Section III: Returnable Bidding Forms

eSourcing reference: ITB/2024/52841

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 Biding 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
* Form B: Bid Submission Form
* Form C: Technical Bid Form
* Form D: Financial Bid Form
* Form E: Performance Statement Form
  + Form F: No Adverse Action Confirmation Form
  + Form G: Manufacturer Authorization Form
  + Form H: Checklist Form

Form A: Joint Venture Partner Information Form

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

ITB reference no: ITB/2024/52841

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 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: Bid for the supply of** [***Insert a brief description of goods/services*]** **in** [**Name of country/city],** ITB Case No. ITB/2024/52841**,** 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 judgment or pending legal action against them that could impair their operations in the foreseeable future;
  5. Our firm confirms that the Bidder and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
  6. We embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact;
  7. Our firm, its affiliates or subsidiaries – including any subcontractors or suppliers for any part of the contract – has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/PD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 4, Eligibility;
  8. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this ITB and will not engage in any such activity during the performance of any contract awarded;
  9. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

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

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

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

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

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

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

Form C: Technical Bid Form

ITB reference no: ITB/2024/52841

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

**Bidders shall fill in the Annex 1\_Form C\_Technical Bid Form\_ITB52841**

Bidders shall only complete the sheets corresponding to the Lot(s) for which the Bidders want to submit an offer.

Form D: Financial Bid Form

ITB reference no: ITB/2024/52841

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

**Bidders shall fill in the Annex 2\_Form D\_Financial Bid Form\_ITB52841**

Bidders shall only complete the sheets corresponding to the Lot(s) for which the Bidders want to submit an offer.

Form E: Performance Statement Form

Bidders must use the form below to demonstrate compliance to relevant *Qualification Criteria*.

ITB reference no: ITB/2024/52841

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 supplies of goods satisfactory** | **Name of Supporting document[[1]](#footnote-2):** | **Contact details of Purchaser: Name, email and phone number** |
| **As per Contract** | **Actual** |
|  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

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

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

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

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

Form F: No Adverse Action Confirmation Form

ITB reference no: ITB/2024/52841

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

This is to certify that [delete unwanted option]:

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

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

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

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

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

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

Form G: 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: ITB/2024/52841

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

To: UNOPS Headquarters, Marmorvej 51, DK-2100 Copenhagen, Denmark

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 for 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]*

**Form H: Checklist Form**

Bidders are requested to complete this form and return it as part of their bid submission and provide all documents listed below.

ITB reference no: ITB/2024/52841

Name of Bidder: [insert name of Bidder]

Date: [insert submission date]

**For the Main Tender**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **List of documents to be submitted (all mandatory)**  **Forms/Questionnaire must be completed, signed, and stamped.** | **Document submitted? Yes/No** | **If No, please provide a reason** |
| 1 | Form A: Joint Venture Partner Information Form (mandatory for JVs) |  |  |
| 2 | Form B: Bid Submission Form |  |  |
| 3 | Form C: Technical Bid Form (Annex 1\_Form C\_Technical Bid Form\_ITB52841) |  |  |
| 4 | Form D: Financial Bid Form (Annex 2\_Form D\_Financial Bid Form\_ITB52841) |  |  |
| 5 | Form E: Performance Statement Form with copy of invoices, final receipt certificate, delivery note, or its equivalent |  |  |
| 6 | Form F: No Adverse Action Confirmation Form |  |  |
| 7 | Form H: Check List Form |  |  |
| 8 | Copy of Bidder valid Business License / Certificate of incorporation |  |  |
| 9 | For JVs, copy of valid Business licenses / Certificates of incorporation of all parties constituting the JV / consortium (when applicable) |  |  |
| 10 | Copy of audited financial statements for the last 3 years |  |  |
| 11 | DRIVE Supplier Sustainability Questionnaire |  |  |
| 12 | Document from Bidder that provides a summary of its approach to manage environmental and social (E&S) risks and impacts or formal management/action plan for E&S risks and impacts or Organization is compliant with ISO 14001 or equivalent |  |  |
| 13 | Clear statement or supporting document outlining how gender is internally mainstreamed |  |  |

**For LOT 1 and LOT 2: IGRA Enzyme-linked immunosorbent assay (ELISA) Test and**

**IGRA Enzyme-linked immunospot (ELISPOT) Test**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **List of documents to be submitted (all mandatory) for all items offered (where applicable)** | **Mandatory**  **or**  **Optional** | **Document submitted? Yes/No** | **If No, please provide a reason** |
| **Manufacturer documentation:** | | | | |
| 14 | Form G: Manufacturer Authorization Form (when Bidder is not the manufacturer of the product/s offered | Mandatory |  |  |
| 15 | Copy of License of manufacturer of product offered by the National Regulatory Agency in country of manufacture (country of origin) | Mandatory |  |  |
| 16 | Copy of valid ISO 13485 certificate of manufacturer of product offered for the products classified as medical device and/or IVD or applicable equivalent quality management system certificate as assessed by a competent conformity assessment body (CAB) recognized by the regulatory authority of one of the former GHTF founding member | Mandatory |  |  |
| 17 | Copy of valid ISO9001 certificate of manufacturer of product offered for products not classified as medical device and/or IVD or applicable equivalent quality management system certificate as assessed by a competent CAB. | Mandatory |  |  |
| 18 | Copy of valid regulatory authority certificate for the products classified as medical device and/or IVD from at least one of the former GHTF founding member for the appropriate risk classification and intended use. | Mandatory |  |  |
| 19 | Copy of the valid Declaration of conformity – DoC (where applicable) | Mandatory |  |  |
| 20 | Copy of the Safety data sheet for each of the products offered (where applicable) | Mandatory |  |  |
| 21 | Copy of report/document/declaration supporting the total shelf life of the product and its storage conditions (where applicable) | Mandatory |  |  |
| 22 | Copy of a sample of Certificate of Analysis (CoA)/Test report of each of the products offered (where applicable) | Optional |  |  |
| 23 | List of countries in which product has regulatory marketing authorization/registration | Optional |  |  |
| **Technical documentation** | | | | |
| 24 | Copy of the “technical data sheet” for each item offered, minimum in English | Mandatory |  |  |
| 25 | Copy of “brochure or flyer” for each item offered | Optional |  |  |
| 26 | Copy of a sample of Certificate of Origin (CoO) of each item offered (where applicable) | Optional |  |  |

1. For each experience submit invoices, final receipt certificate, delivery note, or its equivalent. [↑](#footnote-ref-2)