 2 | Year 3 |
|  | *Information from Balance Sheet* | | |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* | | |
| Total / Gross Revenue (TR) |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |
| Net Profit |  |  |  |
| Current Ratio (current assets/current liabilities) |  |  |  |

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

* 1. Must reflect the financial situation of the bidder or party to a JV, and not sister or parent companies;
  2. Historic financial statements must be audited by a certified public accountant;
  3. Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## FORM E: TECHNICAL BID

The Bidder’s Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

**SECTION 1: Bidder’s qualification, capacity and expertise**

* 1. General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
  2. Relevance of specialized knowledge and experience on similar engagements done in the past.
  3. Quality assurance procedures and risk mitigation measures.
  4. Organization’s commitment to sustainability.

**SECTION 2: Scope of Supply, Technical Specifications, and Related Services**

This section should demonstrate the Bidder’s responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

* 1. A detailed description of how the Bidder will source, stock and deliver the required goods, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
  2. Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
  3. The bid shall also include details of the Bidder’s internal technical and quality assurance review mechanisms.
  4. Please describe the freight forwarder details and arrangements including the ability to provide/coordinate necessary shipping services, including air, sea and cold chain delivery (if required).
  5. Bidders are requested to submit their established procedures with regards to the storage and distribution of heat-sensitive and cold-storage items. In addition, UNFPA invites bidders to propose suggestions on how they could assure the integrity of heat-sensitive and cold chain items in case these require onward in-country distribution after arrival at the air/or sea port.
  6. For lots ## 3-4.
     1. Please describe warehouse arrangements if you bid for Lots ## 3-4 Kits and the capacity to hold stock for UNFPA, if necessary:
* Information of warehouses/hubs available for distribution and stock keeping of UNFPA products. Information should include the volume capacity and standards/certification of the warehouse (e.g. GSP/GDP)
* Information on owned vs. not owned warehouses available
* Name/description of the ERP system to keep track of the inventories
  + 1. Please describe the proposed approach to kitting, packaging, warehousing, inventory management, batch/shelf-life management.

**SECTION 3: Management Structure and Key Personnel**

* 1. Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.

**SECTION 4: Products**

1. Please submit the document as required by Section 5 to support the quality of Pharmaceuticals, Medical Devices and non-health items as per instructions provided in Section 6 and provide a signed and filled-in Annex 9. Technical Information and Price Bid Form or for Lot 2 Annex 9a. Technical Information and Price Bid Form for Lot2) as signed PDF and in excel format.

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Signature of Personnel Date (Day/Month/Year)

## FORM F: FINANCIAL BID FORM

Please submit Annex 9. Technical Information and Price Bid Form or for Lot 2 Annex 9a. Technical Information and Price Bid Form for Lot 2) as signed PDF and in excel format.