# SECTION VI – ANNEX A: BID CONFIRMATION FORM

| To: | Corporate Procurement Team  Supply Chain Management Unit, UNFPA | Date: |  |
| --- | --- | --- | --- |
|  | Olsi Meci | Email: | [scmu.cpt@unfpa.org](mailto:scmu.hq@unfpa.org) |
|  | | | |
| From: | *[Insert Company Name]* | | |
|  | *[Insert Contact person from Company]* | | |
|  | *[Insert Telephone number]* | | |
|  | *Insert E-mail address of contact person]* | | |
|  | *[Insert Postal address of Company]* | | |
|  | | | |
| Subject: | UNFPA/USA/RFP/25/004 | | |

| ☐ | YES, we intend to submit a bid in response to the above mentioned RFP. |
| --- | --- |
| ☐ | NO, we are unable to submit a bid in response to the above mentioned RFP due to the following reason(s): |

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

( ) The requested products are not available at the moment.

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

( ) We cannot meet the requested specifications.

( ) The information provided for bidding purposes is insufficient and unclear

( ) Your RFP document is too complicated

( ) Insufficient time is allocated to prepare an adequate Bid.

( ) We cannot meet the delivery requirements.

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

( ) Our current capacity is overbooked

( ) 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)

| ☐ | YES, even though on this occasion we have not submitted a Bid we are definitely interested in future possible RFP’s. |
| --- | --- |
| ☐ | No, we are not interested in participating in future possible RFP’s, please remove us from your vendor database. |

**If UNFPA should have any questions in regards to this Bid Confirmation Form and would require further clarification on our No Bid decision, UNFPA should contact the following focal person who will be able to assist:**

| Name: |  | E-mail: |  |
| --- | --- | --- | --- |
| Post Title: |  | Telephone |  |

# SECTION VI – ANNEX B: BID SUBMISSION FORM

Date: [Insert Month, Day, Year]

To: Corporate Procurement Services Team, Supply Chain Management Unit, UNFPA

Dear Sir/Madam,

The undersigned, having read the original RFP documents of UNFPA/USA/RFP/25/004 including all Annexes, any subsequent revisions and all answers to the questions received from prospective Bidders posted on United Nations Global Marketplace in full before submitting, hereby offers to provide the services, in accordance with any specifications stated and subject to the terms and conditions set out or specified in the RFP documents.

*Special Note: If Bidder proposes any deviations from the terms and conditions stipulated in the RFP document, such deviations must be included on this form in accordance with the below format. Such deviations should not be indicated within the main body or any other part of the Bid. If the proposed modifications are not acceptable to UNFPA, UNFPA reserves the right to reject the Bid. Strongly discouraging deviations for semantic changes.*

| Original term/condition per RFP UNFPA/USA/RFP/25/004 and the subsequent revisions | Proposed deviation (alternate clause), by the undersigned | Reason for proposing alternate clause |
| --- | --- | --- |
|  |  |  |

We agree to abide by this Bid for a period of 120 days from the date fixed for Bid opening in the Request for Proposal, and the Bid shall remain binding upon us and may be accepted at any time before the expiration of that period.

If our Bid is accepted, we undertake to commence and complete delivery of all items in the LTA within the time frame that will be stipulated in the Purchase Orders.

We understand that UNFPA is not bound to accept any Bid it may have received and that a binding contract would result only after final negotiations and award of LTA are concluded and a purchase order(s) are made pursuant to such LTA(s).

We confirm that our firm has no conflict of interest in accordance with Section I: Instructions to Bidders clause 2.3, as well as that our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the LTA, have not been declared ineligible by UNFPA, in accordance with Section I: Instructions to Bidders clause 2.4.

|  | On behalf of Business Authority | On behalf of Legal Authority |
| --- | --- | --- |
| Signature: |  |  |
| Name: |  |  |
| Title: |  |  |
| Name of Company: |  |  |
| Telephone: |  |  |
| Email: |  |  |

# SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM

UNFPA/USA/RFP/25/004

| 1. **Organizational Information** | |
| --- | --- |
| Company/Institution Name |  |
| Address, City, Country |  |
| Telephone/FAX |  |
| Website |  |
| Date of establishment |  |
| **Legal Representative**: Name/Surname/Position |  |
| **Legal structure**: natural person/Co. Ltd, NGO/institution/other (specify) |  |
| **Organizational Type**: Manufacturer, Wholesaler, Trader, Service provider, etc. |  |
| Areas of expertise of the organization |  |
| Current Licenses, if any, and permits (with dates, numbers and expiration dates) |  |
| Years supplying to UN organizations |  |
| Years supplying to UNFPA |  |
| Production Capacity |  |
| Subsidiaries (indicate names of subsidiaries and addresses, if relevant to the Bid) |  |
| Commercial Representatives in the country: Name/Address/Phone (for international companies only) |  |

| 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 LTAs |  |

| 1. **Contact details of persons that UNFPA may contact for requests for clarification during Bid evaluation** | |
| --- | --- |
| Name/Surname |  |
| Telephone Number (direct) |  |
| Email address (direct) |  |
| Be advised that this person must be available during the two weeks following the Bid opening date. | |

| Signature and stamp of the Bidder: |  |
| --- | --- |
| Name: |  |
| Title: |  |
| Name of Company: |  |
| Telephone: |  |
| Email: |  |

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# SECTION VI – ANNEX D: BIDDER DECLARATION FORM

UNFPA/USA/RFP/25/004

The undersigned, being a duly authorized representative of the Company represents and declares that:

| 1. | The Company and its Management[[1]](#footnote-0) have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following: | YES | NO |
| --- | --- | --- | --- |
|  | 1. Fraud; | ☐ | ☐ |
|  | 1. Corruption; | ☐ | ☐ |
|  | 1. conduct related to a criminal organization; | ☐ | ☐ |
|  | 1. money laundering or terrorist financing; | ☐ | ☐ |
|  | 1. terrorist offences or offences linked to terrorist activities; | ☐ | ☐ |
|  | 1. sexual exploitation and abuse; | ☐ | ☐ |
|  | 1. child labour, forced labour, human trafficking; or | ☐ | ☐ |
|  | 1. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management). | ☐ | ☐ |
| 2. | The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct. | ☐ | ☐ |
| 3. | The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law. | ☐ | ☐ |
| 4. | The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions. | ☐ | ☐ |
| 5. | The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business (*creating a shell company*). | ☐ | ☐ |
| 6. | The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) (*being a shell company*). | ☐ | ☐ |

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

| Signature: |  |
| --- | --- |
| Date: |  |
| Name and Title: |  |
| Name of the Company: |  |
| UNGM Nº: |  |
| Postal Address: |  |
| Email: |  |

# SECTION VI – ANNEX E: BIDDER’S PREVIOUS EXPERIENCE

| **Order No. & Date** | **Description[[2]](#footnote-1)** | **Client** | **Contact person, phone number, email address** | **Date of service** | | **Contract Amount** | **Satisfactory completion** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **From** | **To** | **(Currency)** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Indicate the description of products, services or works provided to their clients.

To be attached: Evidence (client’s letter or certificate) in support of satisfactory completion of above orders.

| Signature and stamp of the Bidder: |  | Countersigned by and stamp of Chartered Accountant |  |
| --- | --- | --- | --- |
| Name and title: |  | Name and title: |  |
| Name of Company: |  | Name of Company: |  |
| Telephone: |  | Telephone: |  |
| Email: |  | Email: |  |
| Date: |  | Date: |  |

# SECTION VI – ANNEX F: PRICE SCHEDULE FORM

(Please see attached Excel spread sheet Annex F: Price Schedule Form.xls)

1. Submit this document in a separate email from the Technical Bid as indicated in Section I: Instructions to Bidders clause 18 Submission, sealing, and marking of Bids and in Annex I Instructions to Bidders.
2. All prices/rates Bid must be exclusive of all taxes, since UNFPA is exempt from taxes.
3. The Price Schedule Form must provide a detailed cost breakdown, as shown below. Provide separate figures for each of the steps in Item 1 below; estimates for out of pocket expenses should be listed separately in Item 2 below.
4. UNFPA anticipates awarding the project on a fixed-price basis. To complete an analysis of the Bid, firms are required to submit itemized pricing that identifies the people who will work on the project (including resumes), their billing rates, and the number of hours proposed for the project. Anticipated travel, lodging, and out-of-pocket expensed should be detailed as well.

| Item | Description | Estimated Total Hours needed per year per service (for evaluation purposes) | Hourly Rate | Total Cost (Hours x Hourly Rate) |
| --- | --- | --- | --- | --- |
| 1. **Project Management & Multimedia Services** | | | | |
|  | **Project Managers** | 100 Total |  |  |
|  | (Please insert rows as needed, define role level, and break down the total hours - see above) |  |  |  |
|  | (Please insert rows as needed, define role level, and break down the total hours - see above) |  |  |  |
|  | **Multimedia Developers** | 400 Total |  |  |
|  | (Please insert rows as needed, define role level, and break down the total hours - see above) |  |  |  |
|  | (Please insert rows as needed, define role level, and break down the total hours - see above) |  |  |  |
|  | **Chatbot Developers** | 200 Total |  |  |
|  | (Please insert rows as needed, define role level, and break down the total hours - see above) |  |  |  |
|  | (Please insert rows as needed, define role level, and break down the total hours - see above) |  |  |  |
| Total Professional Fees 1 | | | |  |
| **2. Learning Design and Content Creation** | | | | |
|  | Design services for blended learning programmes | 150 |  |  |
|  | Development services for blended learning Progs | 250 |  |  |
|  | Design services for:  -Mobile learning  -Virtual learning services  -E-learning course of Basic/Advanced | 150 |  |  |
|  | Design services for serious games/simulations | 150 |  |  |
|  | Design services for Face2Face learning programmes | 100 |  |  |
|  | Development services for Face2Face learning programmes | 150 |  |  |
|  | Design of live simulation training events | 150 |  |  |
|  | Development of support material for Face2Face or virtual classroom trainings (i.e., facilitator’s guide, deck, participants’ guide, handouts, etc) | 200 |  |  |
|  | ***Additional Services*** |  |  |  |
|  | Voice-over recording for interactive media (eLearning, videos, narrations) | 25 |  |  |
|  | Translation services of learning content in UN official languages | 25 |  |  |
|  | Translations of recorded voice-over/narrations in UN official languages (list rate per language if applicable) | 10 |  |  |
|  | Quality Assurance process for translations | 5 |  |  |
| Total Professional Fees 2 | | | |  |
| **3. Learning Technology and Digital Services (beyond standard eLearning courses)** | | | | |
|  | Production and post-production of Interactive videos | 125 |  |  |
|  | Development of Virtual reality/3D learning experiences | 250 |  |  |
|  | Development of Chatbots | 250 |  |  |
|  | Production and post production of 360 video production | 250 |  |  |
|  | Business, operational and leadership online simulations (non systems-related) | 400 |  |  |
|  | Graphic design services, incl infographics | 150 |  |  |
|  | Podcasts | 125 |  |  |
|  |  |  |  |  |
| Total Professional Fees 3 | | | |  |
| **4. Programme management and administration** | | | | |
|  | Programme management services | 90 |  |  |
|  | Learning administration services | 90 |  |  |
| Total Professional Fees 4 | | | | $$ |
|  | | | |  |
| ***Total Price***  ***(Total Professional Fees 1+2+3+4)*** | | | | $$ |

| Signature and stamp of the Bidder: |  |
| --- | --- |
| Name: |  |
| Title: |  |
| Name of Company: |  |
| Telephone: |  |
| Email: |  |

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# SECTION VI – ANNEX G: JOINT VENTURE PARTNER INFORMATION FORM

*[The Bidder shall fill in this Form in accordance with the instructions below.]*

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

UNFPA/USA/RFP/25/004

Page \_\_\_\_\_\_\_\_ of \_\_\_\_\_\_ pages

| 1. Bidder’s Legal Name: *[Insert Bidder’s legal name]* |
| --- |
| 2. Joint Venture (JV) Party Legal Name: *[Insert JV’s Party legal name]* |
| 3. JV’s party country of registration: *[Insert JV’s Party country of registration]* |
| 4. JV’s party year of registration: *[Insert JV’s Part year of registration]* |
| 5. JV’s party legal address in country of registration: *[Insert JV’s Party legal address in country of registration]* |
| 6. JV’s party authorized representative information  Name: *[Insert name of JV’s Party authorized representative]*  Address: *[Insert address of JV’s Party authorized representative]*  Telephone/Fax numbers: *[Insert telephone/fax numbers of JV’s Party authorized representative]*  Email Address: *[Insert email address of JV’s Party authorized representative]* |
| 7. Attached are copies of original documents of:*[Check the box(es) of the attached original documents]*  ☐ Articles of Incorporation or Registration of firm named in 2, above, in accordance with Section I: Instructions to Bidders clause 2: Eligible Bidders.  ☐ JV Agreement, or letter of intent to enter into such an agreement, signed by the legally-authorized signatories of all the parties |

# SECTION VI – ANNEX H: CHECKLIST OF BID 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/**  **N/A** | **REMARKS** |
| --- | --- | --- | --- |
| Have you read and understood all of the Instructions to Bidders in Section I of the Bidding documents? | SECTION I: INSTRUCTIONS TO BIDDERS |  |  |
| Have you reviewed and agreed to the UNFPA General Conditions of Contracts? | SECTION III: GENERAL CONDITIONS OF CONTRACT |  |  |
| Have you reviewed and agreed to the UNFPA Special Conditions for Contracts? | SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT |  |  |
| Have you completed the Bid Submission Form? | SECTION VI – ANNEX B: BID SUBMISSION FORM |  |  |
| Have you completed the Bidder’s Identification Form? | SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM |  |  |
| Have you completed the Bidder’s Previous Experience Form? | SECTION VI – ANNEX E: BIDDER’S PREVIOUS EXPERIENCE |  |  |
| Have you completed and signed the Price Schedule Form? | SECTION VI – ANNEX F: PRICE SCHEDULE FORM |  |  |
| *[Delete if not applicable]* Have you completed the Joint Venture Partner Information Form? | SECTION VI – ANNEX G: JOINT VENTURE PARTNER INFORMATION FORM |  |  |
| Have you reviewed all of the relevant Contract form(s)? | SECTION VII: CONTRACTUAL FORMS |  |  |
| Have you prepared a copy of your company’s registration in the country of operation? | SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS |  |  |
| Have you prepared a copy of the previous year’s audited Company Balance Sheet and Financial Statements? | Section I: Instructions to Bidders, clause & SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS |  |  |
| Have you provided written confirmation that your company is neither suspended by the United Nations system nor debarred by the World Bank Group? | & Section I: Instructions to Bidders clause 2.4 |  |  |
| *[Delete if not applicable]* Have you provided 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.? | SECTION II – ANNEX B: INSTRUCTIONS FOR PREPARING TECHNICAL BID |  |  |
| Have you provided a copy of any of your company’s environmental or social policies, and any related documentation? | Section I: Instructions to Bidders, clause 39 |  |  |
| Have you reviewed the UN Global Compact requirements? | Section I: Instructions to Bidders, clause 39 |  |  |
| Have you sealed and marked the Bids according to Instructions to Bidders clause 18.3 (electronic Bids)? | Section I: Instructions to Bidders, clause 18.3 |  |  |
| If submitted electronically through email, is the file size of the Bid less than 8MB? (If the file size is above 20 MB, refer to Instructions to Bidders clause 20.3.3) | Section I: Instructions to Bidders, clause 18.3.3 |  |  |
| Have you noted the Bid closing deadline? | Invitation letter Number 4 |  |  |
| Have you provided information on Supplier Qualification Requirements? | SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS  &  SECTION VI – ANNEX B: BID SUBMISSION FORM |  |  |
| *[Delete if not applicable]* Have you provided evidence that the Bidder has successfully completed at least one similar contract within the last five years for supply of goods/services? | SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS |  |  |
| *[Delete if not applicable]* Have you provided contact details of commercial banks and names of contact persons from whom UNFPA can seek feedback? | SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS |  |  |
| *[Delete if not applicable]* Have you provided sufficient documentation of your company's ability to undertake the LTA, i.e.,   * List of similar contracts/LTAs executed for other clients including contact details. * Evidence that the Bidder possesses experience in the geographical area. * At least three years of experience in performing similar contracts/Long Terms Agreements | SECTION VI – ANNEX E: BIDDER’S PREVIOUS EXPERIENCE  &  SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS |  |  |
| *[Delete if not applicable]* Have you provided sufficient documentation of your company’s managerial capability?   * Details of company’s managerial structure. * Quality assurance systems in place. | SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM |  |  |
| Have you supplied clients’ certificates in support of the satisfactory operation of the goods/services as specified above? | SECTION VI – ANNEX E: BIDDER'S PREVIOUS EXPERIENCE |  |  |
| Have you checked Section I: Instructions to Bidders, clauses, 15 & 16 and provided all requested documentation in the correct formats? | Section I: Instructions to Bidders, clauses 15 & 16 |  |  |

1. “Management” means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders. [↑](#footnote-ref-0)
2. Please indicate relevant contracts to the one requested in the RFP. [↑](#footnote-ref-1)