# SECTION VII: Bidding Forms

## 1. Bid Confirmation Form

|  |  |  |
| --- | --- | --- |
|  |  | Date: *[Date]* |
| To: | UNFPA  Mr. Sergey Khvedchenya | Email: [khvedchenya@unfpa.org](mailto:khvedchenya@unfpa.org) |
| From: | *[Company name]* |  |
|  | *[Contact person]* |  |
|  | *[Telephone]* |  |
|  | *[Email address]* |  |
|  | *[Postal address]* |  |
| Subject: | ITB No.: UNFPA/DNK/ITB/15/009 | |

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 ITB 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

To: UNFPA

Marmorvej 51

2100 Copenhagen

Denmark

Ref: ITB No.UNFPA/DNK/ITB/15/009

Dear Sir / Madam,

We, the Undersigned, have examined and have no reservations to the Bidding Documents No. UNFPA/DNK/ITB/15/009 and amendments, if any. We hereby offer to supply Fistula kits in accordance with the specifications stated and subject to the Terms and Conditions specified in the documents.

We agree to abide by this bid for a period of 6 months 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 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 Clause 2.4;

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

|  |  |
| --- | --- |
| Date: | ……………………………………………………………… |
| Signature and seal of the bidder: | ……………………………………………………………… |
| Name and Title: | ……………………………………………………………… |
| Company: | ……………………………………………………………… |

## 3. Checklist on UNFPA Terms and Conditions

Kindly complete and submit this document as part of the Technical Proposal.

|  |  |
| --- | --- |
| **Criterion** | **Response from the bidder** |
| Did your firm review the original UNFPA/DNK/ITB/15/009 including, all Annexes, subsequent revisions posted on United Nations Global Market Place and the answers to the questions received from prospective bidders in full before submitting the technical and financial proposals? |  |
| Does your firm fully agree with all the Terms and Conditions given in the UNFPA/DNK/ITB/15/009 including Annexes, the subsequent revisions and the clarifications provided through the answers to the questions received from prospective bidders?  (if your answer is other than YES please fill the table below) |  |

|  |  |  |
| --- | --- | --- |
| **The original Term/ Condition as per UNFPA/DNK/ITB/15/009 and the subsequent revisions.** | **Proposed deviation (Alternate clause), if any, by the bidder** | **Reason for proposing alternate clauses** |
|  |  |  |
|  |  |  |
|  |  |  |

***Special Note:*** If your firm proposes any deviations from the terms and conditions stipulated on the ITB document all such should be summarized using this form. Such proposals should not be indicated within the main body or any other part of your technical proposal. Please be advised that if the proposed modifications are not acceptable to UNFPA, UNFPA reserves the right to reject the bid. Please avoid proposing semantic changes.

|  |  |  |
| --- | --- | --- |
|  | **On behalf of Business Authority** | **On behalf of Legal Authority** |
| Signature |  |  |
| Name |  |  |
| Title |  |  |
| Company |  |  |
| Email address |  |  |

## 4. Bidders Identification Form

**ITB No. UNFPA/DNK/ITB/15/009**

**Organization**

|  |  |
| --- | --- |
| Company/Institution Full Name |  |
| Address, City, Country |  |
| Telephone/FAX |  |
| Website |  |
| Date of establishment |  |
| **Legal Representative**: Name/Surname/Position |  |
| **Legal structure**: natural person/Co.Ltd, NGO/institution/other (please 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 in the region (please indicate names of subsidiaries and addresses, if relevant to the bid) |  |
| Commercial Representatives in the country: Name/Address/Phone (for international companies only) |  |

**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) |  |

**Expertise of Staff**

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

**Financial and Economic Standing**

|  |  |
| --- | --- |
| Turnover in 2012 (USD) |  |
| Turnover in 2013 (USD) |  |
| Turnover in 2014 (USD) |  |
| Liquidity ratio (Current assets less stock/current liabilities) 2012 |  |
| Liquidity ratio (Current assets less stock/current liabilities) 2013 |  |
| Liquidity ratio (Current assets less stock/current liabilities) 2014 |  |
| Current ratio (Current assets/current liabilities) in 2012 |  |
| Current ratio (Current assets/current liabilities) in 2013 |  |
| Current ratio (Current assets/current liabilities) in 2014 |  |

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

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

## 5. Performance Statement Form

(For the last five years)

Bid No. UNFPA/DNK/ITB/15/009

Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Order No. & Date** | **Client** | **Contact person/phone** | **Description & quantities of ordered items** | **Value of order (USD)** | **Date of completion** | | **Satisfactory completion** |
| **As per contract** | **Actual** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

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

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature and seal of the Bidder | Date |
|  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Countersigned by and seal of Chartered Accountant | Date |

## 6. Technical Information Sheet

Use the attached file “Section VII-6 - Technical Information Sheet for ITB UNFPA-DNK-ITB-15-009.xls” for detailed requirements.

## 7. Product and Price Form

Use the attached file “Section VII-7 - Product and Price form for ITB UNFPA-DNK-ITB-15-009.xls”.

## 8. Joint Venture Partner Information Form

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

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

ITB No.: UNFPA/CC/YY/NNN

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

|  |
| --- |
| 1. Bidder’s Legal Name: *[Insert Bidder’s legal name]* |
| 2. JV’s 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 Instructions to Bidders Sub-Clauses 3.1 and 3.2.   JV Agreement, or letter of intent to enter into such an Agreement, signed by the legally authorized signatories of all the parties |

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