**Section III: Returnable Bidding Forms**

**eSourcing reference:** ITB/2024/54696 - Supply, Delivery and Installation of General Furniture for Faculty of Mathematics and Natural Sciences of the University of Pristina

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 Bidding 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: Price Schedule Form
* Form D: Technical Bid Form
* Form E: Bid Security Form
* Form F: Manufacturer’s authorization form
* Form G: Performance Statement Form
* Form H: Self Disclosure 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/2024/54696

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, Delivery and Installation of General Furniture for Faculty of Mathematics and Natural Sciences of the University of Pristina****in Pristina, Kosovo,** ITB Case No. **ITB/2024/54696,** 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: Price Schedule Form**

ITB reference no: **ITB/2024/54696**

Name of Bidder: [insert name of bidder]

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

| **Currency** | **EUR** |
| --- | --- |

| Lot # | Description | Unit | Qty | Unit Rate  DAP + Unloading Incoterm including installation  and warranty 12 M | Total Amount  DAP + Unloading Incoterm including installation  and warranty 12 M |
| --- | --- | --- | --- | --- | --- |
| **Lot 1** | Classroom Chairs | | | | |
| Item 1.1 | Chair with table | Pcs | 36 |  |  |
| Item 1.2 | Chair | Pcs | 144 |  |  |
| Item 1.3 | Students Chair | Pcs | 566 |  |  |
| Item 1.4 | Students Chair with folding table | Pcs | 594 |  |  |
| Item 1.5 | Professors chair | Pcs | 31 |  |  |
| **Total Amount for Lot 1** | | | |  |  |
| **Lot 2** | Lecture Hall Chairs | | | | |
| Item 2.1 | Seat and back with fixed writing table (middle rows) | Pcs | 252 |  |  |
| Item 2.2 | Seat and back (last row) | Pcs | 28 |  |  |
| Item 2.3 | 30cm fixed writing table with panel (first row) | Pcs | 36 |  |  |
| **Total Amount for Lot 2** | | | |  |  |
| **Lot 3** | Other Chairs (Library, Office, Social Pockets) | | | | |
| Item 3.1 | Swivel office chair with handles | Pcs | 256 |  |  |
| Item 3.2 | Comfortable Chair (Lobby/pockets/office) | Pcs | 90 |  |  |
| Item 3.3 | Comfortable Seat/Chair (Library) | Pcs | 8 |  |  |
| Item 3.4 | Armchair (Library) | Pcs | 64 |  |  |
| Item 3.5 | Armchair (Lobby/pockets/restaurant) | Pcs | 25 |  |  |
| Item 3.6 | Armchair (Lobby/pockets/restaurant) | Pcs | 136 |  |  |
| Item 3.7 | Bar Chair | Pcs | 18 |  |  |
| **Total Amount for Lot 3** | | | |  |  |
| **Lot 4** | Shelfs | | | | |
| Item 4.1 | Double-Sided Bookshelves with different dimensions | | | | |
|  | With dimensions W1600mm x D700mm x H2100mm | Pcs | 3 |  |  |
|  | With dimensions W2400mm x D700mm x H2100mm | Pcs | 10 |  |  |
| Item 4.2 | One-Sided Bookshelves with different dimensions | | | | |
|  | With dimensions W1200mm x D350mm x H2100mm | Pcs | 2 |  |  |
|  | With dimensions W1400mm x D350mm x H2100mm | Pcs | 1 |  |  |
|  | With dimensions W1600mm x D350mm x H2100mm | Pcs | 1 |  |  |
|  | With dimensions W1800mm x D350mm x H2100mm | Pcs | 4 |  |  |
|  | With dimensions W2000mm x D700mm x H2100mm | Pcs | 3 |  |  |
|  | With dimensions W2200mm x D700mm x H2100mm | Pcs | 4 |  |  |
|  | With dimensions W2600mm x D700mm x H2100mm | Pcs | 1 |  |  |
| Item 4.3 | Under Table Cabinet | Pcs | 176 |  |  |
| Item 4.4 | Aluminium Framed Acrylic/Glass Door Cabinets | | | | |
|  | With dimensions W800mm x D450mm x H2000mm | Pcs | 63 |  |  |
|  | With dimensions W100mm x D450mm x H2000mm | Pcs | 93 |  |  |
| Item 4.5 | Door Cabinets with Open Shelves | | | | |
|  | With dimensions W800mm x D450mm x H2000mm | Pcs | 18 |  |  |
|  | With dimensions W1000mm x D450mm x H2000mm | Pcs | 24 |  |  |
| Item 4.6 | Short - Door Cabinets | Pcs | 20 |  |  |
| **Total Amount for Lot 4** | | | |  |  |
| **Lot 5** | Workstations, Tables, Podiums, Kitchenettes, Receptions, Desks | | | | |
| Item 5.1 | Two (2) Persons Workstation | Pcs | 15 |  |  |
| Item 5.2 | Table - Custom - Dimensions W2550mm x D4100mm x H740mm | Pcs | 2 |  |  |
| Item 5.3 | Table (for restaurant) with different dimensions | | | | |
|  | With dimensions W800mm x D800mm x xH720mm | Pcs | 2 |  |  |
|  | With dimensions W1400mm x D800mm x H720mm | Pcs | 12 |  |  |
|  | With dimensions W2000mm x D800mm x H720mm | Pcs | 3 |  |  |
| Item 5.4 | Round Table (for restaurant) | Pcs | 6 |  |  |
| Item 5.5 | Kitchen Table with different dimensions | | | | |
|  | With dimensions W2100mm x D400mm x H950mm | Pcs | 4 |  |  |
|  | With dimensions W1800mm x D700mm x H950mm | Pcs | 1 |  |  |
| Item 5.6 | Kitchenette with different dimensions | | | | |
|  | With dimensions W300mm x D600mm x H900mm (total 2260mm) | Pcs | 4 |  |  |
|  | With dimensions W4000mm x D600mm x H900mm (total 2260mm) | Pcs | 1 |  |  |
| Item 5.7 | Podium (Lecture Hall) | Pcs | 2 |  |  |
| Item 5.8 | Speakers Table (Lecture Hall) | Pcs | 2 |  |  |
| Item 5.9 | Working Desk (Office, Library) with different dimensions | | | | |
|  | With dimensions W1400mm x D800mm x H720mm | Pcs | 42 |  |  |
|  | With dimensions W1600mm x D800mm x H720mm | Pcs | 99 |  |  |
|  | With dimensions W1800mm x D800mm x H720mm | Pcs | 33 |  |  |
|  | With dimensions W2000mm x D800mm x H720mm | Pcs | 7 |  |  |
|  | With dimensions W1800mm x D1200mm x H720mm | Pcs | 10 |  |  |
|  | With dimensions W2000mm x D1200mm x H720mm | Pcs | 4 |  |  |
|  | With dimensions W2400mm x D1200mm x H720mm | Pcs | 12 |  |  |
|  | With dimensions W3200mm x D1200mm x H720mm | Pcs | 1 |  |  |
| Item 5.10 | Students Computer Desk with different dimensions | | | | |
|  | With dimensions W720mm x D700mm x H720mm | Pcs | 4 |  |  |
|  | With dimensions W1500mm x D700mm x H720mm | Pcs | 85 |  |  |
| Item 5.11 | Students Desk | Pcs | 223 |  |  |
| Item 5.12 | Teachers Desk | Pcs | 31 |  |  |
| **Total Amount for Lot 5** | | | |  |  |
| **Lot 6** | Breastfeeding Room | | | | |
| Item 6.1 | Changing Table for Babies | Pcs | 1 |  |  |
| Item 6.2 | Baby Cradle with Mattress | Pcs | 1 |  |  |
| Item 6.3 | Children Play Area Fence-Panels | Pcs | 1 |  |  |
| Item 6.4 | Carpet | Pcs | 1 |  |  |
| Item 6.5 | Steel Diaper Waste Container | Pcs | 1 |  |  |
| **Total Amount for Lot 6** | | | |  |  |
| **Lot 7** | Plant Pots | | |  |  |
| Item 7.1 | Rectangular Plant Pot | Pcs | 34 |  |  |
| Item 7.2 | Round Plant Pot | Pcs | 49 |  |  |
| Item 7.3 | Large Indoor Plant Pot | Pcs | 29 |  |  |
| **Total Amount for Lot 7** | | | |  |  |
| **Lot 8** | Sofas, paintings, coffee tables, coat racks, mobile extension walls | | |  |  |
| Item 8.1 | Painting Picture | Pcs | 7 |  |  |
| Item 8.2 | Info Reception (Lobby and Library) with different dimensions | | |  |  |
|  | With dimensions W3200mm x D1000mm x H1050mm | Pcs | 1 |  |  |
|  | With dimensions W2200mm x D1000mm x H1050mm | Pcs | 2 |  |  |
| Item 8.3 | Seating Area (Lobby /Pockets) | Pcs | 2 |  |  |
| Item 8.4 | Seating Area (Lobby/Pockets) | Pcs | 3 |  |  |
| Item 8.5 | Seating Area (Lobby/Pockets) | Pcs | 6 |  |  |
| Item 8.6 | Sofa with different dimensions |  |  |  |  |
|  | With dimensions W1800mm x D1000mm x H400mm (total -600mm) | Pcs | 4 |  |  |
|  | With dimensions W2200mm x D900mm x H400mm (total - 600mm) | Pcs | 7 |  |  |
| Item 8.7 | Social Seating | Pcs | 16 |  |  |
| Item 8.8 | Coffee Table with different dimensions | | |  |  |
|  | With dimensions D450mm x H450mm | Pcs | 66 |  |  |
|  | With dimensions D800mm x H450mm | Pcs | 42 |  |  |
| Item 8.9 | Coffee Table with different dimensions | | |  |  |
|  | With dimensions W600mm x D600mm x H450mm | Pcs | 1 |  |  |
|  | With dimensions W1200mm x D600mm x H450mm | Pcs | 6 |  |  |
| Item 8.10 | Mobile Exhibition Walls | Pcs | 21 |  |  |
| Item 8.11 | Coat Rack | Pcs | 85 |  |  |
| **Total Amount for Lot 8** | | | |  |  |
| **Lot 9** | Chalkboard | Pcs | 32 |  |  |
| **Total Amount for Lot 9** | | | |  |  |
| **Lot 10** | Wastebasket |  |  |  |  |
| Item 10.1 | Wastebasket | Pcs | 161 |  |  |
| Item 10.2 | Recycling Waste Basket | Pcs | 14 |  |  |
| **Total Amount for Lot 10** | | | |  |  |
| **TOTAL DAP AMOUNT (EUR)** | | | | |  |

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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Form E: Bid Security Form** (BANK GUARANTEE)

Note to Bidders: The Bank shall fill in this Bank Guarantee Form in accordance with the instructions.

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*[Bank’s name, and address of issuing branch or office]

**Beneficiary:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Name and Address of UNOPS]

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

**Bid Guarantee Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We have been informed that [name of the bidder] (hereinafter called "the bidder") has submitted to you its Bid dated (hereinafter called "the bid") for the execution of [name of contract], under the ITB No. [ITB number] (“the ITB”).

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the bidder, we [name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [amount in figures] ([amount in words]) upon receipt by us of your first demand in writing, accompanied by a written statement stating that the bidder is in breach of its obligation(s) under the bid conditions, because the bidder:

(a) Has withdrawn its bid during the period of bid validity specified by the bidder in the Bid Submission Form; or

(b) Having been notified of the acceptance of its bid by UNOPS during the period of bid validity,

(i) fails or refuses to execute the Contract Form; or

(ii) fails or refuses to furnish the performance security, if required, in accordance with the Instructions to bidders.

This guarantee will expire:

(a) if the bidder is the successful bidder, upon our receipt of copies of the contract signed by the bidder and the performance security issued to you upon the instruction of the bidder; or

(b) if the bidder is not the successful bidder, upon the earlier of:

(i) our receipt of a copy of your notification to the bidder of the name of the successful bidder; or

(ii) twenty-eight days after the expiration of the bidder’s bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (2010 Revision), International Chamber of Commerce Publication No. 758, except that the supporting statement under article 15(a) is excluded.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[Signature(s)]

**Form F: 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/2024/54696**

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]***

**Form G: Performance Statement Form**

ITB reference no: **ITB/2024/54696**

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?** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **As per Contract** | **Actual** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

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

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

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

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

Form H: Self Disclosure Form

ITB reference no: ITB/2024/54696

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

| Ref. | Critical area | Response | Comments |
| --- | --- | --- | --- |
| 1 | Has the entity or individual declared bankruptcy, or been involved in bankruptcy or receivership proceedings, or is there any judgment or pending legal action against them, which could impair operations in the foreseeable future; | Select | [If the response is ‘Yes’, provide an explanation here.] |
| 2 | Has the entity or individual been found (or is awaiting a judgment or administrative decision) in breach of their obligations relating to the payment of taxes or social security contributions? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| 3 | Has the entity or individual been found (or is awaiting a judgment or administrative decision) guilty of misconduct for the violation of applicable laws, regulations or ethical standards of the profession to which they belong? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| 4 | Has the entity or individual engaged, or attempted to engage, in any Proscribed Practices in the past?  For the purposes of this provision, “Proscribed Practices” are defined in the UNOPS Operational Instruction on [Vendor Sanctions](https://content.unops.org/documents/libraries/policies-2020/operational-directives-and-instructions/procurement-framework/en/OI.PG-Vendor-Sanctions-2021.pdf) and include the following:   * A corrupt practice: the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party; * A fraudulent practice: any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation; * A coercive practice: an act or omission that impairs or harms, or threatens to impair or harm, directly or indirectly, any party or the property of the party to improperly influence the actions of a party; * A collusive practice: an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party; * An unethical practice: Conduct or behaviour that is contrary to the conflict of interest, gifts and hospitality, post-employment provisions or other published requirements of doing business with UNOPS; and * Obstruction: Acts or omissions by a Vendor that prevent or hinder UNOPS from investigating instances of possible Proscribed Practices. | Select | [If the response is ‘Yes’, provide an explanation here.] |
| 5 | Has the entity or individual unduly obtained, or attempted to unduly obtain, any confidential information in connection with this procurement process and any agreement that may be awarded as a result of this process? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| 6 | Does the entity or individual have a conflict of interest, as provided in the Instructions to bidders, Article 4 “Bidder eligibility”, that may prevent them from entering into an agreement with UNOPS, or that may in any way jeopardize their performance in carrying out their obligations under the agreement? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| 7 | Has the entity or individual been found (or is awaiting a judgment or administrative decision) to be involved in any of the following:   * Fraudulent practice; * Corrupt practice; * Affiliation with a criminal organization; * Money laundering; * Terrorist financing; * Child labour; or * Human trafficking? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| 8 | Has the entity or individual had significant performance issues in the past that led to the early termination of a legal commitment or the application of damages or other contractual penalties, or that were discovered following inspections, audits or investigations? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| 9 | Has the entity or individual committed any financial irregularity, resulting from an act or omission or the inclusion of an unjustified item of expenditure outside a contractual engagement that had the effect of prejudicing their use of public funds? | Select | [If the response is ‘Yes’, provide an explanation here.] |
| 10 | Has the entity or individual been found (or is awaiting a judgment or administrative decision) to have created an entity in a different jurisdiction with the intent of circumventing fiscal, social or any other legal obligations in the jurisdiction of their registered office, central administration or principal place of business? | Select | [If the response is ‘Yes’, provide an explanation here.] |

I, the undersigned, hereby declare that the information provided is true and correct. I also understand that any willful dishonesty may result in the refusal of this submission. I understand that engagement in any of the above critical areas may, at the discretion of UNOPS, automatically result in the exclusion from this procurement process.

| Name: |  |
| --- | --- |
| Title |  |
| Date: | MM DD, YYYY |
| Signature |  |

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