**Section III: Returnable Bidding Forms**

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

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: Performance Statement Form
  + Form F: No Adverse Action Confirmation Form
  + Form G: Manufacturer’s Authorization Form
  + DRIVE Supplier Sustainability Questionnaire

**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/2024/53361

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 Binocular Compound Biological Microscope**

**ITB Case No. ITB/2024/53361,** 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 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;
  2. If our bid is accepted, and if so requested in Section I: ITB Particulars, 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 authorized by [***insert full name of bidder (Company Name)***] to sign this bid and bind [***insert full name of bidder (Company Name)***] should UNOPS accept this bid:

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

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

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

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

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

**Form C: Price Schedule Form**

ITB reference no: ITB/2024/53361

Name of Bidder: [insert name of bidder]

Bidders shall fill in these Price Schedule Forms in accordance with the instructions indicated.

**Prices for Goods**

| **Currency** | United States Dollar |
| --- | --- |

**Price for Goods**

| **No** | | **Description of Goods** | | **UoM** | **Quantity**  **(a)** | **Unit Price**  **(Before VAT)** | | **Total Price**  **(Before VAT)** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FCA\***  **(b)** | **DAP-CMS, Clearance Included\*\***  **(c)** | **FCA\***  **(a)x(b)** | **DAP-CMS, Clearance Included\*\***  **(a)x(c)** |
| 1 | | Binocular Compound Biological Microscope | | Unit | 65 Units |  |  |  |  |
| **Sub Total Before VAT** | | | |  |  |  |  |  |  |
| **VAT-10%**  **(For Local Bidders)** | | | |  |  |  |  |  |  |
| **Total After VAT**  **(For Local Bidders)** | | | |  |  |  |  |  |  |

**Note:** Evaluation will be based on DAP prices but UNOPS reserves the right to award contract in DAP or FCA terms depending on what best serves the interest of the project and UNOPS.

FCA\*……………………………………….Country……………………………

(Supplier to fill in the place of delivery with detailed address)

Payment terms: Within 30 days - accepted: ☐ Yes

**Remark:**

**DAP–CMS, Customs Clearance Included, Phnom Penh, Cambodia, Incoterms-2020.**

* Please note that Global Fund procurements are exempted from all local duties and taxes of the Kingdom of Cambodia, hence your quoted price shall not include any tax component. UNOPS will therefore provide documents/letters to the contracted supplier for their application for tax exemption.
* However, the bidder is responsible for customs clearance and delivery of the goods to the final destination as stated in the ITB documents and therefore the supplier bears all costs and risks involved in delivering the goods to the delivery destination.

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

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

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

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

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

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

**Form D: Technical Bid Form**

ITB reference no: ITB/2024/53361

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.

1. **The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Purchaser’s satisfaction, that the product offered ensures substantial equivalence or is superior in quality to those specified in the Schedule of Requirements.**
2. **The products offered shall be manufactured with some quality standards. UNOPS may ask for additional quality related documents during the evaluation, if required, and consider those for technical evaluation.**

**A. Summary of Required Goods – Comparative Data Table**

| **No** | **Description of Goods** | **UoM** | **Quantity** | **Is Bid compliant?**  Bidder to complete | **Details of goods offered.**  Bidder to complete  Insert details of goods offered |
| --- | --- | --- | --- | --- | --- |
| 1 | **Binocular Compound Biological Microscope** | Unit | 65  Units | ☐ Yes ☐ No | Brand Name/Trade Mark: ……  Name of Manufacturer:…..  Country of Manufacture:….  Product Catalogue/Model No:……  Link to Website of offered product:…… |

**B. Technical Specifications – Comparative Data Table**

| **No** | **Required Goods** | **UNOPS Minimum Requirements** | | **Qty** | **Is the Bid Compliant?** Bidder to Complete | **Details of goods offered.** Bidder to complete if any |
| --- | --- | --- | --- | --- | --- | --- |
| **1** | **Binocular Compound Biological Microscope** | **Type** | Binocular Compound Biological Microscope | 65  Units | ☐ Yes ☐ No | ……………… |
| **Viewing Posture/Head** | Binocular observation tube, inclined at 30° | ☐ Yes ☐ No | Please specify the inclination:... ° |
| Variable diopter ring equipped on eyepiece tubes | ☐ Yes ☐ No | ……………… |
| **Eyepieces** | One pair of 10X F.N. on or any point between the range of 18mm-21mm | ☐ Yes ☐ No | ……………… |
| **Interpupillary Distance** | 45-80mm | ☐ Yes ☐ No | Please specify the Interpupillary Distance of offered product: ….. |
| **Nose Piece** | Quadruple revolving nose piece with positive click stops provided with Ribbed grip for easy rotation mounted on a precision ball bearing mechanism for smooth and accurate alignment. | ☐ Yes ☐ No | ……………… |
| **Objective Lens** | 4X achromatic anti-fungus  10X achromatic anti-fungus  40X achromatic anti-fungus  100X achromatic anti-fungus | ☐ Yes ☐ No | ……………… |
| **Optical/**  **Objective System** | Universal Infinity Corrected Optical System | ☐ Yes ☐ No | ……………… |
| **Stage** | Mechanical stage with graduated slide holder  Stage drive controls with stage movement in XY direction on rack and pinion | ☐ Yes ☐ No | ……………… |
| **Condenser** | Manual Abbe condenser with N.A. of up to 1.25  Aperture iris diaphragm with filter | ☐ Yes ☐ No | ……………… |
| **Focusing** | Coaxial coarse and fine adjustment mechanisms with:  (i) Coarse focus knob  (ii) Fine focus knob | ☐ Yes ☐ No | ……………… |
| **Illumination** | 6v 30w halogen bulb, Koehler Illuminator | ☐ Yes ☐ No | Please specify:..... |
| **Power Supply** | 220V, 50/60 Hz  Universal adaptor with voltage surge protection and a power cord with tandem plug shall be supplied with each microscope. | ☐ Yes ☐ No | ……………… |
| **Weight** | 7-9Kgs | ☐ Yes ☐ No | Please specify:..... |
| **Usage** | For observing cells, tissues as well as other biological specimens.at professional medical/laboratory research centres/health facilities | ☐ Yes ☐ No | ……………… |
| **Accessories** | \* Dust Cover: 1 Pcs  \* Durable Carrying Case: 1 unit  \* One user manual in English language | ☐ Yes ☐ No | ……………… |
| **Brand Name:** | Brand name of product shall be inscribed on the microscope | ☐ Yes ☐ No | ……………… |
| **Warranty** | 1 year on parts and services after delivery | ☐ Yes ☐ No | ……………… |
| **Packaging and Labelling** | **Packaging and Labelling should be as follows:**  a) Should be standard as per the regulations applicable.  b) Special packaging and notification is required for easily breakable material.  c) All Labelling and packaging inserts shall be in at least English language.  d) Special labelling is required for toxic and hazardous products shall indicate the necessary warnings as required.  e) Should be strong enough for transport and to resist any mishandling. | ☐ Yes ☐ No | ……………… |
| **Spare parts** | **Service Requirements for spare parts:**  Bidder shall provide confirmation on availability of spare parts/consumables for 3 years to be procured, as and when required, on payment.  In the event of any correction of defects or replacement of defective material during the warranty period, the warranty for the corrected/replaced materials shall be extended to a further period of 12 months. | ☐ Yes ☐ No | ……………… |
| **Related Service** | **List of Related Services and Completion Schedule:**  The supplier may be required to provide the following services, including additional services, if any, specified in Special Condition of Contract (SCC):   1. Performance of the on-site assembly and/or start-up of the supplied Goods. 2. Furnishing of tools required for assembly and/or maintenance of the supplied Goods. 3. Furnishing of detailed operations and maintenance manuals for the supplied Goods. 4. Provision of preventive maintenance for the supplied goods at least one time during the warranty period. | ☐ Yes ☐ No | ……………… |
| **Quality Certificates** | The offered product shall comply with ISO 13485/CE or an equivalent Quality Management System recognized by one of the founding members of GHTF countries  Valid ISO/CE/Equivalent QMS certificate of manufacturer of offered product shall be submitted. | ☐ Yes ☐ No | Please specify document provided:..... |

**C. Delivery Requirements – Comparative Data Table**

| **UNOPS Minimum Requirements** | | **Is the Bid Compliant?** Bidder to Complete | **Details of goods offered.** Bidder to complete if any |
| --- | --- | --- | --- |
| **Delivery time** | Total quantity shall be delivered within 8-10 weeks after contract signature. | ☐ Yes ☐ No | ……………… |
| **Incoterms** | DAP-CMS, Customs Clearance included, Phnom Penh, Cambodia. Incoterms 2020. | ☐ Yes ☐ No | ……………… |
| **Business Registration Certificate** | Bidder and joint venture partner must be legally registered in the country of operation.  A copied Certificate of Business Registration/Patent/Similar Legal Document of the bidder and joint venture partner must be submitted.  Failure to submit the required document may lead to disqualification. | ☐ Yes ☐ No | ……………… |
| **Product Catalogue/ Picture** | Product catalogue and picture of offered product must be submitted.  Failure to provide the product catalogue and picture of the offered product may lead to disqualification. | ☐ Yes ☐ No | ……………… |
| **Local Service Representative/ Center** | The Bidder must have a representative agent/service centre in Cambodia, which have qualified service engineers having sufficient experience, equipped and able to carry out the after sales service on parts and repair during warranty period.  Complaints should be attended properly maximum within 48 hrs including the travel time.  Bidder shall submit the details of such agent including its past experience in providing similar services in Cambodia.  The Bidder shall provide the Certificate of Business Registration/Patent/Similar Legal Document of, address(es) of its Agent(s) / Service centre(s) in Cambodia. | ☐ Yes ☐ No | ……………… |
| **Consignee** | Name: National Center for Parasitology, Entomology and Malaria Control (CNM)  Address: Corner Street 92, Trapeing Svay, Sangkat Phnom Penh Thmey, Khan Sen Sok, Phnom Penh, Cambodia. | ☐ Yes ☐ No | ……………… |
| **Party to be Notified** | **Notified party to be mentioned on all shipping documents are as follows:**  Name: United Nations Office for Project Services (UNOPS)  Address: Phnom Penh Center, 6th Floor, Room#628, Corner of Sihanouk & Sothearos Blvds, Sangkat Tonle Bassac, Khan Chamkamon, Phnom Penh, Cambodia | ☐ Yes ☐ No | ……………… |
| **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 RFQ. | ☐ Yes ☐ No | ……………… |

**D. Quality Assurance Requirements – Comparative Data Table**

| **UNOPS Requirements** | | **Is the Bid Compliant?** Bidder to Complete | **Details of goods offered.** Bidder to complete if any |
| --- | --- | --- | --- |
| **QA requirements for all lots** | Offered products shall comply to UNOPS QA policy as applicable as can be seen at <https://content.unops.org/service-Line-Documents/Procurement/UNOPS-Procurement-Manual-Annex-2-2021_EN.pdf> **(wherever applicable)** | ☐ Yes ☐ No | ……………… |

**E. Shipping Documents Required from the Awarded Bidder – Comparative Data Table**

| **UNOPS Minimum Requirements** | | **Is the Bid Compliant?** Bidder to Complete | **Details of goods offered.** Bidder to complete if any |
| --- | --- | --- | --- |
| **Shipping documents required**  **(mandatory for awarded bidder)** | The following documents shall be provided by the bidder to UNOPS Office upon shipment of the goods   1. Commercial Invoice: 1 original and 2 copies 2. Airway Bill/Bill of Lading: 1 original and 2 copies 3. Packing List: 1 original and 2 copies 4. Certificate of Origin: 1 original and 2 copies   Scanned copies to be emailed to UNOPS Cambodia within 10 working days prior to arrival of goods for UNOPS to arrange documents for the contracted supplier to apply for tax exemption and customs clearance.  On delivery, the following documents shall be provided  1. Commercial Invoice: 2 original  2. Delivery Note: 2 original | ☐ Yes ☐ No | ……………… |

**F. Other Requirement – Comparative Data Table**

| **UNOPS Minimum Requirements** | | **Is the Bid Compliant?** Bidder to Complete | **Details of goods offered.** Bidder to complete if any |
| --- | --- | --- | --- |
| **Sustainability Requirement** | Bidder must provide a signed statement/proof demonstrating their commitment towards/to support a work inclusive environment (by ensuring inclusion for persons with disabilities). | ☐ Yes ☐ No | ……………… |

**G. Defects – Comparative Data Table**

| **UNOPS Requirements** | | **Is Bid compliant?**  Bidder to complete | **Details of goods offered.** Bidder to complete if any |
| --- | --- | --- | --- |
| **Defects** | On receipt of Goods, in case of the detection of a defective Goods either in the quality of a Goods or in any other aspects such as packaging, the Supplier will be asked to replace the complete quantity at their own cost (at no additional cost for UNOPS). | ☐ Yes ☐ No | ……………….. |

**H. Complaints – Comparative Data Table**

| **UNOPS Requirements** | | **Is Bid compliant?**  Bidder to complete | **Details of goods offered.** Bidder to complete if any |
| --- | --- | --- | --- |
| **Complaints** | Any complaint from UNOPS or the consignee 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 of Contract. | ☐ Yes ☐ No | ……………….. |

**I. Recall – Comparative Data Table**

| **UNOPS Requirements** | | **Is Bid compliant?**  Bidder to complete | **Details of goods offered.** Bidder to complete if any |
| --- | --- | --- | --- |
| **Recall** | 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. | ☐ Yes ☐ No | ……………….. |

**Remark:**

**DAP–CMS, Customs Clearance Included, Phnom Penh, Cambodia, Incoterms-2020.**

* Please note that Global Fund procurements are exempted from all local duties and taxes of the Kingdom of Cambodia, hence your quoted price shall not include any tax component. UNOPS will therefore provide documents/letters to the contracted supplier for their application for tax exemption.
* However, the bidder is responsible for customs clearance and delivery of the goods to the final destination as stated in the ITB documents and therefore the supplier bears all costs and risks involved in delivering the goods to the delivery destination.

The offered goods are in accordance with the required specifications and requirements specified in **Section II: Schedule of Requirements**.

☐ Yes ☐ No

ANY DEVIATION MUST BE LISTED BELOW:

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

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 E: Performance Statement Form**

ITB reference no: ITB/2024/53361

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

Bidders are required to provide experiences in manufacturing/supplying specific/similar/health products, preferably for Cambodia, during the last 3 years.

| **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?** | **Year of**  **Supply** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **As per Contract** | **Actual** |
|  |  |  |  |  |  |  |  | 2021 |
|  |  |  |  |  |  |  |  | 2022 |
|  |  |  |  |  |  |  |  | 2023 |

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

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

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

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

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

**Form F: No Adverse Action Confirmation Form**

ITB reference no: ITB/2024/53361

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 Invitation to Bid, 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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Form G: Manufacturer’s Authorization Form** (If the bidder is not the manufacturer)

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/2024/53361

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

To: UNOPS Cambodia

Phnom Penh Center 6th floor, Room # 628,

Corner of Sihanouk and Sothearos Blvds,

Sangkat Tonle Bassac, Khan Chamkamon,

120101 Phnom Penh, Cambodia

**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]***

**DRIVE Supplier Sustainability Questionnaire**

Please fill in the “DRIVE SUpplier Sustainability Questionnaire” provided in the Section “Documents”.