RFQ/2024/53000

**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 your quotation.**

The following returnable forms are part of this RFQ and must be completed and returned by bidders as part of their Quotation.

* + Form A: Quotation Submission Form
  + Form B: Price Schedule Form
  + Form C: Technical Quotation Form.
  + Form D: Previous Experience Form
  + Form E: Manufacturer's Authorization form

**Form A: Quotation 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: Quotation for the supply of** [***Insert a brief description of goods/services*]****in**[***Name of country/city*],** RFQ Case No. [Insert RFQ ref. number], dated **[insert date]**

We, the undersigned, declare that:

* 1. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract;
  2. Our quotation shall be valid for the period of time of [insert number of days which shall not be less than the specified in Section I: RFQ Particulars, Period of Validity of Quotations] from the date fixed for the submission deadline as set out in the RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
  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. [If you have any actual or potential conflict of interest as defined in Article 3 of Section II: Instructions to Bidders, please disclose it here];
  4. Our firm confirms that the offeror 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;
  5. 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 3, Eligibility;
  6. We embrace the UN Supplier Code of Conduct and adhere to the principles of the UN Global Compact;
  7. 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;
  8. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFQ and will not engage in any such activity during the performance of any Contract awarded.

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

Name: [complete]

Title: [complete]

Date: [complete]

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

Provide the name and contact information for the primary contact from your company for this quotation:

# Form B: Price Schedule Form

Bidders shall fill in this Price Schedule Form in accordance with the instructions indicated.

RFQ reference no: [insert RFQ reference No.]

**Bid Summary**

| **Bidder’s Total prices FCA (Price of goods FCA + Related Services)** | [insert amount and currency] |
| --- | --- |
| **Freight Cost** | [insert amount and currency] |
| **Insurance cost** | [insert amount and currency] |
| **Customs clearance costs at final destination** | [insert amount and currency] |
| **Other costs, if any** | [insert amount and currency] |
| **Total Price of Goods DAP Ethiopian Public Health Institution Addis Ababa Ethiopia, including custom clearance handling and offloading at final destination** | [insert amount and currency] |

**Lot one: Prices for\_ Laboratory Equipments**

| **S/N** | **Item name/Item description** | **Unit** | **Quantity Required**  **(a)** | **Currency USD** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Unit price FCA (b)** | **Unit price DAP (c)** | **Total price FCA (a)x(b)** | **Total price**  **DAP (a)x(c)** |
| **1** | **RM Value Apparatus** | **pcs** | **6** |  |  |  |  |
| **2** | **C18 solid phase extraction SPE cartridge** | **pack of 30** | **8** |  |  |  |  |
| **3** | **Vacuum Desiccator with Collar valve, 250 x 330** | **pcs** | **2** |  |  |  |  |
| **4** | **Reflux Condensers, Coil Type and Full Length with 24/40 Joints** | **pcs** | **1** |  |  |  |  |
| **5** | **Milk Analyzer** | **pcs** | **1** |  |  |  |  |
| **6** | **General Purpose Water Baths** | **pcs** | **1** |  |  |  |  |
| **7** | **FT- NIR Spectrometer** | **pcs** | **1** |  |  |  |  |
| **8** | **Glass filter crucible** | **Pcs** | **30** |  |  |  |  |
| **9** | **Hot Plate** | **Pcs** | **1** |  |  |  |  |
| **10** | **Glass Lactometer with 100 mL Plastic Test Jar** | **pcs** | **2** |  |  |  |  |
| **11** | **pH/mV metre** | **psc** | **1** |  |  |  |  |
| **12** | **Saftey Tongs** | **pcs** | **1** |  |  |  |  |
| **13** | **Fully Automated Rapid**  **Bacterial Identification &**  **Drug Susceptibility**  **System**  **Model: Vitek 2 Compact 60**  **or**  **Equivalent** | **piece** | **1** |  |  |  |  |
|  | **Total price FCA** | | |  |  |  |  |
|  | **Total Price DAP** | | |  |  |  |  |

**N.B:** UNOPS reserves the right to award a contract on either FCA or DAP bases

**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** |
|  |  |  |  |

**Port of Origin:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment terms 30 days accepted: ☐ Yes

**Bidder’s discount for accelerated payment:** \_\_\_\_% of total firm price for each calendar day less than thirty (30) days

**List of subcontractors or suppliers**

Bidder must identify the names of all subcontractors/suppliers who will be providing good/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 quotation and bind [***insert full name of Bidder***] should UNOPS accept this quotation:

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

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

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

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

# Form C: Technical Quotation Form

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of Bidder]

Bidders are required to complete the **Comparative Data Tables** included in Section III: 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.

**Lot 1: Technical specifications for goods – Comparative Data Table**

| **S/N** | **Item name/Item**  **description** | **Technical Specifications** | | **Unit** | **Quantity Required** | **Is quotation compliant? Bidder to complete** | **Details of goods offered.**  **Bidder to complete** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | **RM Value**  **Apparatus** | Material: Borosilicate Glass  Capacity: 300 Millilitres | | pcs | 6 | ☐ Yes ☐ No | Insert details of goods offered, | | |
| 2 | **C18 solid phase**  **extraction SPE**  **cartridge** | Column capacity:6 ml Particle size: 40 to 60 µm Bed  weight: 1000 mg | | pack of 30 | 8 | ☐ Yes ☐ No | Insert details of goods offered, | | |
| 3 | **Vacuum Desiccator**  **with Collar valve,** | Material: Soda-lime glass or better  Capacity: (250 mm diameter and 330 mm Height)+/- 10% | | pcs | 2 | ☐ Yes ☐ No | Insert details of goods offered, | | |
| 4 | **Reflux Condensers,**  **Coil Type and Full**  **Length with 24/40**  **Joints** | Material: Borosilicate Glass  Standard Taper Joint No: 24/40  Certifications/Compliance: USP Type I or ASTM E438  Type I class A, or or equivalent | | pcs | 1 | ☐ Yes ☐ No | Insert details of goods offered, | | |
| 5 | **Milk Analyzer** | **Parameter** | **Measuring range and Accuracy** | pcs | 1 | ☐ Yes ☐ No | Insert details of goods offered, | | |
| Milk Density | * Measuring range= 1,0260 g/cm3 to 1,0330 g/cm3 * Accuracy = +/-0.0005 g/cm3 or better |
| Protein | * Measuring range= 2% - 6% * Accuracy= +/- 0.2% |
| Freezing Point | * Measuring range= 0 to -1.000 Degree C * Accuracy= +/- 0.015 Degree C |
| Added Water to Milk | * Measuring range = 0% to 60% * Accuracy = +/- 5% |  |
| Lactose | * Measuring range = 0.5% to 6% * Accuracy = +/- 0.2% |
| Conductivity | * Measuring range = 1 to 10 mS/cm * Accuracy = +/- 1 % (18 Degree C) |
| Ambient Air Temperature | * Measuring range = 10 Degree to 30 Degree C |
| Milk Temperature | * Measuring range = 5 Degree to 35 Degree C |
| Relative Humidity | * Measuring range = 30% to 80% |
| **General requirements:** | |
| AC power supply  voltage | 220-240 V AC |
| Quality assurance  requirement | The bidder shall provide:  ISO 13485: certificate or an equivalent Quality Management System recognized by one of the  Regulatory Authorities of the Founding Members of GHTF shall be submitted along with the bid |
| Installation | Bidder should demonstrate the Installation Qualification (IQ), OQ (Operational Qualification), PQ (Performance Qualification) according to manufacturer instructions. Instrument should be installed according to manufacturer instruction at the customer site without any additional cost |
| Local Agent | Should have a local agent/dealer to  support installation, commissioning and complete  training on operation and maintenance of instrument.  If not, it has to commit/agree to arrange a local agent/dealer within a week (7 days) after award. |
| Warranty | Minimum of two-years warranty on the complete system. |
| Manuals | English version operational and maintenance manual  in hard copy & soft copy shall be supplied |
| 6 | **General Purpose**  **Water Baths** | **Parameter** | **Requirement** | pcs | **1** |  |  | | |
| Chamber Capacity | 10L-15L | ☐ Yes ☐ No | Insert details of goods offered, | | |
| Chamber Material | Stainless Steel |
| Temperature Range | Ambient to 100°C |
| Temperature Stability | ±0.2°C |
| Temperature Uniformity | ±0.2°C |
| Controller Type | Digital |
| Display | Monochrome LCD or better |
| Heating Capacity | Minimum 800 w |
| **General requirements:** | |
| Quality assurance  requirement | The bidder shall provide ISO 13485: certificate  or an equivalent Quality Management System recognized by one of the Regulatory Authorities  of the Founding Members of GHTF shall be  submitted along with the bid |
| Warranty | Minimum of one-year warranty on the complete  system. |
| Manuals | English version operational and maintenance  manual in hard copy & soft copy shall be  supplied |
| 7 | **FT- NIR**  **Spectrometer** | **Parameter** | **Requirement** | pcs | **1** |  |  |  |  |
| Brand |  | ☐ Yes ☐ No | Insert details of goods offered, | | |
| Model |  |
| Country of Origin |  |
|  | The system should be fully sealed and desiccated. |
| Wavelength range | 850-2500 nm |
| Spectral Resolution: | ≤1 cm-1 or better |
| Wavelength Accuracy: | 0.05 nm or better |
| Wavelength Repeatability: | 0.005 nm or better |
| Wavelength selection: | Interferometer |
| Source: | Tungsten halogen source. |
| Detector type: | High sensitivity Si-InGaAs |
| Analysis time: | ≤ 40 S |
| Analysis time: | Analysis time: Transmission |
| Sample temperature (min): | ≤ RT+ 10 °C |
| Sample temperature (max): | ≥ 80 °C |
|  | It should be suitable for liquids, semi-solids, solids, and processed food samples. Simultaneous frequency measurement. System purging should be available. |
| Connectivity: | USB/RS232 |
| Reflectance: | Near-Infrared Reflectance Analysis (NIRA) system |
| Quantitative analysis: | Appropriate for quantitative analysis |
| Data system: | Suitable and appropriate for communication and signal sampling |
| Software: | A software platform incorporates all of the functions required for infrared analyses; instrument control, data manipulation and analysis, and flexible report utilities |
| Working environment temperature: | ≥15-40 °C |
| Working environment humidity: | ≥ 20-80% |
| Working altitude above sea level: | ≥ 2,400 m |
| Power supply: | 220-240 V, 50-60 Hz, European plug, Single phase main supply |
| **Following items should be supplied with the instrument** | |
| PC: | CPU (≥4GB RAM, 500 GB hard), LCD/LED/OLED Monitor (≥17''), printer, Windows XP or highest licence software should be supplied with the instrument |
| Licence | latest and upgradable instrument software |
|  | NIST-traceable standards for validation |
| Installation | Bidder should demonstrate the Installation Qualification (IQ), OQ (Operational Qualification), PQ (Performance Qualification) according to manufacturer instructions. Instrument should be installed according to manufacturer instruction at the customer site without any additional cost |
| Accessaries | All standard accessories shall be supplied |
| Warranty: | 2-years comprehensive warranty for the system should be provided from the manufacturer |
| Manufacturer's authorization letter | Confirming the bidder's authority to sell brand-new, non-refurbished, and traceable products in Ethiopia |
| Local Agent | Should have a local agent/dealer to support installation, commissioning and complete training on operation and maintenance of instrument. If not, it has to commit/agree to arrange a local agent/dealer within a week (7 days) after award. |
| Manual | One set of operation manual and service manual (English language) should be supplied with instruments. |
| Quality assurance requirement: | Manufacturer ISO 9001 or ISO 13485 certificate (English version should be provided with offer). Product should be USFDA approved or comply with CE (Conformity of Europeans via notified body or declaration of conformity) certificate |
| Shipping information | Should display the project logo, project name, UNOPS logo and end-user name each cartoon for easy identification during shipping |
| 8 | **Glass filter**  **crucible** | Material: Borosilicate Glass  Capacity 30 – 50 ml Disc diameter 30 – 46 mm  Having a fitted borosilicate/Silica plate of mean pore diameter 40 to 90 micrometre | | pcs | 30 | ☐ Yes ☐ No | Insert details of goods offered, | | |
| 9 | **Hot Plate** | **Parameter** | **Requirement** | pcs | **1** |  |  | | |
| Highest temperature  (℃) | 250℃ or better | ☐ Yes ☐ No | Insert details of goods offered, | | |
| Body material | Stainless steel |
| Plate material | Aluminium or Ceramic or stainless steel. |
| Temperature range  (plate surface temperature) | Adjustable heating range (starting from 0℃ to the max) |
| Temperature control accuracy | ±7.5 °C or better |
| Approximate Plate  dimensions (mm) | Min dimension 450 x 300mm |
| Power supply | AC220V 50Hz |
| Certifications | The bidder shall provide:ISO 9001: certificate or equivalent |
| Warranty | One-year warranty on the  complete system. |
| 10 | **Glass Lactometer**  **with 100 mL Plastic Test Jar** | Material: Borosilicate Glass  Measuring range : (g/mL) 1.020-1.040  Reference temperature 20°C | | pcs | 2 | ☐ Yes ☐ No | Insert details of goods offered, | | |
| 11 | **PH/mV meter** | * pH Range: -2.00 to 18.00 * pH Resolution: 0.01 * pH Accuracy: ±:0.01 * mV Range: 2000 to 2000mv * mV Resolution: 1mV * mV Accuracy: ±1mV | | pcs | 1 | ☐ Yes ☐ No | Insert details of goods offered, | | |
| 12 | **Safety Tongs** | Length = 508mm - 600mm,  Material : Stainless steel (Stainless steel tongs with serrated tapered tips,  which meet precisely when closed, )  For Laboratory purpose | | pcs | 1 | ☐ Yes ☐ No | Insert details of goods offered, | | |
| 13 | **Fully Automated**  **Rapid Bacterial Identification**  **&**  **Drug Susceptibility**  **System**  **Model: Vitek 2**  **Compact 60**  or  **Equivalent** | 1. Compact and fully automated system for identification of bacteria and yeasts & antibiotic susceptibility testing 2. Intuitive software 3. Voltage 220/240 VAC at 50/60 Hz 4. Easy to handle; a “Load and Go system” 5. Capacity 60 cards/tests 6. Same day results for both identification and antibacterial susceptibility   testing Accessories, consumables and Startup reagents included dimensions  72 x 68 x 60 cm   1. Environmental requirements: Operating ambient temperature range of 15°C   to 30°C. Operating humidity range: 20% to 80% relative humidity, non-condensing   1. Connections: 4 instruments can be connected to the same PC 2. Heat dissipated: 1025 BTU/Hr. (nominal) 3. Altitude: Up to 2,000 m | | pcs | 1 | ☐ Yes ☐ No | Insert details of goods offered, | | |
| **General Requirement** | |
| Manufacturer/Dealer  Authorization | Confirming the bidder's authority to sell brand-new, non-refurbished, and traceable products in Ethiopia |
| Certifications/Compliance | The bidder shall provide:ISO 13485: certificate  or an equivalent Quality Management System recognized by one of the Regulatory Authorities of the Founding Members of GHTF shall be submitted along with the  bid |
| Warranty | Minimum of two-years warranty on the  complete system. |
| Installation | Bidder should demonstrate the Installation Qualification (IQ), OQ (Operational Qualification), PQ (Performance Qualification) according to manufacturer instructions. Instrument should be installed according to manufacturer instruction at the customer site without any additional cost |
| Local Agent | Should have a local agent/dealer to support  installation, commissioning and training activities.  If not, it has to commit/agree to arrange a local agent/dealer within a week (7 days) after award. |
| Manuals | English version operational and maintenance manual in hard copy & soft copy shall be supplied |

**Delivery requirements –– Comparative Data Table**

| **UNOPS Requirements** | | **Is quotation compliant?** Bidder to complete | **Details**  Bidder to complete |
| --- | --- | --- | --- |
| **Sustainability Requirements II** | The bidder shall describe and provide support documentation on their approach towards ensuring Health and Safety in its organization including the reduction of Health and Safety related incidents | ☐ Yes ☐ No | Insert details |
| **Delivery time** | Bidder shall deliver the goods FCA 60 days or DAP 90 days after Contract signature. | ☐ Yes ☐ No | Insert details |
| **Delivery place and Incoterms rules** | DAP, Ethiopian Public Health Institution, Addis Ababa Ethiopia, as per Incoterms 2020 including customs clearance | ☐ Yes ☐ No | Insert details |

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in **Section III: Schedule of Requirements**.

☐ Yes ☐ No

ANY DEVIATION MUST BE LISTED BELOW:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

## 

# Form D: Previous experience form

RFQ reference no: [insert RFQ reference No.]

Name of Bidder: [insert name of Bidder]

| **Description of services/goods** | **Country** | **Total amount of Contract** | **Contract Identification and Title and**  **Contact details of Client**  **(Name, Address, telephone, email, fax)** | **Year project was undertaken** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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

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

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

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

**Form E: Manufacturer’s Authorization Form**

A letter issued by the manufacturer authorising 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 RFQ 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]***

**75 00ax: +45 45 33 75 01**