**Section III: Returnable Bidding Forms**

**eSourcing reference**:ITB/2024/54429

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**Note to Bidders: The following returnable forms are part of this ITB and must be completed and returned by bidders as part of their quotation. 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 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: Price Schedule Form
* Form D: Technical Quotation Form
* Form E: Performance Statement Form
* Form F: Manufacturer’s authorization form
* Form G: No Adverse Action Confirmation Form
* Form H: Financial Capability 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/2024/54429**

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

To be completed and returned with your Quotation if the Quotation 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: 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 and delivery of a set of surgical instruments to Tashkent, Uzbekistan,** ITB Case No.ITB/2024/54429, dated 04/11/2024.

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 draft Instrument of Agreement, General Conditions of Contract, and in accordance with the delivery schedules specified in the Schedule of Requirements.
  3. The total price of our quotation, excluding any discounts offered in item (d) below, is: [Insert the total quotation price in words and figures, indicating the amounts and the respective currencies];
  4. The discounts offered and the methodology for their application are:
* **Discounts**: If our quotation 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 quotation shall be valid for the period of time of **120 days** from the date fixed for the 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 this period;
  2. 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;
  3. 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;
  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 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.
  8. We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

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

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

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

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

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

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

**Form C: Price Schedule Form**

**Bidders shall fill in as per Excel File “ITB-2024-54429\_Section III\_ Returnable Bidding Forms\_Form C\_ Price Schedule Form”. Bidders is required to fill in the document in Excel Format and submit both in Excel Format and PDF duly signed/stamped**

**Form D: Technical Quotation Form**

ITB reference no:ITB/2024/54429

Name of Bidder: [insert name of Bidder]

Date: [insert submission date]

Bidders are required to complete the **Comparative Data Tables** below to demonstrate compliance with UNOPS requirements and inserted 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. **Technical specifications for goods – Comparative Data Tab is as per Excel File   
   “*ITB-2024-54429\_Section III\_Returnable Bidding Forms\_Form D\_Technical Quotation Form*”. Bidders are required to fill in the document in Excel Format and submit both in Excel Format and PDF duly signed/stamped.**
2. **Service and Delivery requirements –– Comparative Data Table is as below - is as per Excel File   
   “*ITB-2024-54429\_Section III\_Returnable Bidding Forms\_Form D\_Technical Quotation Form*”. Bidders are required to fill in the document in Excel Format and submit both in Excel Format and PDF duly signed/stamped.**

**Form E: Performance Statement Form**

ITB reference no: ITB/2024/54429

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

**Prior experience in the supply of goods**

| **Order placed by [Full address of purchaser/email and phone number]** | **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** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |

**Prior experience in the provision of in-country services across Uzbekistan**

| **Order placed by [Full address of purchaser]** | **Order no. & date** | **Description & quantity of ordered items** | **Name of in-country service provider (if different)** | **Place(s) where the services were rendered** | **Description of services** |
| --- | --- | --- | --- | --- | --- |
|
| [insert full name of final recipient of services and its address] | [insert PO or contract number and its date] | [insert name and model of goods and its qty that related services were rendered for] | [insert name of designated local partner or bidder’s local representative office] | [insert names of facilities and locations] | [insert services rendered] |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Available capacity for the provision of in-country services across Uzbekistan**

| Please provide a brief write-up explaining your available capacity and experience (both technical and commercial) for the provision of in-country services (delivery, installation or assembly at final destinations, end-user training, maintenance services during warranty as well as ad-hoc), as may apply to the goods to be supplied. |  |
| --- | --- |

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

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

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

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

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

**Form F: Manufacturer’s Authorization 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 UNOPS in Uzbekistan. Should offers for a particular make and model be received from more than one appointed representative, UNOPS reserves the right to select only one.*

*The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This* *letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.*

ITB reference no:ITB/2024/54429

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]***, to the Republic of Uzbekistan and to subsequently negotiate and sign the contract.

We hereby extend our full guarantee and warranty in accordance with Clause 5.5 of the General Conditions of Contract for the Provision of Goods and Services, with respect to the goods offered by the above firm.

We also confirm availability of spare parts and consumables for the coming 5 years.

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 G: No Adverse Action Confirmation Form**

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 Request for Quotations, 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 licence by regulatory authorities, product recalls, blacklisting, debarment from bidding etc.)*

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

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

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

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

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

**Form H: Financial Capability form**

**Bidders shall fill in the form as per the Excel File “ITB-2024-54429\_Section III\_Returnable Bidding Forms\_Form H\_Financial Capability Form”. Bidders are required to fill in the document in Excel Format and submit it in both Excel Format and PDF duly signed and stamped.**