**ETH/EOI/2017/03-** **REQUEST FOR EXPRESSION OF INTEREST FOR PROVISION OF 5KVA-200KVA GENERATORS FOR ALL UN AGENCIES OPERATING IN ETHIOPIA, KENYA, MALAWI, UGANDA, RWANDA AND TANZANIA**

**INSTRUCTIONS FOR COMPLETION OF THE APPLICANTS GENERAL INFORMATION FORM**

1. The form should be typewritten in uppercase (or written in capital letters)
2. The form should be completed clearly and accurately ensuring that all questions are answered.
3. This form should be signed by the authorized person completing it, and their name and title should be typed, along with the date.
4. This form should be sealed with the company stamp.
5. The attached declaration letter should be printed in **Letter head** and signed and sealed with company stamp.
6. When submitting your interest through procurement.et@undp.org be sure to write **ETH/EOI/2017/03** on your email subject line; to let our Office easily locate your application.
7. Attached for reference: UNDP General Terms and Conditions

**Annex 1: Applicants General Information Form**

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

EOI No.: *[insert number of bidding process]*

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| **SECTION 1: COMPANY DETAILS AND GENERAL INFORMATION** |
| 1. **Applicant’s Full Legal Name:** *[insert Applicant’s legal name]* |
| 1. **Country/ies of Registration/Operation**: *[insert actual Country of Registration]* |
| 1. **Legal Address/es in Country/ies of Registration/Operation:** *[insert Applicant’s legal address in country of* *registration]*   Subcity *[insert here]* Woreda *[insert here]* Zone *[insert here]* Kebele *[insert here]*  *Tel No: [insert here]*  *Fax No: [insert here]*  *Email address: [insert here]*  *Website address: [insert here]* |
| 1. **Applicant’s Authorized Representative Information**   **Name:** *[insert Authorized Representative’s name]*  **Address**: *[insert Authorized Representative’s Address]*  **Telephone/Fax numbers:** *[insert Authorized Representative’s telephone/fax numbers]*  **Email Address:** *[insert Authorized Representative’s email address]* |
| 1. **Nature of business (Tick one box only):**   Trader: Authorized Agent: Wholesaler Company: Manufacturer:  m 2: General Information Solicitation Form1  Date: [insert date (as day, month and year] of Bid Submission]  EOI No.: [insert number of bidding process]  Page \_\_\_\_\_\_\_\_of \_\_\_\_\_\_\_\_ pages  Other (specify): |
| 1. **Trade License/Registration Certificate Number**: *[insert here] Valid* Until *[insert here]*     UNGM registration number (if any): *[insert here]* |
| **SECTION 2: TECHNICAL CAPABILITY AND INFORMATION ON SERVICES OFFERED** |
| 1. Is your company willing and able to supply contract worth up to USD 100,000 at once on credit for payment period of at least 30 calender days? *[insert here]* |
| 1. Is your company willing and able to deliver 5kva-200Kva generators on request by any of the UN agencies operating in Ethiopia, Kenya, Malawi, Uganda, Rwanda and Tanzania based on FOB?   *[insert here]* |
| 1. If need arises, would you be willing to negociate alternative delivery arrangment other than FOB?   *[insert here]* |
| 1. In cases where the value of purcashe order are above USD 300,000.00; what volume discounts would your company offer? *[insert here]* |
| 1. Local offices/representation:   (Branch offices/representations)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 12.   |  |  |  |  | | --- | --- | --- | --- | | List below up to 5 of your most recent relevant successfully completed contract agrements with minimum volume of work USD 200,000 each contract.(Attach documentary evidence eg: copies of purchase order & completion certificates) | | | | | No | Description  (one line for each item) | Value of contract in USD | Year completed | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |
| **SECTION 3: EXPERIENCE** |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Organization | Contact details for References | Value in USD | Year | Goods/Services Supplied | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  1. List three recent contracts with UN and/or other International Aid Agencies, Multi-national companies. (attach documentary evidence eg: copies of purchase order, completion certificates…) |
| **SECTION 4: Submission Check List** |
| 1. Attached are copies of original documents of:  * Applicants General Information Form completed and signed by applicant’s authorized representative and sealed by company stamp * Valid Business License, * Environmental Compliance Certificates (eg. ISO 14000) * Certification of Quality internationally recognized (eg. ISO 9001) * Audited Financial Statements (Income Statement and balance Sheet) for the last two recent fiscal years clearly indicating the annual turnover * Reference and recommendations for at least 5 big completed works (minimum volume of each work USD 200,000.00) * Manufacturer’s Authorization (if applicable) * Patent Registration Certificates (if applicable) * Proof of experience with UN agencies or other international organization * Completed, signed and stamped Declaration Letter (on **Letter Head)** * Company Profile including product package, warranty, Installation and after Sales Service |
| Note: Any application form that does not include any of the above-mentioned attachments will not be considered |

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| I, the Authorized Representative of the above-mentioned firm, certify that the above information is complete and true, and I understand that any discrepancy in the above-mentioned information will entitle the UNDP to reject my application. |
| Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |