**Section III: Returnable Bidding Forms**

eSourcing reference: ITB/2023/45946

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: Joint Venture Partner Information Form **(optional)**
* Form B: Bid Submission Form
* Form C: Price Schedule Form
* Form D: Technical Bid Form
* Form E: Performance Statement Form
* Form F: Manufacturer's Authorization Form (Both for the Engine and Alternator)

In addition, bidders should submit the following additional documents.

* DRIVE Supplier Sustainability Questionnaire. (Should be completed online and is available under Forms section of the e-sourcing system)
* National Business Registration Certificate or Valid Business Licences
* Copy of audited Financial statements (Balance sheets) for the last two recent years
* Summary of bidder's organisation approach to manage Environmental and Social risks and impacts
* Statement with details on how diversity and inclusion / anti-discrimination is ensured in the organisation
* Manufacturer’s product data sheet /catalogue to support the bidder’s proposed product specification
* Product Quality Certificate - ISO 8528 (BS7698) for the engine and CE or equivalent certification for complete Generating set

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

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 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 judgement 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 authorised by [***insert full name of bidder***] to sign this bid and bind [***insert full name of bidder***] should UNOPS accept this bid:

**[***Stamp form of bid with official stamp of the bidder***]**

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

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

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

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

**Form C: Price Schedule Form**

**Partial bids shall not be allowed. Bidders must quote prices for the total goods for the total requirement. Evaluation will be done for the total requirement.**

**N.B UNOPS reserves the right to award the contract on either FCA or DAP INCOTERM basis at the time of award in the best interest of UNOPS.**

**45KVA Diesel Generators with ATS and Canopy**

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] |
| --- | --- |
| **Freight Cost** | [insert amount and currency] |
| **Insurance cost** | [insert amount and currency] |
| **Customs clearance costs at Destination** | [insert amount and currency] |
| **Unloading cost at Ministry of Finance warehouse, Addis Ababa** |  |
| **Other costs , if any** | [insert amount and currency] |
| **Bidder’s Total prices DAP Ministry of Finance Warehouse (Price of goods FCA + Freight + Insurance + Customs clearance and delivery at destination + offloading cost + Related Services if applicable)** | [insert amount and currency] |

**Prices for Goods**

| **/Item** | **Description** | **Qty**  **(a)** | **Currency USD** | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Unit price FCA (b)** | **Unit price DAP (c)** | **Total price FCA (a)x(b)** | **Total price**  **DAP including customs clearance and offloading (a)x(c)** |
| **1** | **45KVA Diesel Generators with ATS, Canopy and 30 meter 5x25mm2 Power Cable each** | 95 |  |  |  |  |

**Bidder’s delivery data**

| **Country of origin of offered products** |  | | | | |
| --- | --- | --- | --- | --- | --- |
| **FCA point(s) of delivery for offered products** |  | | | | |
| **Shipment dimensions of offered products (Including package)** | **Gross weight** | | **Total volume** | **Containers (if applicable)** | |
| **Number** | **Size** |
|  | |  |  |  |

I, the undersigned, certify that I am duly authorised 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 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.

| **Note to Bidders:**   1. Bidders are required to clearly complete the below detailed technical criteria for each proposed product. The specification of the proposed product must correspond with the UNOPS minimum requirements indicated in Section II (Schedule of Requirements) of this ITB.   i.e. for each product requirement listed below, the bidder must provide the corresponding specification demonstrating alignment with the specified minimum technical requirement. In the case of deviation, the bidder is to provide an additional explanation in the remarks column.   1. The Bidder’s specification shall be consistent with the brand and model number indicated in the product data sheet / catalogue submitted.  **Bidders are requested to provide manufacturer’s product data sheet /catalogue to support the bidder’s proposed product specification**. Failure to provide the proposed products’ technical details in this form (Form G) may result in the disqualification of the bid. 2. For each item, the bidder must propose/indicate only one Brand, Model and Model no. Proposing/indicating more than one Brand, Model and Model is forbidden.   **N.B. Failure to comply with the above instructions may result in rejection of bids.** |
| --- |

**Technical specifications for Goods – Comparative Data Table**

| **Item**  **No** | **UNOPS requested Technical Specifications** | | **Is your product compliant with UNOPS Minimum Requirement?** | **Technical specification of goods offered by bidder** | **Make and Model (Model or Brand, Model No. Country of Origin)** | **Remark (note for deviation and description of additional document attached with bidder offer)** |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Item Description** | | **This column must be completed fully by bidders** | | | |
| **1** | **45 KVA Diesel Generator with Canopy and ATS - Quantity 95** | | | | | |
|  | **Engine** | |  |  |  |  |
| Country of Origin | Must be specified | ☐ Yes ☐ No |  |  |  |
| Brand | Must be specified | ☐ Yes ☐ No |  |  |  |
| Model and Model  number | Must be specified | ☐ Yes ☐ No |  |  |  |
| Engine Type | 4 stroke | ☐ Yes ☐ No |  |  |  |
| Cylinder formation | In-line | ☐ Yes ☐ No |  |  |  |
| Aspiration | Turbo charged | ☐ Yes ☐ No |  |  |  |
| Cooling system | Water cooled | ☐ Yes ☐ No |  |  |  |
| Fuel injection system | Direct | ☐ Yes ☐ No |  |  |  |
| Fuel type | Diesel | ☐ Yes ☐ No |  |  |  |
| Governor | Electronic speed governor with electro mechanical actuator. | ☐ Yes ☐ No |  |  |  |
| Fuel tank capacity  (volume) | Minimum 160 Litres | ☐ Yes ☐ No |  |  |  |
| Engine heating | Water jacket heather wired to be supplied by the mains power.  Voltage - 230Vac  Power - 500w min | ☐ Yes ☐ No |  |  |  |
| Testing | In accordance with ISO 8528 (BS7698) part 6 standards or equivalent | ☐ Yes ☐ No |  |  |  |
| Emission Standard | EURO 3 | ☐ Yes ☐ No |  |  |  |
| **Alternator** | |  |  |  |  |
| Country of Origin | Must be specified | ☐ Yes ☐ No |  |  |  |
| Brand | Must be specified | ☐ Yes ☐ No |  |  |  |
| Model and Model  number | Must be specified | ☐ Yes ☐ No |  |  |  |
| Prime power  rating (PMP) | 45KVA (36Kw) | ☐ Yes ☐ No |  |  |  |
| Standby power Rating | 49- 50 KVA (40 KW) | ☐ Yes ☐ No |  |  |  |
| Voltage | 230/400 Volts | ☐ Yes ☐ No |  |  |  |
| RPM | 1500 rpm | ☐ Yes ☐ No |  |  |  |
| Power factor | 0.8 | ☐ Yes ☐ No |  |  |  |
| Frequency | 50 Hz | ☐ Yes ☐ No |  |  |  |
| Type | Brushless, self excited | ☐ Yes ☐ No |  |  |  |
| Number of poles | 4 | ☐ Yes ☐ No |  |  |  |
| Voltage regulation | Automatic Voltage Regulator(AVR) | ☐ Yes ☐ No |  |  |  |
| Main circuit breaker | MCCB in enclosure | ☐ Yes ☐ No |  |  |  |
| Insulation | Class H Insulation; in accordance with IEC 60085 standards | ☐ Yes ☐ No |  |  |  |
| **Controller** | Country of Origin - must be specified | ☐ Yes ☐ No |  |  |  |
| Brand - must be specified | ☐ Yes ☐ No |  |  |  |
| Model and Model number - must be specified | ☐ Yes ☐ No |  |  |  |
| Operation modes, Automatic & Manual (minimal) | ☐ Yes ☐ No |  |  |  |
| **Detections** |  |  |  |  |
| Mains under voltage, Over voltage, Phase reversal detection | ☐ Yes ☐ No |  |  |  |
| Phase missing detection | ☐ Yes ☐ No |  |  |  |
| **Warnings alarms ( minimal values)** |  |  |  |  |
| Low coolant temperature | ☐ Yes ☐ No |  |  |  |
| Output breaker open alarm | ☐ Yes ☐ No |  |  |  |
| Low fuel level | ☐ Yes ☐ No |  |  |  |
| **Shutdown alarms audible ( minimal values)** |  |  |  |  |
| Low oil pressure | ☐ Yes ☐ No |  |  |  |
| High coolant temperature | ☐ Yes ☐ No |  |  |  |
| Engine overspeed | ☐ Yes ☐ No |  |  |  |
| Emergency stop | ☐ Yes ☐ No |  |  |  |
| Earth leakage detection | ☐ Yes ☐ No |  |  |  |
| Over voltage | ☐ Yes ☐ No |  |  |  |
| Under frequency | ☐ Yes ☐ No |  |  |  |
| Overload | ☐ Yes ☐ No |  |  |  |
| **Indications and metering** |  |  |  |  |
| Availability of supply ( generator & Mains) indication | ☐ Yes ☐ No |  |  |  |
| Transfer status indication | ☐ Yes ☐ No |  |  |  |
| Generator voltage , frequency, Load/Kva/, KVAr readings | ☐ Yes ☐ No |  |  |  |
| Mains voltage & frequency readings | ☐ Yes ☐ No |  |  |  |
| Engine oil pressure, coolant temperature, Battery voltage, Engine speed (RPM), running hour, fuel level.. are minimal | ☐ Yes ☐ No |  |  |  |
| **Error Log** |  |  |  |  |
| Log recording | ☐ Yes ☐ No |  |  |  |
| Active errors | ☐ Yes ☐ No |  |  |  |
| Reset mechanism | ☐ Yes ☐ No |  |  |  |
| Communication |  |  |  |  |
| Should incorporate a communication module. | ☐ Yes ☐ No |  |  |  |
| ATS | Installed inside a box within the canopy | ☐ Yes ☐ No |  |  |  |
| Type of transfer mechanism - Motorized or Solenoid type only. | ☐ Yes ☐ No |  |  |  |
| Interlock - electrical & mechanical | ☐ Yes ☐ No |  |  |  |
| Capacity rating- 50KVA min | ☐ Yes ☐ No |  |  |  |
| Operation- Manual & automatic | ☐ Yes ☐ No |  |  |  |
| Enclosure (Canopy) | The engine and alternator (including integrated fuel tank) shall be mounted and aligned on a rigid skid, fabricated from cross- braced structure steel members. | ☐ Yes ☐ No |  |  |  |
| The skid shall be complete with all necessary fixings and floor strengthening as required and be provided with vibration mounts | ☐ Yes ☐ No |  |  |  |
| All sheet metal shall be primed for corrosion Protection and finish painted with the manufacturer's standard | ☐ Yes ☐ No |  |  |  |
| Enclosure and terminal box to be rated in minimum of protection class IP 23. | ☐ Yes ☐ No |  |  |  |
| Lifting points for handling | ☐ Yes ☐ No |  |  |  |
| Include emergency stop | ☐ Yes ☐ No |  |  |  |
| Exterior earthing port with 1.2m 16mm diameter earth stick and Ground cable 1X50mm2 10m | ☐ Yes ☐ No |  |  |  |
| Environment | |  |  |  |  |
| Fuel Consumption | Maximum 11.6L/hr @ 100% load or 9L/hr @ 75% load | ☐ Yes ☐ No |  |  |  |
| Sound level (silenced gen set) 7mt | <=68 DB | ☐ Yes ☐ No |  |  |  |
| Ambient temperature | 0 to 50 'C | ☐ Yes ☐ No |  |  |  |
| Altitude | 2700 m.a.s.l | ☐ Yes ☐ No |  |  |  |
| Cable | 5x25mm2 direct burial type power cable | ☐ Yes ☐ No |  |  |  |
| Warranty | Minimum 2 years warranty | ☐ Yes ☐ No |  |  |  |
| Battery | Maintenance free 12V lead-acid battery with frame, terminals and cables. | ☐ Yes ☐ No |  |  |  |
| Manuals | Installation instructions and drawings in English, ATS system electrical drawings in English, Operation & maintenance manuals in English, troubleshooting manual in English, mechanical and electrical drawing of the generator | ☐ Yes ☐ No |  |  |  |
| Product Quality  Certificate | CE or equivalent (for complete generating set) | ☐ Yes ☐ No |  |  |  |
| Size and Dry weight (Max.) | Must be specified | ☐ Yes ☐ No |  |  |  |
| The manufacturer/supplier should have a local agent/dealer in Ethiopia  (If no local agent/dealer in Ethiopia, Can you commit/agree to arrange a local agent/dealer in Ethiopia within 2-3 weeks after award?) | LocaL agent contact or commitment letter should be submitted | ☐ Yes ☐ No |  |  |  |

**UNOPS Sustainability, Deliver, and the right to vary –– Comparative Data Table**

| **UNOPS Requirements** | | **Is the bid compliant? Bidder to complete** | **Details**  **If bidder cannot comply, indicate the reason(s)**  **Bidder to complete** |
| --- | --- | --- | --- |
| **Sustainability Requirements I** | The bidder shall demonstrate that its organisation has an environmental management system in place which as a minimum shall provide information on the following:  - the environmental policy principles of the organisation;  - the management measures taken or that will be taken to assess and mitigate the environmental impacts of the business processes/products associated with the execution of the contract;  - procedures for monitoring environmental impacts and measures and revalued as a basis for continuous improvement;  - how attention is paid to the awareness and training/competency of employee(s) and supplier(s) with regard to dealing with the environmental aspects relevant to this bid;  - and that compliance with the environmental legislation applicable to the required performance(s) is guaranteed. | ☐ Yes ☐ No | Insert details |
| **Sustainability Requirements II** | The bidder shall provide documentation that details their approach to ensuring equal opportunity, diversity, and inclusion within their organisation (e.g. equal pay policy, parental leave, the ratio of female to male employees, % of females in management positions, grievances disaggregated by gender, transparency of promotion criteria, sexual harassment policies). Bidders are encouraged to take the WEPs Gender Gap Analysis Tool to identify strengths, gaps, and opportunities to improve their performance on gender equality. | ☐ Yes ☐ No | Insert details |
| **Delivery time** | Bidder must deliver the goods within within 10 weeks under FCA as per Incoterms 2020 after Contract signature | ☐ Yes ☐ No | Insert details |
| **Delivery time** | Bidder must deliver the goods within within 14 weeks under DAP as per Incoterms 2020 after Contract signature | ☐ Yes ☐ No | Insert details |
| **UNOPS Right to vary requirements** | At the time the Contract is awarded, UNOPS reserves the right to vary the quantity of the goods and associated services specified above, provided this does not exceed +/- 20%, without any change in the unit prices or other terms and conditions of the ITB | ☐ Yes ☐ No | Insert details |

**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 (if any)**

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 authorised 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: 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 F: Manufacturer’s Authorization Form**

A letter issued by the manufacturer authorizing the applicant to participate in this particular ITB must be submitted with the bid in the format provided in this Form.

To be eligible for delivery of goods, the bidder must be either the manufacturer of the offered goods or a sole representative of the manufacturer to the United Nations. Should offers for a particular make and model be received from more than one appointed representative, UNOPS reserves the right to select only one.

ITB reference no: [insert ITB reference No.]

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

To: UNOPS

**WHEREAS**

We ***[insert complete name of manufacturer***], who are official manufacturers of [***insert type of goods manufactured],*** having factories at ***[insert full address of manufacturer’s factories***], do hereby authorize ***[insert complete name of bidder]*** to submit a bid the purpose of which is to provide the following goods, manufactured by us ***[insert name and or brief description of the goods]***, and to subsequently negotiate and sign the contract.

We hereby extend our full guarantee and warranty in accordance with Clause 4.5 of the General Conditions of Contract for the provision of Goods, with respect to the goods offered by the above firm.

Signed: [***insert signature(s) of authorized representative(s) of the manufacturer]***

Name***: [insert complete name(s) of authorized representative(s) of the manufacturer]***

Title: ***[insert title]***

Dated on \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ ***[insert date of signing]***