

# Invitation To Bid (ITB) for goods

Invitation to Bid (ITB) for Goods

## Supply of Armoured Doors

*90801\_ITB\_CAR\_Armoured Doors\_15\_04*

Date: January 14, 2015

## Supply of Armoured Doors

*90801\_ITB\_CAR\_Armoured Doors\_15\_04*

### Section 1: Bid data

Bid number: 90801\_ITB\_CAR\_Armoured Doors\_15\_04

Project: Central African Republic (CAR)  
Procurement official's name: Trexyl R. Chua-Miranda  
Email: trexylcm@unops.org

Issue date: January 14, 2015

#### Requests for clarifications due

Date: 22 January 2015  
Time: 12 noon New York Time

#### Bid due

BIDDERS ARE RESPONSIBLE FOR THE TIMELY SUBMISSION OF THEIR BID.

**Bid due Date: 29 January 2015**  
**Time: 12 noon New York Time**

#### Planned award date

Date: 12 February 2015

#### Planned contract start date delivery date (on or before)

Date: 15 February 2015

90801\_ITB\_CAR\_Armoured Doors\_15\_04

## Section 2: ITB letter

UNOPS plans to procure **Armoured Doors** as defined in accordance with these documents. UNOPS now invites sealed bids from qualified Bidders for providing the requirements as defined in the UNOPS specification attached hereto. Bids must be received by UNOPS by mail or email at the address specified not later than **12 noon 29 January 2015, NY Time**

This ITB is conducted in accordance with the UNOPS Procurement Manual and all other relevant directives and issuances. These can be accessed by the link provided below. For clarification on specific issues, or to learn more details about procurement at UNOPS, Bidders are encouraged to consult the UNOPS Procurement Manual. In case of contradictions between this ITB and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

<http://www.unops.org/SiteCollectionDocuments/Procurement/UNOPS%20procurement%20manual%20EN.pdf>

This UNOPS ITB consists of six sections and a series of annexes which will be completed by Bidders and returned with their

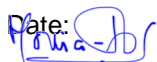
ITB Section 1: Bid data sheet  
ITB Section 2: ITB letter (this document)  
ITB Section 3: Instructions to Bidders  
ITB Section 4: UNOPS technical specifications/statement of work  
ITB Section 5: UNOPS General Conditions of Contract (goods/services/small services)

Annex A	Bid/No Bid Confirmation Form
Annex B	Check List Form
Annex C	Bid Submission, Technical and Price Schedule Offer Form
Annex D	UNGM Vendor registration form
Annex E	Manufacturer's authorization form

Interested Bidders may obtain further information by contacting this email address: [sajiawa@unops.org](mailto:sajiawa@unops.org)

**Pre-cleared by:**

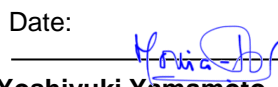
Date:



**Monica Siles**  
Deputy Director, Support  
Peace & Security Cluster, UNOPS GPSO

**Approved by:**

Date:



on behalf

**Yoshiyuki Yamamoto**  
Director  
Peace & Security Cluster, UNOPS GPSO

## Supply of Armoured Doors

*90801\_ITB\_CAR\_Armoured Doors\_15\_04*

### Section 3: Instructions to Bidders

#### 1. Introduction

UNOPS means the United Nations Office for Project Services, Peace and Security Cluster in New York, with offices located in more than 80 countries worldwide.

All communications (except for bid submission which must be uploaded in a secure email as per instructions below) regarding this ITB must be directed only to UNOPS Procurement Official, Trexyl Chua-Miranda, by email at [trexylcm@unops.org](mailto:trexylcm@unops.org) and UNOPS Supply Chain Analyst, Sajia Wais by email at [sajiawa@unops.org](mailto:sajiawa@unops.org), copy to [rogerc@unops.org](mailto:rogerc@unops.org) and Bidders must not communicate with any other personnel of UNOPS regarding this ITB. **All emails must have subject heading “ “90801\_ITB\_CAR\_Armoured Doors\_15\_04”**

THE BIDDER ASSUMES FULL RESPONSIBILITY FOR THE TIMELY DELIVERY OF THE BID AS PER INSTRUCTIONS SET HEREIN. BIDS DELIVERED TO ANY OTHER OFFICE, LOCATION, OR EMAIL ADDRESS MAY BE REJECTED.

#### 2. Eligibility and pre-qualification criteria

Bidders must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation To Bid.

Bidders must not be under a declaration of ineligibility for corrupt and fraudulent practices published by UNOPS on its website. Bidders must meet the eligibility criteria as published on the [UNOPS website](#).

All suppliers are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#).

When the Bidder is not the manufacturer of the goods, and if so required in the UNOPS technical specifications/statement of work (section 4 of this ITB) the Bidder shall be duly authorized by the manufacturer of the goods to submit this bid by completing annex E and returning it with its bid, assuring full guarantee and warranty obligations as per the contract.

The Bidder must have the required and relevant experience, financial, and production capability necessary to perform the contract, as specified in the UNOPS technical specifications/statement of work (section 4 of this ITB)

Bidders may be disqualified if they have made misleading or false representations in the forms, statements and attachments submitted as proof of the qualification requirements; and/or record of poor performance such as, not properly completing contracts, inordinate delays in completion, litigation history, financial failures etc.

#### 3. Cost of bid

The Bidder shall bear all costs associated with the preparation and submission of its bid. UNOPS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation process.

#### 4. Content of solicitation documents

The goods required, bid procedures and contract terms are prescribed in these solicitation documents, contents of which are listed in Section 2, ITB Letter.

Bids must offer goods for the total requirement, unless otherwise permitted in the solicitation document. Bids offering only part of the goods may be rejected unless permitted otherwise in the solicitation document. The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the

solicitation documents. Failure to furnish all information required by these documents or submission of a bid that does not comply with these documents will be at the Bidder's risk and may affect the evaluation of the bid.

## 5. Clarification of solicitation documents

- a. A prospective Bidder requiring any clarification of the solicitation documents may notify UNOPS in writing at UNOPS mailing address or email address indicated in the ITB. UNOPS will respond in writing to any request for clarification of the solicitation documents that it receives by the due date outlined on section 1. Written copies of UNOPS response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that have received the solicitation documents.

If the ITB has been advertised publicly, the results of any clarification exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the UNOPS website and UNGM.

## 6. Amendments of solicitation documents

At any time prior to the deadline for the submission of bids, UNOPS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the solicitation documents by amendment.

All prospective Bidders that have received the solicitation documents will be notified in writing of all amendments to the solicitation documents. For open competitions, all amendments will be posted on the UNOPS website in the tender notice.

In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, UNOPS may, at its discretion, extend the deadline for the submission of bid. UNOPS may, at its discretion, cancel the requirement in part or in whole.

## 7. Language of Bids

The bids prepared by the Bidder and all correspondence and documents relating to the bid exchanged by the Bidder and UNOPS, shall be written in English. Supporting documents and printed literature furnished by the Bidder may be in another language, provided they are accompanied by an appropriate translation of all relevant passages in ENGLISH. In any such case, for interpretation of the bid, the translation shall prevail. The sole responsibility for translation and the accuracy thereof, shall rest with the Bidder.

## 8. Documents comprising the bid

Bidders shall not submit more than one bid per Bidder in this ITB process, with the exception of alternative offers if so provided for in the ITB Section 4, UNOPS technical specifications/statement of work.

The bid prepared by the Bidder shall comprise the following components:

**ITB Submission** (on or before bid due date):

As a minimum, Bidders shall complete and return the documents listed below (annexes to this ITB) as an integral part of their bid. Bidders may add additional documentation to their bids as they deem appropriate.

Failure to complete and return the documents listed below as part of the bid, may result in bid rejection.

Part of bid	Check list form (Annex B hereto)
Part of bid	Signed Bid submission Technical ( Annex C excel sheet) and Price Schedule Offer Form (Annex C hereto)
Part of bid	UNGM Vendor registration form (Annex D hereto) Manufacturer's authorization form (Annex E hereto)

If after assessing this opportunity, you have made the determination not to submit your bid, we would appreciate if you could return this form indicating your reasons for non-participation.

**Pre-submission:**

Bidders are requested to complete and return the Bid/No Bid Confirmation Form prior to the submission deadline, indicating whether they do or do not intend to bid.

Stand-alone document	Bid/no bid confirmation form (Annex A hereto)
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**9. Bid Prices**

The Bidder shall indicate on the appropriate bid price sheet contained in these solicitation documents the prices of the goods it proposes to supply under the UNOPS issued Purchase Order (PO).

The price of the goods shall be quoted as per Incoterms detailed in the Price Schedule Form.

Fixed Price: Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract, and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

**10. Bid Currencies**

All prices shall be quoted in **United Stated Dollars (\$)**

UNOPS reserves the right not to reject any bids submitted in another currency than the mandatory bidding currency stated above. UNOPS may accept bids submitted in another currency than stated above, if the Bidder confirms during the clarification of bids (18) in writing that it will accept a contract issued in the mandatory bid currency, and that for conversion, the official United Nations operational rate of exchange of the day of the ITB deadline as stated in the ITB letter shall apply.

Regardless of the currency of bids received, the contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

**11. Period of Validity of Bids**

Bids shall remain valid for **90 Days** after the date of bid submission prescribed by UNOPS, pursuant to the deadline clause. A bid valid for a shorter period may be rejected.

In exceptional circumstances, UNOPS may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security.

**12. Format and Signing of Bids**

The bid shall be typed and shall be signed in indelible ink by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the bid.

A bid shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the bid.

**13. Sealing and Marking of Bids**

The Bidder shall submit their bids in the following secured email address only:

[upload.90801\\_l.vwd37d7q5v@u.box.com](mailto:upload.90801_l.vwd37d7q5v@u.box.com)

Should you have any issues sending your bids in the above address, please let us know. Bidders are encouraged to submit before the deadline in case there are technical issues.

Any email should have the subject **90801\_ITB\_CAR\_Armoured Doors\_15\_04** and in the email body be addressed as follows: **UNOPS Peace and Security Cluster, GPSO – Procurement Team, New York**  
**Attention: Bid Opening Panel**

In case of bid submission by email to UNOPS, the receipt time stamp shall be the date and time when the submission has been received in the dedicated UNOPS inbox. UNOPS is not responsible for any delays caused by network problems etc. It is the sole responsibility of Bidders to ensure that their bid is received by UNOPS in the dedicated inbox, on or before the prescribed tender deadline.

#### **14. Deadline for Submission of Bids**

Bids must be received by UNOPS at the email address/office address specified under clause 14 Sealing and Marking of Bids not later than **12 noon (New York Time) on 29 Jan 2015**. All bids will be opened shortly thereafter.

UNOPS may, at its discretion, extend this deadline for the submission of bids by amending the solicitation documents in accordance with clause Amendment of solicitation documents. In this case, all rights and obligations of UNOPS and Bidders previously subject to the deadline, will thereafter be subject to the new deadline as extended.

#### **15. Late Bid**

Any bids received by UNOPS after the deadline for the submission of bids prescribed by UNOPS, pursuant to clause "Deadline for submission of bids", will be rejected. Where a bid security was requested, any such bid security will be returned to the Bidder after the contract award has been made.

#### **16. Modification and Withdrawal of Bids**

The Bidder may withdraw their bid after the bid's submission, provided that written notice of the withdrawal is received by UNOPS prior to the deadline prescribed for the submission of bids.

The Bidder's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of the clause 'Deadline for submission of bids'. No bid may be modified subsequent to the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity.

#### **17. Clarification of Bids**

To assist in the examination, evaluation and comparison of bids, UNOPS may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered or permitted. UNOPS will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents, in accordance with the [UNOPS Procurement Manual 8.9 Discussions with vendors](#).

#### **18. Preliminary Screening**

UNOPS will examine the bids to determine whether they are complete, the documents have been properly signed, the bids are generally in order, and there are no computational errors in the Price Schedule.

#### **19. Determination of Compliance**

Compliance refers to whether or not the bid substantially meets the quantitatively and qualitatively defined criteria, as per the requirements and other qualification criteria as stated in the solicitation documents. If the offer complies with all the criteria specified in the solicitation documents, such as pre-qualification and eligibility requirements, the offer is deemed substantially compliant.

#### **20. Evaluation steps**

All bids found substantially compliant with the formal criteria under 1.19 Preliminary Screening, will go through subsequent evaluation as follows:

- a. Pre-qualification and eligibility criteria as outlined in the UNOPS technical specifications/statement of work as contained in this ITB, are evaluated prior to technical and financial evaluation. Only bids meeting the minimum pre-qualification and eligibility criteria, will be evaluated further.
- b. Technical evaluation will be conducted to establish substantial compliance. When the specifications of the item/s quoted vary in one or more significant aspect/s from the minimum required technical specifications, the bid will not be considered substantially compliant and will not be evaluated further.
- c. The prices of bids found to be substantially compliant, will be compared to identify the most substantially compliant bid which represents the lowest overall costs to UNOPS.

## **21. Award Criteria**

Bidders must meet all the mandatory business criteria outlined in Annex C UNOPS technical specifications. The qualifications will be evaluated by UNOPS, and Bidders determined to have met all mandatory requirements, will be considered for award.

UNOPS will award the contract to the responsible contractor whose bid substantially conforms to the requirements set forth in the solicitation documents, and offers the lowest overall cost to UNOPS. UNOPS reserves the right to conduct negotiations with the vendor regarding the contents of their offer. UNOPS reserves the right to accept or reject any bid, and to annul the solicitation process and reject all bids at any time prior to the award of contract, without thereby incurring any liability to the affected Bidder or Bidders, or any obligation to inform the affected Bidder or Bidders of the grounds for UNOPS action.

## **22. UNOPS right to vary quantities at time of Award**

At the time the contract is awarded, UNOPS reserves the right to increase or decrease the quantity of goods and related services originally specified in Section 4, Technical specifications/SOW, provided this does not exceed the percentages specified in Section 4, Technical specifications/SOW, and without any change in the unit prices or other terms and conditions of the bid and the bidding documents.

## **23. Notification of Award**

Prior to the expiration of the period of bid validity, UNOPS will notify the successful Bidder in writing by email or post, that its bid has been accepted. The notifications of award will constitute the formation of the contract. Please note that the Bidder, if not already a registered vendor, will be required to complete a vendor registration process on the UNGM prior to the signature and finalization of the contract, if not registered already.

## **24. Signing of Contract**

At the same time as UNOPS notifies a successful Bidder that its bid has been accepted, UNOPS will invite the Bidder, provided the Bidder is successfully registered on the UNGM, to sign the final version of the Contract Form provided in the solicitation documents, incorporating all agreements between the parties.



## Supply of Armoured Doors

*90801\_ITB\_CAR\_Armoured Doors\_15\_04*

### Section 4: UNOPS Technical specifications

#### A. Summary of requirements

<b>1. List of goods and delivery schedule</b>				
<b>Line item/ lot N°</b>	<b>Description of goods</b>	<b>Quantity</b>	<b>Unit</b>	<b>Delivery schedule from date of contract</b>
1	Armoured Doors	20	06	First delivery of 06 doors will be within two weeks after the signature of the contract/PO and the rest 14 will follow.

#### Consignee address and consignee-wise quantity distribution

<b>Line item/ lot N°</b>	<b>Consignee address</b>	<b>Quantity</b>	<b>Unit</b>
1	Support Services Office - MINUSCA / WEHM Section - BP 3338, Pk 4 Avenue B.Boganda, Bangui, République centrafricaine	20	20

#### B. Detailed technical specifications listed in Annex C (The excel sheet) attached to this ITB

#### C. Pictures: Please include clear pictures of the doors you offer.

## Supply of Armoured Doors

*90801\_ITB\_CAR\_Armoured Doors\_15\_04*

### **Section 5: UNOPS General Conditions of Contract**

In the event of an order, the following contract will apply: [UNOPS General Conditions of Contract for goods](#)

The conditions are available at: <http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx>

## ANNEX A

### Supply of Armoured Doors

*90801\_ITB\_CAR\_Armoured Doors\_15\_04*

#### Bid/No Bid confirmation form

If after assessing this opportunity you have made the determination not to submit your bid, we would appreciate if you could return this form indicating your reasons for non-participation.

Date:

To: UNOPS  
(Insert name and office of contact person)

Fax/email (Insert UNOPS contact person's fax or email (do not enter secure bid fax no./email address))

From: \_\_\_\_\_  
\_\_\_\_\_

Subject *90801\_ITB\_CAR\_Armoured Doors\_15\_04*

YES, we intend to submit an offer.

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

- ☐ The requested products are not within our range of supply
- ☐ We are unable to submit a competitive offer 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 ITB is too complicated
- ☐ Insufficient time is allowed to prepare a bid
- ☐ 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
- ☐ The person handling the bids is away from the office
- ☐ Other (please provide reasons) \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ We would like to receive future ITBs for this type of goods
- ☐ We don't want to receive ITBs for this type of goods

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

## ANNEX B

### Supply of Armoured Doors

90801\_ITB\_CAR\_Armoured Doors\_15\_04

### Check list form

Bidders are requested to complete this form and return it as part of their bid submission.

Activity	Yes/No/NA	Page # in your bid	Remark
Have you duly completed all the bidding forms provided in the Instructions to Bidders?			
• Bid/no bid confirmation			
• Bid submission, technical and price schedule offer form			
• UNGM Vendor registration (desired, not required)			
• <i>Price Schedule Offer Form</i>			
• Pictures of the Doors			
Have you provided the required information for qualification purposes as contained in ITB document 4: UNOPS Technical specifications			
• Financial capability related documents			
• Manufacturer's Authorization Form			

## ANNEX C

### Supply of Armoured Doors

*90801\_ITB\_CAR\_Armoured Doors\_15\_04*

## Bid submission, technical and price schedule offer form

### Cover page

Bidders must complete this form and return it as part of their bid submission.

This cover page, the specification/statement of work form, and the price schedule, form are an integral part of the bid submission form. Bidders are expected to return signed as part of their bid. 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)

ITB No.: *90801\_ITB\_CAR\_Armoured Doors\_15\_04*

To: Trexyl Chua-Miranda

We, the undersigned, declare that:

- a. We have examined and have no reservations to the bidding documents, including amendment No.: (Insert the number and issuing date of each amendment);
- b. We offer 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 (Insert a brief description of the goods and related services);
- c. 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);
- d. 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.)  
**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);
- e. Our bid shall be valid for the period of time specified in Instructions to Bidders Sub-Clause 12 Period of Validity of Bids, from the date fixed for the bid submission deadline as set out in the Invitation To Bid Section 1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- f. If our bid is accepted, we commit to obtain a performance security in accordance with Instructions to Bidders Sub-Clause 11 Bid Security and Terms and Conditions of the Contract;
- g. 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;
- h. 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;
- i. We embrace the principles of the [United Nations Supplier Code of Conduct](#) and adhere to the principles of the [United Nations Global Compact](#);

- j. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UNOPS, in accordance with Instructions to Bidders Sub-Clause 2, Eligibility;
- k. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;
- l. 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.

I, \_\_\_\_\_ (name of signing official), certify that I am  
\_\_\_\_\_ (position) of \_\_\_\_\_ (legal name of company); that by  
signing this ITB for and on behalf of \_\_\_\_\_ (legal name of company) I am certifying that  
all information contained herein is accurate and truthful and that the signing of this bid is within the scope  
of my powers.

\_\_\_\_\_  
(Signature)\_\_\_\_\_  
(Name)\_\_\_\_\_  
(Title)\_\_\_\_\_  
(Date)

Provide the name and contact information for the primary contact from your company for this quotation:

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

Mailing address (street name/number/city/town/province/state): \_\_\_\_\_

Tel. no: \_\_\_\_\_ Fax no: \_\_\_\_\_

Email address: \_\_\_\_\_

Offer valid until: \_\_\_\_\_ (date) Must be at least ☒ (X) days

Currency of offer: (state currency) Payment terms 30 days accepted: ☐

Are you a UNOPS registered vendor? ☐ Yes ☐ No If yes, provide vendor number: \_\_\_\_\_

## Bid submission, technical and price schedule offer form

This form must be completed and returned as part of their bid submission.

The Bidder assumes full responsibility for the timely submission of bids. Bids delivered to any other office, location, or email address will not be considered.

Contractor agrees to supply all goods and/or perform all work as specified in this bid, and in accordance with the terms and conditions of this bid at the prices quoted on this form.

Alternate bids will not be acceptable.

The Bidders must submit the following as part of their bid as well:

1. Latest Audited Financial Statements if available or Financial Statements/ Information duly prepared and signed by a Certified Public Accountant. The said statement must clearly demonstrate your company's financial health and capability to perform as per our general terms and conditions.
2. Company Profile
3. Technical Specifications by filling up the Annex C (Excel Sheet attached to this ITB)

Bidders are encouraged to include any additional information regarding the goods they offer in this section in form of free text.

## List of subcontractors or suppliers

Bidder must identify the names of all subcontractors/suppliers who will be providing good/services under this contract and the type of work being subcontracted.

- (A) Full legal name and address of subcontractors
- (B) \_\_\_\_\_
- (C) \_\_\_\_\_

## Technical offer

Bidders are encouraged to include any additional information regarding the goods they offer in this section in form of free text.



## Bid prices

Bidders to submit their financial bid by completing the price schedules.

Bidders 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 UNOPS in the technical specifications/statement of work.

CONTRACTOR AGREES TO SUPPLY ALL GOODS AND/OR PERFORM ALL WORK AS SPECIFIED IN THIS BID AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS BID AT THE PRICES QUOTED ON THIS FORM.

<b>BIDDER'S TOTAL PRICES (Price &amp; Currency to be entered by Bidder):</b>	
TOTAL FIRM FCA PRICE	
TOTAL FIRM DAP PRICE: Bangui, Central African Republic (CAR)	

Bidder's prices for goods (price to be entered by Bidder):						
Item/ lot	Description	Qty (a).	Currency: UD Dollars			
			Unit FCA (b)	price	Unit price DAP (c)	Total price FCA (a)x(b)
1.	Armoured Doors	20				
2.						

BIDDERS DELIEVERY DATA		
COUNTRY OF ORIGION OF OFFERRED PRODUCTS:	ITEM 1	
FCA POINT(S) OF DELIEVERY FOR OFFERRED PRODUCTS:	ITEM 1	
DELIEVERY TIME (FROM DATE OF ORDER):	ITEM 1	

## ANNEX D: UNGM vendor registration form

As part of the bid, it is desired that the Bidder goes to the United Nations Global Marketplace (UNGM) registration website: <https://www.ungm.org/Registration/RegisterSupplier.aspx> and fills out the registration. If the Bidder is already registered with UNGM, please provide your UNGM registration number (\_\_\_\_\_). Please ensure that your firm's information on UNGM is current.

The Bidder may still bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.

All suppliers are required to adhere to the principles of the [United Nations Supplier Code of Conduct](#). UNOPS also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#) and strongly encourages them to subscribe to it.

## Annex E : Manufacturer's Authorization form

Date: [insert date (as day, month and year) of bid submission]

ITB No: **90801\_ITB\_CAR\_Armoured Doors\_15\_04**

Alternative No: [insert identification no. if this is a bid for an alternative]

To: [insert complete name of UNOPS office]

### 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 13 of the General Conditions for 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]

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