

## Section III: Returnable Bidding Forms

**Note to Bidders: 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 their bid submission.**

**e-Sourcing reference: Buprenorphine (2mg)+ Naloxone (0.5mg) Sublingual tablet, blister pack–ITB/2024/52807**

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: Previous Experience Form for Same Products (Last 3 consecutive years) preceding the bid opening date
- Form F: Interagency Product Questionnaire
- Form G: One UNOPS Vendor Profile Form

## Form A: Joint Venture Partner Information Form

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

e-Sourcing reference no: ITB/2024/52807

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

### Signatures of all partners of the JV:

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

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

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

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

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

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

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

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

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

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

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

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

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

## Form 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: Supply of Buprenorphine (2mg)+ Naloxone (0.5mg) Sublingual tablet, blister pack to Myanmar**

**e-Sourcing Reference No. ITB/2024/52807, dated [10-July-2024]**

We, the undersigned, declare that:

- a. We have examined and have no reservations to the bidding documents, including amendments No.: [Insert the number and issuing date of each amendment];
- b. 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
- c. 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];
- d. 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];
- e. Our bid shall be valid for the period of time of [90 days] 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;
- f. If our bid is accepted, and if so requested in **Bid Particulars**, we commit to obtain a performance security in accordance with Instructions to Bidders Article 34 and the General Conditions of the Contract;
- g. 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;
- h. 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.
- i. 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;
- j. We embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact;
- k. 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/DPD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 4, Eligibility;
- l. 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.
- m. 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**e-Sourcing Reference No: **ITB/2024/52807**Name of Bidder: **[insert name of bidder]**

As defined in Instructions to bidders, Article 3, bidders shall not submit more than one quotation and alternative quotations shall not be allowed.

1. The bidders can round up the quantities to higher side matching with the available pack size.
2. UNOPS keeps the right to accept the bottle/blister packaging for the lot where none of the bidders is found to be compliant with blister/bottle packaging requirements and if they are found to be still convenient for use in the Programme.

Currency	MMK or USD
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Item No	Product Description	Unit	Total Required Quantity in Unit	Offered Pack size	Offered Unit	Manufacturer & Country of Origin	Pharmacopeia Standard	Total Offered Qty in Unit (a)	FCA (Supplier's warehouse/Port of Origin)	
									Unit Price (b)	Total Price (a x b)
1	Buprenorphine (2mg)+ Naloxone (0.5mg) Sublingual tablet, blister pack	Sublingual tablet	855,008							
Freight Cost up to Yangon Airport under CPT incoterms										
Total Offered Price										

**Note:** \* Quoted prices shall be **net of Duties and Taxes**, as UNOPS is exempted from paying taxes.

**The bidder is requested to fill the following shipment information**

Item No	Approx Gross weight in kg	Approx volume of the shipment	Port of Origin
1			

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

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

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

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

## Form D: Technical Bid Form

e-Sourcing reference no: **ITB/2024/52807**

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 quotation.**

### A. Technical specifications for Goods – Comparative Data Table

**All the quality certificates shall be included along with the bid.**

Item No	Item Description	Unit	Total Required Quantity in Unit	Compliant Yes/No	If No, Provide comments
1	Buprenorphine (2mg)+ Naloxone (0.5mg ) Sublingual tablet, blister pack	Sublingual tablet	855,008	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert details

No	Description	Compliant Yes / No	If No, Provide comments
1	<b>Standard requirements:</b> <ul style="list-style-type: none"> <li>The required Finished Pharmaceutical Products (FPPs) should meet the requirements of the pharmaceutical legislation and regulation of the country of origin for manufacturers. Country of origin means here the country where the finished product is manufactured.</li> <li>FPPs should also be compliant with monographs set by WHO International Pharmacopeia (Int Ph), United States Pharmacopoeia (USP), British Pharmacopeia (BP) and European Pharmacopeia. Where monographs are not available in house specifications will be acceptable.</li> <li>Labelling and package inserts shall be in English.</li> </ul>		
2	<b>Quality Assurance Requirements:</b> <p>The below quality assurance documents are required to be provided along with your offer.</p> <ol style="list-style-type: none"> <li>The manufacturer whose product is being offered by the bidder should have a valid Manufacturing and marketing license/ registration of offered product with the competent National Drug Regulatory Authority (NDRA) of the country the manufacturer.</li> <li>The offered product should be registered/ approved by the National Drug Regulatory Authority having at least 3 years of manufacturing and marketing this product in the country of manufacture or international market.</li> <li>A valid GMP certificate issued by the NDRA of the country of Manufacturer based on the WHO Guidelines.</li> </ol>		

**Packaging and Labelling Specifications – Comparative Data Table**

No	Packaging and Labelling Requirement	Compliant (Yes/No)
1	<p><b>Packaging and Labelling Specifications</b></p> <ul style="list-style-type: none"> <li>a. Packaging and labelling components (e.g., <i>bottles, closures, and labelling</i>) should also meet specifications suitable for distribution, storage, and use in a climate similar to that prevailing in Myanmar. All packaging must be properly sealed and tamper-proof <i>and packaging components must meet the latest compendium standards and be approved for pharmaceutical packaging by the manufacturer's National Regulatory Authority.</i></li> <li>b. All labelling and packaging inserts shall be in English.</li> <li>c. Goods requiring refrigeration or freezing or those that should not fall below a certain minimum temperature for stability must specifically indicate storage requirements on labels and containers and be shipped in special containers to ensure stability in transit from point of shipment to port of entry.</li> <li>d. The packaging shall be done separately for each product.</li> <li>e. The individual containers shall be packed in carton boxes made of strong corrugated cardboard that are: <ul style="list-style-type: none"> <li>✓ suitable to be piled at least 5 boxes high;</li> <li>✓ Sufficiently strong to withstand rough handling and exposure to extreme tropical temperatures and air moisture.</li> <li>✓ Final cartons should be shrink-wrapped in a clear plastic that prevents the product during transportation, storage and handling keeping in view the heavy rains in Myanmar.</li> <li>✓ If there are enough numbers of cartons to form a pallet, palletisation shall be done and protectively wrapped.</li> </ul> </li> <li>f. Outer/shipper cartons must be clearly marked only as follows: <ul style="list-style-type: none"> <li>✓ The international nonproprietary name (INN) or generic name prominently displayed and above the brand name, where a brand name has been given. Brand names should not be bolder or larger than the generic name;</li> <li>✓ The dosage form</li> <li>✓ The active ingredient per unit</li> <li>✓ Strength/concentration of the product;</li> <li>✓ Date of manufacture and expiry (in clear language, no code);</li> <li>✓ Batch number;</li> <li>✓ Content per pack;</li> <li>✓ Instructions for storage;</li> <li>✓ Name and address of the manufacturer;</li> <li>✓ Carton numbering (e.g. 'carton 1/40')</li> </ul> </li> <li>g. All Inner boxes must have the information as follows:</li> </ul>	

	<ul style="list-style-type: none"> <li>✓ The international non-proprietary name (INN) or generic name prominently displayed and above the brand name, where a brand name has been given. Brand names should not be bolder or larger than the generic name;</li> <li>✓ The dosage form</li> <li>✓ The active ingredient per unit</li> <li>✓ Strength/concentration of the product;</li> <li>✓ Date of manufacture and expiry (in clear language, no code);</li> <li>✓ Batch number;</li> <li>✓ Content per pack;</li> <li>✓ Instructions for use;</li> <li>✓ Special instructions for storage;</li> <li>Name and address of the manufacturer;</li> </ul>	
2	<p><b>Quality Control:</b></p> <ul style="list-style-type: none"> <li>• If required, UNOPS may arrange for sample testing for each batch through an independent laboratory, which should not influence the Supplier's regular testing procedures. Suppliers should make provision of providing sufficient samples as samples per batch as required at no extra cost. The samples will be collected at the time of pre-dispatch inspection.</li> <li>• In the event a dispute should arise between UNOPS and the Supplier, a counter analysis will be carried out by an independent neutral accredited laboratory agreed by both UNOPS and the Supplier. If the counter analysis confirms the defect, the cost of such analysis will be borne by the Supplier as well as the replacement and disposal of the defective goods. In the event the independent analysis confirms the quality of the product. The UNOPS will meet all costs for such analysis.</li> <li>• On reception, in case of the detection of a defective product either in the quality of a product or in any other aspects such as packaging, the Supplier will be requested to replace the complete batch at its own cost including removal, shipping and destruction of the defective product as appropriate.</li> </ul>	
3.	<p><b>Standards of Quality Control for Supply</b></p> <p>The successful Supplier will be required to furnish to the Purchaser:</p> <ul style="list-style-type: none"> <li>a. With each consignment, and for each item a certificate of quality control test results concerning quantitative assay, chemical analysis, sterility, pyrogen, content uniformity, microbial limit, and other tests, as applicable to the Goods being supplied and the manufacturer's certificate of analysis;</li> <li>b. Assay methodology of any or all tests if requested;</li> <li>c. Evidence of basis for expiration dating and other stability data concerning the commercial final package upon request.</li> </ul>	
4.	<p><b>Defect:</b></p> <p>On reception, in case of the detection of a defective product either in the quality of a product or in any other aspects such as packaging, the Supplier will be requested to replace the complete batch at its own cost.</p>	



5.	<p><b>Shelf life:</b></p> <p>All goods must bear the following:</p> <ul style="list-style-type: none"> <li>- Date of manufacture; and</li> <li>- Expiry date</li> </ul> <p><b>Remaining shelf life of 80 % on delivery for products with total shelf life of 2 years or less.</b></p> <p><b>Remaining shelf life of 75% on delivery for products with total shelf life of 3 years or more.</b></p> <p><b>UNOPS reserves the right to accept any deviation to the above shelf life due to urgent requirements subject to the acceptability of the end users.</b></p>	
6.	<p><b>Complaints:</b></p> <p>Any complaint from UNOPS or its Sub-Recipients will be handled by the Supplier according to its internal standard operating procedures, and pursuant to the provisions relating to provisions as set out in the General Conditions.</p>	
7.	<p><b>Recall:</b></p> <p>If, after delivery, a batch has to be recalled, for whatever reason, the Supplier will inform UNOPS immediately. The Supplier will replace, at its own cost, all items covered by the recall with goods that fully meet the requirements of the original Purchase Order, and arrange for the collection or destruction of any defective goods.</p>	
8.	<p><b>Sustainability Requirement:</b></p> <p>The bidder must demonstrate that its organisation has an environmental management system in place, which as a minimum shall submit at least one or more of the following.</p> <ul style="list-style-type: none"> <li>• The environmental policy principles of the organisation</li> <li>• The management measures and procedures taken or that will be taken to assess, monitor, measure and mitigate environmental impacts of the business processes/products associated with the execution of the contract;</li> <li>• 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;</li> <li>• Compliance with the environmental legislation applicable to the required performance(s) is guaranteed, ISO 14001 certificate, EMAS or an equivalent certificate.</li> <li>• A written summary of the organisation's approach is provided</li> </ul>	
9.	<p><b>Suppliers commitment to gender equality:</b></p> <p>The bidder shall provide a response that demonstrates its commitment to support gender equality and women's empowerment through its operations.</p>	

**Delivery requirements — Comparative Data Table**

<b>UNOPS Requirements</b>		<b>Is quotation compliant?</b> Bidder to complete	<b>If No, Provide comments</b>
<b>Delivery Schedule</b>	The supplier shall deliver 100% quantity within 60 days of the receipt of import permit/licence. Import permit/licence application in Myanmar will take about 60-90 days.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Submission of shipping documents</b>	<p>The awarded supplier shall provide proforma invoice, and artwork immediately after signing PO for UNOPS to apply for the import permit which takes about 60-90 days.</p> <p>After receiving the import permit from UNOPS, the awarded supplier shall start the application of export permit immediately, in the country of manufacture/supply depending on the nature of supplier's country. In the meantime, the production shall be started and the readiness time of the product shall be within 60 days after getting import permit from UNOPS.</p> <p>AWB, COA and other shipping documents shall be sent in advance to UNOPS immediately after completion of the production and export permit process from the supplier side. UNOPS will apply for a Tax exemption certificate (TEC). Once the TEC is received, UNOPS will provide the greenlight for the shipment. Please note that the TEC application period may take 4 weeks or more. The shipment shall be made within 10 days of the Green light.</p> <p>The time between the days when shipping documents are provided to UNOPS and the day dispatch clearance is issued is not included in the delivery times mentioned above.</p> <p>In addition to the requirement of shipping documents as mentioned in SCC under Section IV, suppliers need to submit Proforma Invoice, packing list and other related documents (upon request from authority) to UNOPS to proceed with the tax exemption and import clearance. Only after the dispatch clearance is provided by UNOPS, the supplier shall ship the Goods within the time mentioned above.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Delivery place and Incoterms rules</b>	CPT (Yangon AirPort), (Incoterm 2020) Custom clearance will be done by UNOPS.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Mode of Shipment</b>	Air	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Consignee details</b>	United Nations Office for Project Services No. 12(O), Pyithu Lane, 7 Mile, Mayangone Township, Yangon, Myanmar	<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>UNOPS Right to vary requirements</b>	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 <b>not exceed +/- 20%</b> , without any change in the unit prices or other terms and conditions of the ITB.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in above.

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

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

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

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

Form E: Previous Experience Form for last 3 consecutive years preceding the bid opening date

ITB reference no: [ITB/2024/52807]

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 : \_\_\_\_\_

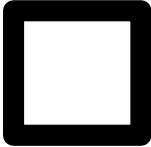
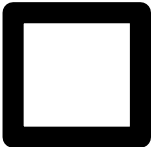
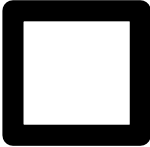
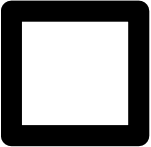
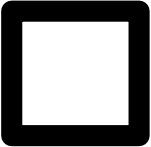
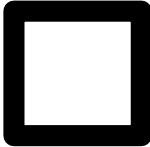
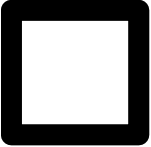
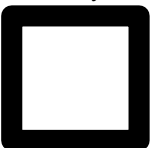
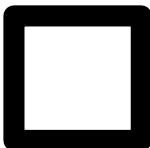
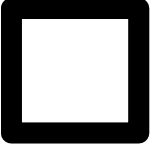
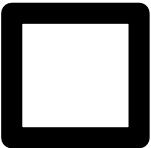
Date : \_\_\_\_\_

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

**Form F: Interagency Product Questionnaire**

**Annex I is enclosed**

**Form G: One UNOPS Vendor Profile Form (For new vendor)****SUPPLIER REGISTRATION FORM****SECTION 1: SUPPLIER INFORMATION**

<b>Supplier/Vendor name, Company name, External individual name or Implementing Partner name</b> (For individuals, please enter your first name, middle name and last name as per your national identification card or passport)		<b>Company registration no.</b> (For companies only)	<b>Valid from</b> (dd/mmm/yyyy)	<b>Valid to</b> (dd/mmm/yyyy)
<b>UNGM Number*</b>		<b>VAT registration no.</b>		
<b>Country</b>		<b>Date of birth</b> (dd/mmm/yyyy)	(For individuals only)	
<b>Identity Document Type</b>	 <b>National ID</b>	 <b>Passport</b>	 <b>Other, please specify:</b>	
<b>Identity document no.</b>		<b>Issue date</b> (dd/mmm/yyyy)		<b>Expiry date</b> (dd/mmm/yyyy)
<b>Supplier Group (Select one of the below options)</b>				
 <b>Company (Private or Public)*</b>	 <b>University/educational institution</b>	 <b>UN Agency</b>		
 <b>External Individual</b>	 <b>IGO(Intergovernmental Organization)</b>	 <b>Government Agency</b>		
 <b>Financial institution (including insurance and banking)</b>	 <b>NGO(Nongovernmental Organization)</b>			

\* UNOPS requires Companies to register with the United Nations Global Marketplace on [www.ungm.org](http://www.ungm.org) (UN supplier database)

**SECTION 2: SUPPLIER CONTACT INFORMATION**

<b>General/permanent street address</b>	
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City					Postal code (ZIP)				
State/province					Country				
Primary Supplier/Vendor focal point contact information					Secondary/alternate contact person				
Name			Title		Name			Title	
Telephone no.		Email			Telephone no.		Email		
SECTION 3: SUPPLIER BANKING INFORMATION (For additional bank accounts, please provide additional forms)									
Name of banking institution					Account Name (please indicate as shown on bankbook/bank account)				
IBAN no.					Bank account no.				
Clearing code/bank code (ACH/routing no/IFSC/sort code)					SWIFT/BIC code				
Branch code					Bank account currency				
Branch name					Bank account type	<div> <input type="checkbox"/> Checking         </div> <div> <input type="checkbox"/> Saving         </div> <div> <input type="checkbox"/> Current         </div> <div> <input type="checkbox"/> Cheque         </div> <div> <input type="checkbox"/> Other, please specify         </div>			
Bank's street address									
City					Postal code (ZIP)				
State/province					Country				
Intermediary/correspondent bank, if applicable									
Name of intermediary bank					Intermediary IBAN no.				
Country of intermediary bank			SWIFT/BIC				Clearing code/ban		

		code		k code	
Information provided on this registration form will be treated in accordance with UNOPS's EOD on Privacy and Information Security and its related data protection and data retention policies. Digital signatures are accepted only if they can be validated by UNOPS. Incomplete or erroneous information may prevent payment to your account. Any loss due to any error or irregularity in the information submitted by the Supplier/Vendor will be borne by the Supplier/Vendor.					
Supplier/Supplier's Representative's Signature and Stamp				Date and Place	

SECTION 4: SUBMISSION INFORMATION (for UNOPS focal point to complete)

oneUNOPS supplier no.	Is this new or an update to an existing supplier profile?	Bank detail change	UNGM Ineligibility Lists/ Claims Log check	Supplier/Vendor have direct agreement /contract with UNOPS	Supplier/Vendor paid via cash supplier?
	<div><div>New</div><div>Update existing supplier</div></div>	<div><div>Yes</div><div>No</div></div>	<div><div>Yes</div><div>No</div></div>	<div><div>Yes</div><div>No</div></div>	<div><div>Yes</div><div>No</div></div>
Name of Requester (UN) (First name/last name/extension)		I hereby confirm that I have followed the Procurement Manual or the grant support policy (if applicable) and the information submitted is accurate.			
		Signature of Requester		Date	