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November 07, 2024

# SECTION V: Bidding Forms

The following checklist is provided as a courtesy to Bidders. Please use this checklist while preparing the bid to ensure that your bid contains all required information. This checklist is for the Bidder’s internal reference and does not need to be submitted with the bid.

| **ACTIVITY** | **LOCATION** | **YES / NO/**  **NOT APPLICABLE** | **REMARKS** |
| --- | --- | --- | --- |
| Have you read and understood all of the Instructions to Bidders in Section I of the bidding documents? | Section I |  |  |
| Have you reviewed and agreed to the UNFPA General Conditions of Contract? | Section III |  |  |
| Have you reviewed and agreed to the UNFPA Special Conditions for Contracts? | Section IV |  |  |
| Have you completed the Bid Confirmation Form? | Section V, 1 |  |  |
| Have you completed the Bid Submission Form? | Section V, 2 |  |  |
| Have you completed the Product Item Overview Form? | Section V, 5 |  |  |
| Have you completed and signed the Price Schedule Form? | Section V, 4 |  |  |
| Have you reviewed all of the relevant contract form(s)? | Section VI |  |  |
| *[Delete if not applicable]* Have you prepared a copy of your valid manufacturing license from the country of manufacturing? | Section 1, Sub-Clause 10.2, b. |  |  |
| Have you prepared documentary evidence that the goods conform to the technical specifications and standards specified in Section II Technical Specifications and Schedule of Requirements? | Section I, Sub-Clause 10.3, a. |  |  |
| Have you prepared product catalogues containing pictures of the product(s)? | Section I, Sub-Clause 10.3, c. |  |  |
| Have you prepared the manufacturer’s technical product specifications or data sheets? | Section I, Sub-Clause 10.3, d. |  |  |
| Have you provided the results of any testing carried out on the products? | Section I, Sub-Clause 10.3, a. |  |  |
| Have you provided any copies of current certificates such as GMP/Quality, FSC/CPP, manufacturer’s ISO certificate for the product, manufacturer’s CE certificate, USA510k, Japan QS standard, etc. as stated in the Technical Specifications and Schedule of Requirements, in Section II? | Section I, Sub-Clause 10.3, g. |  |  |
| Have you provided a copy of the valid authorization letter issued by the manufacturer for each product, if you are not the manufacturer? | Section I, Sub-Clause 10.3, h. |  |  |
| Have you furnished a list of full particulars, regarding the available sources and current prices of space parts, special tools, etc., necessary for the proper and continuing functions of the goods within the Product Item Overview Form, Section V, 3? | Section I, Sub-Clause 10.3, i. |  |  |
| Have you sealed and marked the bids according to Instructions to Bidders Clause 16 Electronic Submission? | Section I, Clause 16 |  |  |
| Is the file size of the bid less than 10MB? (If the file size is above 10MB, refer to Instructions to Bidders Sub-Clause 16.3) | Section I, Sub-Clause 16.3 |  |  |
| Have you noted the bid closing deadline? | Cover letter and Section I, Clause 17 |  |  |

# 1. Bid Confirmation Form

*[Complete this page and return it prior to bid opening]*

|  |  | Date: |
| --- | --- | --- |
| To: | **UNFPA**  [Natalia Gioertz-Behrens](mailto:behrens@unfpa.org) | email: [behrens@unfpa.org](mailto:batsuuri@unfpa.org) |
| From: | *[Company name]* |  |
|  | *[Contact person]* |  |
|  | *[Telephone]* |  |
|  | *[Email address]* |  |
|  | *[Postal address]* |  |
| Subject: | LIB No.:. UNFPA/MNG/LIB/24/020 | |

YES, we intend to submit a bid.

NO, we are unable to submit a bid in response to the above mentioned Invitation to Bid due to the following reason(s):

( ) The requested products and services are not within our range of supply

( ) We are unable to submit a competitive bid for the requested products at the moment

( ) The requested products are not available at the moment

( ) We cannot meet the requested specifications

( ) We cannot offer the requested type of packing

( ) We can only offer FCA prices

( ) The information provided for quotation purposes is insufficient

( ) Your LIB is too complicated

( ) Insufficient time is allowed to prepare a quotation

( ) We cannot meet the delivery requirements

( ) We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc)

( ) We do not export

( ) Our production capacity is currently full

( ) We are closed during the holiday season

( ) We had to give priority to other clients’ requests

( ) We do not sell directly, but through distributors

( ) We have no after-sales service available in the recipient country

( ) The person handling bid is away from the office

( ) Other (please specify)

**If UNFPA has questions to the Bidder concerning this NO BID, UNFPA should contact Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, phone/email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who will be able to assist.**

# 2. Bid Submission Form

*[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 date (as day, month and year) of Bid Submission]*

**LIB No.:. UNFPA/MNG/LIB/24/020**

To: Natalia Giortz-Behrens, UNFPA

Dear Sir / Madam,

We the Undersigned have examined and have no reservations to the Bidding Documents No. UNFPA/CC/YY/NNN and amendments We hereby offers to supply, in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements, the following goods and related services \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ which are subject to UNFPA General Conditions of Contract and other terms and conditions as specified in the document.

We agree to abide by this bid for a period of [*Select between 30-90 days depending on the type of good/commodity*] days from the date fixed for opening of bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We have no conflict of interest in accordance with Instructions to Bidders Sub-Clause 2.3;

Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—have not been declared ineligible by UNFPA, in accordance with Instructions to Bidders Sub-Clause 2.4;

We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Dated on .............day of ......................................[*year*].

| Signature: | ………………………………………………………………  [*insert signature of person whose name and capacity are shown]* |
| --- | --- |
| In the capacity of: | ………………………………………………………………  *[insert legal capacity of person signing the Bid Submission Form]* |
| Name: | ………………………………………………………………  *[insert complete name of person signing the Bid Submission Form]* |
| Company: | ………………………………………………………………  *[insert name of company]* |

1. **Quality Assurance Certification**

| International Quality Management System (QMS) |  |
| --- | --- |
| List of other ISO certificates or equivalent certificates |  |
| Presence and characteristics of in-house quality control laboratory (if relevant to bid) |  |

1. **Expertise of Staff**

| Total number of staff |  |
| --- | --- |
| Number of staff involved in similar supply contracts |  |

1. **Contact details of persons that UNFPA may contact for requests for clarification during bid evaluation**

| Name/Surname |  |
| --- | --- |
| Telephone Number (direct) |  |
| Email address (direct) |  |

P.S.: This person must be available during the next two weeks following receipt of bid

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# 3. Product Item Overview Form

| **Item No.** | **Description and minimum /mandatory specifications** | **Description of items offered and Bidder’s statements on deviations**  (To be completed by the bidder)  **Please note that bidders should provide their own technical specifications rather than copying and pasting the specifications provided by UNFPA.** | **Compliant? (Y/N)**  (To be completed by UNFPA during evaluation) |
| --- | --- | --- | --- |
| **1** | [Bidder is asked to copy here technical specifications from Section II which is offered] | [Bidder is asked to write here technical specifications from Section II for each offered item and statements on deviations] |  |

# Price Schedule Form

*[The Bidder shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the* ***Price Schedules*** *shall coincide with the list of goods and related services specified by UNFPA in the Schedule of Requirements.]*

**LOT 1.**

| **LOT 1. BIDDER’S TOTAL PRICES (Price & Currency to be entered by Bidder):** | |
| --- | --- |
| TOTAL FIRM FCA PRICE |  |
| TOTAL FIRM DAP PRICE |  |
| TOTAL PRICE FOR SERVICES *(if applicable)* |  |
| FREIGHT COST PER 20/40 FT CONTAINER *(if applicable)* |  |

| **LOT 1. BIDDER’S PRICES FOR GOODS (Price & Currency to be entered by Bidder):**  **PLEASE PROVIDE A COMPLETE LIST OF SPARE PARTS, SPECIAL TOOLS, AND OTHER ITEMS NECESSARY FOR THE PROPER AND CONTINUOUS OPERATION OF THE ITEMS OVER A 5-YEAR PERIOD.** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| ITEM | DESCRIPTION OF THE GOODS | QTY  (a) | CURRENCY: | | | |
| UNIT PRICE FCA  (b) | UNIT PRICE  DAP  (c) | TOTAL PRICE FCA  (a)x(b) | TOTAL PRICE  DAP  (a)x(c) |
| 1. |  |  |  |  |  |  |
| 2. | *Insert more rows if necessary* |  |  |  |  |  |
| 3. | *or delete if too many* |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |

| **BIDDER’S PRICES FOR SERVICES (Price & Currency to be entered by Bidder):** | | | | | |
| --- | --- | --- | --- | --- | --- |
| ITEM/  LOT | DESCRIPTION OF THE SERVICES | COUNTRY OF ORIGIN | QUANTITY AND PHYSICAL UNIT (a) | UNIT PRICE  (b) | TOTAL PRICE PER SERVICE  (a)x(b) |
| 1. | e.g. Comprehensive Annual Maintenance Contract |  |  |  |  |
| 2. | *Insert more rows if necessary* |  |  |  |  |
| 3. | *or delete if too many* |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |

| **BIDDER’S DELIVERY DATA** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Country of origin of offered products: | Item 1 |  | | | |
| Item 3 | *Insert more rows in each section if necessary* | | | |
| Item 4 | *or delete if too many* | | | |
| Item 5 |  | | | |
| Item 12 |  | | | |
| FCA point(s) of delivery for offered products: | Item 1 |  | | | |
| Item 3 |  | | | |
| Item 4 |  | | | |
| Item 5 |  | | | |
| Item 12 |  | | | |
| Delivery time (FCA from date of order): | Item 1 |  | | | |
| Item 3 |  | | | |
| Item 4 |  | | | |
| Item 5 |  | | | |
| Item 12 |  | | | |
| Shipment dimensions of offered products (including package): |  | Gross weight | Total volume | *Containers (if applicable):* | |
| *Number* | *Size* |
| Item 1 |  |  |  |  |
| Item 3 |  |  |  |  |
| Item 4 |  |  |  |  |
| Item 5 |  |  |  |  |
| Item 12 |  |  |  |  |
| Total |  |  |  |  |

| **BIDDER'S SIGNATURE AND CONFIRMATION OF THE LIB** | |
| --- | --- |
| PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UNFPA **WITHIN THE REQUIRED BID VALIDITY PERIOD**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE. | |
| *Exact name and address of company*  COMPANY NAME  ADDRESS    PHONE NO. FAX NO.  EMAIL ADDRESS OF CONTACT PERSON  OTHER EMAIL ADDRESSES | **AUTHORIZED SIGNATURE** **DATE**    NAME OF AUTHORIZED SIGNATORY (TYPE OR PRINT)    FUNCTIONAL TITLE OF SIGNATORY  **WEB SITE** |

**LOT 2.**

| **LOT 2. BIDDER’S TOTAL PRICES (Price & Currency to be entered by Bidder):** | |
| --- | --- |
| TOTAL FIRM FCA PRICE |  |
| TOTAL FIRM CPT PRICE |  |
| TOTAL PRICE FOR SERVICES *(if applicable)* |  |
| FREIGHT COST PER 20/40 FT CONTAINER *(if applicable)* |  |

| **LOT 2. BIDDER’S PRICES FOR GOODS (Price & Currency to be entered by Bidder):**  **PLEASE PROVIDE A COMPLETE LIST OF SPARE PARTS, SPECIAL TOOLS, AND OTHER ITEMS NECESSARY FOR THE PROPER AND CONTINUOUS OPERATION OF THE ITEMS OVER A 5-YEAR PERIOD.** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| ITEM | DESCRIPTION OF THE GOODS | QTY  (a) | CURRENCY: | | | |
| UNIT PRICE FCA  (b) | UNIT PRICE  CPT  (c) | TOTAL PRICE FCA  (a)x(b) | TOTAL PRICE  CPT  (a)x(c) |
| Item A |  |  |  |  |  |  |
| Item B |  |  |  |  |  |  |

| **BIDDER’S PRICES FOR SERVICES (Price & Currency to be entered by Bidder):** | | | | | |
| --- | --- | --- | --- | --- | --- |
| ITEM | DESCRIPTION OF THE SERVICES | COUNTRY OF ORIGIN | QUANTITY AND PHYSICAL UNIT (a) | UNIT PRICE  (b) | TOTAL PRICE PER SERVICE  (a)x(b) |
| Item A & B | Local freight service for delivery of the supplied items from UB to the end users located in 22 soums/districts in 10 provinces and Ulaanbaatar (please see the consignee address above) |  |  |  |  |
| Item A & B | Installation, configuration and calibration |  |  |  |  |
| Item A & B | User training in Mongolian |  |  |  |  |
| Item A & B | On site warranty and after sales service for item |  |  |  |  |

| **BIDDER’S DELIVERY DATA** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Country of origin of offered products: | Item A |  | | | |
| Item B |  | | | |
| FCA point(s) of delivery for offered products: | Item A |  | | | |
| Item B |  | | | |
| Delivery time (FCA from date of order): | Item A |  | | | |
| Item B |  | | | |
| Shipment dimensions of offered products (including package): |  | Gross weight | Total volume | *Containers (if applicable):* | |
| *Number* | *Size* |
| Item A |  |  |  |  |
| Item B |  |  |  |  |
| Total |  |  |  |  |

| **BIDDER'S SIGNATURE AND CONFIRMATION OF THE LIB** | |
| --- | --- |
| PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UNFPA **WITHIN THE REQUIRED BID VALIDITY PERIOD**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE. | |
| *Exact name and address of company*  COMPANY NAME  ADDRESS    PHONE NO. FAX NO.  EMAIL ADDRESS OF CONTACT PERSON  OTHER EMAIL ADDRESSES | **AUTHORIZED SIGNATURE** **DATE**    NAME OF AUTHORIZED SIGNATORY (TYPE OR PRINT)    FUNCTIONAL TITLE OF SIGNATORY  **WEB SITE** |

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# SECTION VI: Contract Forms

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# Bank Guarantee for Advance Payment

*[Insert one of the following: No advance payment shall be made. / The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated.]*

Date: *[insert date (as day, month, and year) of Bid Submission]*

No: UNFPA/MNG/LIB/24/020

*[bank’s letterhead]*

**Beneficiary:** *[insert legal name and address of UNFPA]*

**ADVANCE PAYMENT GUARANTEE No.:** *[insert Advance Payment Guarantee no.]*

We, *[insert legal name and address of bank],* have been informed that *[insert complete name and address of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert date of Agreement]* with you, for the supply of *[insert types of goods to be delivered]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the contract, an advance is to be made against an advance payment guarantee.

At the request of the supplier, we hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount(s)[[1]](#footnote-0) in figures and words]* upon receipt by us of your first demand in writing declaring that the supplier is in breach of its obligation under the Contract because the supplier used the advance payment for purposes other than toward delivery of the goods.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Supplier on its account *[insert number* *and domicile of the account].* This guarantee shall remain valid and in full effect from the date of the advance payment received by the supplier under the contract until *[insert date[[2]](#footnote-1)].*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
*[signature(s) of authorized representative(s) of the bank]*

# Performance Security

*[Insert one of the following: No Performance Security shall be requested.*

*Or*

*The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]*

Date: *[insert date (as day, month, and year) of Bid Submission]*

No. and title*:* No: UNFPA/MNG/LIB/24/020

Bank’s Branch or Office: *[insert complete name of Guarantor]*

**Beneficiary:** *[insert legal name and address of UNFPA]*

**PERFORMANCE GUARANTEE No.:** *[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No*. [insert number]* dated *[insert day and month], [insert year]* with you, for the supply of *[description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s)[[3]](#footnote-2) in figures and words]* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert number]* day of *[insert month]* *[insert year]*,*[[4]](#footnote-3)* and any demand for payment under it must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

*[signatures of authorized representatives of the bank and the Supplier]*

1. *The bank shall insert the amount(s), either in the currency(ies) of the contract or a freely convertible currency acceptable to UNFPA.* [↑](#footnote-ref-0)
2. *Insert the delivery date stipulated in the contract delivery schedule. UNFPA should note that in the event of an extension of the time to perform the contract, UNFPA would need to request an extension of this guarantee from the bank. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, UNFPA might consider adding the following text to the Form, at the end of the penultimate paragraph: “We agree to a one-time extension of this guarantee for a period not to exceed [six months/one year], in response to UNFPA’s written request for such extension, such request to be presented to us before the expiry of the guarantee.”* [↑](#footnote-ref-1)
3. *The Bank shall insert the amount(s) specified in the SCG and denominated, as specified in the SCG, either in the currency(ies) of the Contract or a freely convertible currency acceptable to UNFPA.* [↑](#footnote-ref-2)
4. *UNFPA should note that in the event of an extension of the time to perform the Contract, UNFPA would need to request an extension of this Guarantee from the Bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee. In preparing this Guarantee, UNFPA might consider adding the following text to the Form, at the end of the penultimate paragraph: “We agree to a one-time extension of this Guarantee for a period not to exceed [six months] [one year], in response to UNFPA’s written request for such extension, such request to be presented to us before the expiry of the Guarantee.”* [↑](#footnote-ref-3)