

Invitation to Bid

Reference No: 001-2018

Furniture and Accessories for UN Women's Afghanistan Country Office
Containerized Accommodation and Office Buildings in UNOCA Compound Kabul
Afghanistan.

10 September 2018

Dear Sir/Madam,

Subject: Invitation to Bid (ITB) for Furniture and Accessories for UN Women's Afghanistan Country Office Containerized Accommodation and Office Buildings in UNOCA Compound Kabul Afghanistan.

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure **Furniture and Accessories for UN Women's Afghanistan Country Office Containerized Accommodation and Office Buildings** as described in this Invitation to Bid and its related annexes. UN Women now invites sealed bids from qualified bidders for providing the requirements as defined in these documents.
2. In order to prepare and submit a responsive bid, please carefully review, and understand the contents of the following documents:
 - a. This letter and Bid Instruction Sheet (BIS)
 - b. Instructions Bidders (Annex 1) available from this link: <http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-procurement-itb-instructions-en.pdf?la=en&vs=3920>
 - c. Technical Specifications (Annex 2)
 - d. Returnable Documents (Annex 3):
 - i. [Bid Acknowledgement](#)
 - ii. [Bidder Information Form](#)
 - iii. [Bid Submission Form](#)
 - iv. [Financial offer](#)
 - v. [JV Partner Information Form](#)
 - vi. [Past Performance Statement Form](#)
 - vii. [No Adverse Judgement Confirmation Form](#)
 - e. Other Forms:
 - i. Voluntary Agreement for Promoting Gender Equality in the Workplace (Annex 4)
 - ii. [UN Women Contract Templates and General Conditions of Contract](#) (Annex 6)
 - f. Submission Checklist (Annex 7)
 - g. Eligibility Criteria (Annex 8)
3. The Bid Instruction Sheet (BIS) -below- provides the requisite information (with cross reference numbers to the detailed [Instructions to Bidders](#) ([Annex 1](#) - see above link).

Bid Instruction Sheet (BIS)

Detailed Instruction governing below listed summary of the “instructions to bidders” is available in the “Instruction to Bidders” (Annex I)

<http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/procurement/un-women-procurement-itb-instructions-en.pdf?la=en&vs=3920>

| Cross Ref. to Clause of Annex I | Instruction to Bidders | Specific Requirements as referenced in Annex I |
|---------------------------------|--|--|
| 4.3 | Deadline for Submission of Bids | <p>Date and Time: <i>September 25, 2018 1:00 PM</i></p> <p>City and Country: <i>Kabul Afghanistan</i> (for local time reference, see www.greenwichmeantime.com)</p> <p>This is an absolute deadline, bids received after this date and time will be disqualified.</p> |
| 4.1 – 4.4 | Manner of Submission | <p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail</p> <p><input checked="" type="checkbox"/> Electronic submission of bid</p> |
| 4.1 | Address for Bid Submission | <p><input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail:</p> <p>UN Women UNOCA Compound Jalalabad Road Kabul Afghanistan “NOT TO BE OPENED BY REGISTRY”</p> <p><input checked="" type="checkbox"/> Electronic submission of Bid:</p> <p>Technical.af@unwomen.org</p> <p>Bids should be submitted to the designated address by the date and time of the deadline given.</p> |
| 3.1 | Language of the bid | <p><input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish</p> <p><input type="checkbox"/> Other <i>[specify]</i></p> |
| 3.5 | Bid Currencies | <p>Preferred Currency: <input checked="" type="checkbox"/> USD</p> <p>If no, please indicate Currency: <input type="text"/></p> <p><i>Bidder may submit quotation/offer in any freely convertible currency</i></p> |

| | | |
|-----|--|---|
| 3.6 | Bid Validity Period | 90 days Commencing after the deadline for submission of bids. |
| 2.4 | Clarifications of solicitation documents | Requests for clarification shall be submitted 7 days before the deadline for submission of bid. |
| | Contact address for requesting clarifications on the solicitation documents | <p>Requests for clarification should be addressed to the e-mail address: procurement.af@unwomen.org</p> <p>Clarification emails should include a subject header in the following format:</p> <p>“UNW ITB Reference #, Request for Clarification, Company/Contractor Name”</p> <p>Bidders must not communicate with any other personnel of UN Women regarding this ITB.</p> <p><u>The e-mail address above is for clarifications ONLY.</u></p> <p>Do not send or copy your bid to this e-mail addresses, doing so will disqualify your bid.</p> |
| 2.6 | Pre-bid Meeting | <input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Mandatory <input type="checkbox"/> Optional |
| 3.7 | Bid Security | <input checked="" type="checkbox"/> Not Required Bid Security is not foreseen to be required by UN Women at this stage; however, UN Women reserve the rights to request a Bid Security from the successful bidder at any stage. |
| 6.4 | Performance Security | <input checked="" type="checkbox"/> Not Required Performance Security is not foreseen to be required by UN Women at this stage; however, UN Women reserve the rights to request a Performance Security from the successful bidder at any stage. |

| | | |
|-----|--|--|
| 5.8 | Post-Qualification Requirements | REQUIRED: <ul style="list-style-type: none"> ✓ Past Performance Statement Form ✓ No Adverse Action Confirmation Form <input checked="" type="checkbox"/> ISO certificate copy <input checked="" type="checkbox"/> Bank Statement <input checked="" type="checkbox"/> Export and Manufacturer/Supplier License Information |
| 2.7 | Waiver & Release of Indemnity (If there is a site visit/inspection) | <input checked="" type="checkbox"/> Not Required No site inspections/visits are necessary and therefore a waiver/release of indemnity is not required. |
| | Eligibility Criteria | See Annex 9 for eligibility criteria |

4. The bidder will be selected based on the Award Criteria section of the Instructions to Bidders and Eligibility Criteria as reflected in Annex 9.
5. If you request additional information, we would endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your bid.
6. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,



Peterson Magoola
 Deputy Country Representative & OiC
 UN Women Afghanistan.

ANNEX 2

TECHNICAL SPECIFICATIONS

| No | Description | Quantity |
|----|---|----------|
| 1 | STOLJAN Conference chair, white, black "or equivalent" | 6 |
| 2 | ERIK Drawer unit w 2 drawers on castors, black "or equivalent" | 1 |
| 3 | GALANT Cabinet with sliding doors, black-brown "or equivalent" | 1 |
| 4 | BEKANT Corner desk right, blackbrown, white "or equivalent" | 1 |
| 5 | MARKUS Swivel chair, Glose black Robust black "or equivalent" | 1 |
| 6 | BEKANT Conference table, blackbrown, white "or equivalent" | 1 |
| 7 | NYFORS Table lamp nickel-plated white "or equivalent" | 5 |
| 8 | INNER Cushion pad, white "or equivalent" | 12 |
| 9 | TUSTNA Mattress pad, white "or equivalent" | 5 |
| 10 | HOKKÅSEN Pocket sprung mattress, firm, white "or equivalent" | 5 |
| 11 | HEMNES Bed frame, white stain "or equivalent" | 5 |
| 12 | LIATORP Console table, white, glass "or equivalent" | 4 |
| 13 | HATTEFJÄLL Swivel chair, Gunnared beige "or equivalent" | 1 |
| 14 | FABRIKÖR Glass-door cabinet, blackblue blue "or equivalent" | 2 |
| 15 | STOCKHOLM TV bench, walnut veneer "or equivalent" | 2 |
| 16 | STOCKHOLM Coffee table, walnut veneer "or equivalent" | 4 |
| 17 | HEMMAFEST Cushion cover assorted | 12 |

| | | |
|----|--|----|
| | colours"or equivalent" | |
| 18 | GRENÖ Cushion, outdoor, dark blue, beige"or equivalent" | 8 |
| 19 | ELVARLI 2 sections, white"or equivalent" | 1 |
| 20 | STOCKSUND Armchair, Nolhaga dark green, light brown/wood"or equivalent" | 2 |
| 21 | STRANDMON Footstool, Skiftebo yellow"or equivalent" | 6 |
| 22 | LISABO Coffee table, ash veneer"or equivalent" | 5 |
| 23 | STOCKSUND Armchair, Nolhaga greybeige, light brown/wood"or equivalent" | 2 |
| 24 | STOCKHOLM 2017 Cushion set armchair, Röstånga white"or equivalent" | 8 |
| 25 | INDUSTRIELL Armchair, natural, grey"or equivalent" | 4 |
| 26 | PUDERVIVA Quilt cover and 2 pillowcases, white"or equivalent" | 5 |
| 27 | KÄLLKRASSE Quilt, warmer"or equivalent" | 5 |
| 28 | RIKLIG Teapot, glass"or equivalent" | 8 |
| 29 | UPPHETTA Coffee/tea maker, glass, stainless steel"or equivalent" | 8 |
| 30 | DYRGRIP Juice Glass, clear glass"or equivalent" | 30 |
| 31 | DYRGRIP Glass, clear glass"or equivalent" | 30 |
| 32 | POKAL Glass, clear glass"or equivalent" | 30 |
| 33 | BÄRBAR Tray, bird"or equivalent" | 4 |
| 34 | SMAGLAD 24-piece cutlery set, stainless steel "or equivalent" | 5 |
| 35 | VÄRDERA 18-piece service, white"or equivalent" | 5 |
| 36 | SENSUELL 4-piece cookware set, stainless steel, grey"or equivalent" | 2 |

| | | |
|----|---|----|
| 37 | SENIOR Casserole with lid, off-white white "or equivalent" | 1 |
| 38 | 365+ Stockpot with lid, stainless steel, glass "or equivalent" | 1 |
| 39 | 365+ 5-piece cookware set "or equivalent" | 5 |
| 40 | LILLÅSEN Desk, bamboo "or equivalent" | 6 |
| 41 | HEMNES Bedside table, white "or equivalent" | 5 |
| 42 | ÄPPLARÖ Chair with armrests, outdoor, brown brown stained "or equivalent" | 8 |
| 43 | ÄPPLARÖ Table, outdoor, brown stained brown "or equivalent" | 3 |
| 44 | LACK Wall shelf unit, white "or equivalent" | 8 |
| 45 | STOCKHOLM 2017 Floor lamp, chrome-plated "or equivalent" | 16 |
| 46 | ROXMO Floor lamp, steel, nickelplated "or equivalent" | 8 |
| 47 | LOHALS Rug, flatwoven, natural "or equivalent" | 6 |
| 48 | LAPPLJUNG RUTA Rug, low pile, white, black "or equivalent" | 6 |
| 49 | HEMNES Chest of 6 drawers, white "or equivalent" | 5 |
| 50 | HEMNES Chest of 8 drawers, white "or equivalent" | 2 |
| 51 | VEDBO Armchair, Gunnared dark Grey "or equivalent" | 8 |
| 52 | KIVIK Three-seat sofa, Hillared Anthracite "or equivalent" | 5 |
| 53 | STOCKHOLM 2017 Armchair with cushion, rattan, Sandbacka dark grey "or equivalent" | 4 |
| 54 | PS 2017 Armchair, pink, blue "or equivalent" | 4 |
| 55 | RIMFORSA Work bench, stainless steel stainless steel colour, bamboo "or equivalent" | 3 |
| 56 | JANINGE Chair, yellow "or equivalent" | 10 |

| | | |
|----|--|-----------|
| 57 | YPPERLIG Chair with armrests, in/outdoor, light grey "or equivalent" | 10 |
| 58 | YPPERLIG Table, ash "or equivalent" | 4 |
| 59 | Delivery Charges DAP Kabul Customs - Kabul Afghanistan | |
| 60 | Grand Total Charges | |

ANNEX 3

RETURNABLE DOCUMENTS

PLEASE COMPLETE THE BID ACKNOWLEDGMENT AND RETURN IT PRIOR TO 20 September 2018

i. Bid Acknowledgment

To: UN Women
Procurement Section

Date: _____
Email: procurement.af@unwomen.org

From: _____

Subject: Invitation to bid, UN Women Reference no.: ITB 001-2018

☐ YES, we intend to submit an offer.

☐ NO, we are unable to submit an offer 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 is insufficient to enable provision of responsive offer
- ☐ Your invitation to bid 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
- ☐ The person handling the bids is away from the office
- ☐ Other (please specify : _____)

Future Invitations:

- ☐ We would like to receive future invitations to bid for this type of goods
- ☐ We don't want to receive future invitations to bid for this type of goods

If UN Women has questions about this BID, UN Women should contact:

Mr./Ms. _____ Phone: () _____ - _____ Email: _____

ii. Bidder Information Form

1. Expertise of Organization:

[Please fill in below]

| | |
|--|--|
| Organization structure (e.g. service provider, wholesaler, trader, manufacturer) | |
| Years of company experience | |
| Areas of expertise of organization | |
| Current Licenses if any, and Permits (with dates, numbers and expiration dates) | |
| Production Capacity | |

2. Quality Assurance Certification:

| | |
|--|--|
| International Quality Management System (QMS) | |
| List of other ISO certificates or equivalent certificates (please also indicate if you have ISO 14000, SA 8000, ISO 9000, ISO 9001:2008, ISO 9000: 2005, ISO 9004:2009, ISO 19011:2011, ISO/IEC 17065:2012, ISO/IEC TS 17021-2:2012) | |
| Presence and characteristics of in-house quality control laboratory | |
| Indicate if your company has 1- Quality Certification Alliance (QCA) accreditation; | |
| 2- Affiliation with the Fair Labor Association; | |
| 3- C-TPAT Certification (Customs-Trade Participation against Terrorism) | |

3. Sustainable Business Practices

| | |
|--|--|
| Environmental Considerations <ul style="list-style-type: none"> ✓ Compliance Certificates ✓ Environmental Accreditations ✓ Markings/Labels ✓ Other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g. use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures.) | |
|--|--|

| | |
|---|--|
| Gender Equality Considerations <ul style="list-style-type: none"> ✓ Quantitative information regarding the percentage of women (1) employed in the workplace, (2) in executive/senior positions, (3) shareholders. ✓ Indicate if you are a signatory to Women Empowerment Principles (only available if you have more than 10 employees) http://weprinciples.org/Site/PrincipleOverview ✓ Indicate if you have signed the Voluntary Agreement to Promote Gender Equality and Women's Empowerment (if less than 10 employees) | |
| Socially/Ethically Responsible Business Practices in the areas of : <ul style="list-style-type: none"> ✓ Human rights ✓ Labor ✓ Anti-corruption | |

4. Expertise of Staff:

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

5. Client Reference List:

Please provide references such as client details, commercial bank details, etc.

| Name of company: | Contact person: | Telephone: | E-mail: |
|------------------|-----------------|------------|---------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

6. Contact details of persons that UN WOMEN may contact for requests for clarification during bid evaluation:

| | |
|-------------------------|--|
| Name/Surname | |
| Tel Number (direct) : | |
| Email address (direct): | |

PS: This person must be available during the next two weeks following receipt of bid

iii. Bid Submission Form

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.

To: *[insert UN Women
Address, City, Country]*

Date: *[insert date of Bid Submission]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the bid solicitation documents;
- (b) We offer to supply in conformity with the bid solicitation documents with the following _____ *[description of supplies and ancillary services, if any]* and undertake, if our bid is accepted, to commence and complete delivery of all goods and any related services specified in the contract within the time frame stipulated.
- (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, attach additional page(s) if necessary.]
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 a period of [_____] days from the date fixed for the bid submission deadline in accordance with the Invitation to Bid, 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 the instructions under the Bid Instruction Sheet;

- (g) We, including any subcontractors or suppliers for any part of the contract, have nationality from countries _____
[insert the nationality of the bidder, including that of all parties that comprise the bidder]
- (h) We have no conflict of interest in accordance with Clause 1.2 (*Eligible Bidders*) of the ITB Instructions to Bidders;
- (i) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UN Women, in accordance with Clause 1.2 (*Eligible Bidders*) of the ITB Instructions to Bidders;
- (j) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Name: _____
[Insert complete name of person signing the Bid Submission Form]

Signed: _____
[Insert signature of person whose name and capacity are shown]

In the capacity of _____
[Insert legal capacity of person signing the Bid Submission Form]

Duly authorized to sign the bid for and on behalf of: _____
[Insert complete name of Bidder]

Dated on _____ day of _____, _____
[Insert date of signing]

iv. **Financial Offer**
(See Excel price sheet – attached to this ITB)

The bidder shall fill in the financial offer (i.e. the attached Excel sheet) in accordance with the instructions indicated, sign and stamp as below and submitted to the email address indicated in the BIS.

| BIDDER'S DELIVERY DATA | | | | |
|---|--------|--------------|--------------|-----------------------------|
| COUNTRIES OF ORIGIN OF OFFERED PRODUCTS: | ITEM 1 | | | |
| | ITEM 2 | | | |
| | ITEM 3 | | | |
| FCA POINTS(S) OF SHIPMENT KABUL CUSTOMS, KABUL AFGHANISTAN FOR OFFERED PRODUCTS: | ITEM 1 | | | |
| | ITEM 2 | | | |
| | ITEM 3 | | | |
| DELIVERY TIME (DPA FROM DATE OF ORDER): | ITEM 1 | | | |
| | ITEM 2 | | | |
| | ITEM 3 | | | |
| SHIPMENT DIMENSIONS OF OFFERED PRODUCTS (INCLUDING PACKAGE): | | GROSS WEIGHT | TOTAL VOLUME | CONTAINERS (if applicable): |
| | | | | Number Size |
| | ITEM 1 | | | |
| | ITEM 2 | | | |
| | ITEM 3 | | | |
| | TOTAL | | | |

PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UN WOMEN **WITHIN THE REQUIRED BID VALIDITY PERIOD**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE.

| | |
|--|--|
| <p><i>Exact name and address of company</i></p> <p>COMPANY NAME _____</p> <p>ADDRESS _____</p> <p>_____</p> <p>PHONE NO. _____</p> <p>EMAIL ADDRESS OF CONTACT PERSON _____</p> <p>OTHER EMAIL ADDRESSES _____</p> | <p>_____</p> <p>AUTHORIZED SIGNATURE DATE</p> <p>_____</p> <p>NAME OF AUTHORIZED SIGNATORY (TYPE OR PRINT)</p> <p>_____</p> <p>FUNCTIONAL TITLE OF SIGNATORY</p> <p>_____</p> <p>WEB SITE _____</p> |
|--|--|

v. **Joint Venture / Consortium / Association Information**
Form (if applicable)

| JV / Consortium/ Association Information | |
|--|--|
| 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) | <i>[insert name, address, telephone/fax or cell number, and the e-mail address]</i> |
| JV's Party Legal Name: | <i>[insert JV's Party legal name] {Attach original copy of document of incorporation/registration of the JV, in accordance with Clause 3 (Eligible Bidders)}</i> |
| JV's Party Country of Registration: | <i>[insert JV's Party country of registration]</i> |
| JV's Party Year of Registration: | <i>[insert JV's Part year of registration]</i> |
| JV's Party Legal Address in Country of Registration: | <i>[insert JV's Party legal address in country of registration]</i> |
| Consortium/Association's names of each partner/authorized representative and contact information | |
| Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____ | Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____ |
| Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____ | Name of partner: _____ Address : _____ Phone Number(s) : _____ Email Address(es) : _____ |
| Consortium/Association Agreement | Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with Clause 3 (Eligible Bidders). <input type="checkbox"/> JV Agreement, or letter of intent to enter into such an Agreement, signed by the legally authorized signatories of all the parties |

Signatures of all partners/authorized representatives:

We hereby confirm that if the contract is awarded, all parties of the Joint Venture, or Consortium/Association shall be jointly and severally liable to UN Women 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: _____

vi. **Past Performance Statement Form**

(for the period up to the last five years)

| Order placed by (Full address of purchaser) | Order no & date | Description & quantity of ordered items | Value of Order | Date of completion of Delivery | | Reference Information: Contract manager/point-of-contact name, address, telephone number and email address | Remarks indicating reasons of late delivery, if any |
|--|-----------------|---|----------------|--------------------------------|--------|---|---|
| | | | | As per Contract | Actual | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Signature and seal of the Bidder: _____

To be attached: documentary evidence (client's certificate) in support of satisfactory completion of above orders.

vii. No Adverse Action/Judgement Confirmation Form¹

This is to certify that [check one]:

- ☐ No adverse action or judgement has been taken against the bidder _____ [bidder's name] and the manufacturers _____ [insert manufacturer's name], whose products are being offered by the bidder against this Invitation to Bid, in the last 5 (five) years.
- ☐ The following instances of previous past performance have resulted in adverse actions taken against the bidder _____ [insert Bidder's name] and the manufacturer(s) _____ [insert manufacturer(s) name], whose products are being offered by the bidder, in the last 5 (five) years. Such adverse actions included:

(Indicate date and reasons for adverse actions and result of adverse actions; i.e. suspension or cancellation of manufacturing license by regulatory authorities, product recalls, blacklisting, debarment from bidding etc.)

Signature: _____

Name: _____

Designation with stamp:

Date: _____

¹ The proposer is in sound financial condition based on the financial documentation and information furnished in their proposal which should not show any financial concerns, such as negative net worth, bankruptcy proceedings, insolvency, receivership, major litigation, liens, judgments or bad credit or payment history.

The proposer has 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.

ANNEX 4

VOLUNTARY AGREEMENT

Voluntary Agreement to Promote Gender Equality and Women's Empowerment

Between

(Name of the Contractor)

And

The United Nations Entity for Gender Equality and the Empowerment of Women

The United Nations Entity for Gender Equality and the Empowerment of Women, a composite entity of the United Nations established by the United Nations General Assembly by its resolution 64/289 of 2 July 2010 (hereinafter referred to as "UN Women") strongly encourages **(Name of the contractor)** (hereinafter referred to as the "contractor") to partake in achieving the following objectives:

- ☐ Acknowledge values & principles of [gender equality](#) and [women's empowerment](#);
- ☐ Provide information and statistical data (that relates to policies and initiatives that promote gender equality and women empowerment), upon request;
- ☐ Participate in dialogue with UN Women to promote gender equality and women's empowerment in their location, industry and organization;
- ☐ Establish high-level corporate leadership for gender equality;
- ☐ Treat women and men fairly at work and respect and support human rights and nondiscrimination;
- ☐ Ensure health, safety and wellbeing of all women and men workers;
- ☐ Promote education, training and professional development for women;
- ☐ Implement enterprise development, supply chain and marketing practices that empower women;
- ☐ Promote equality through community initiatives and advocacy;
- ☐ Measure and publicly report on progress to achieve gender equality.

On behalf of the contractor:

Name: _____, Title: _____

Address: _____

Signature: _____

Date: _____

ANNEX 6

UN Women Contract Templates and General Conditions of Contract

The UN Women Contract Templates and GCs can be accessed by supplier from UN Women website by clicking on the below link:

<http://www.unwomen.org/en/about-us/procurement/contract-templates-and-general-conditions-of-contract>

ANNEX 7

SUBMISSION CHECKLIST

For email and/or physical delivery the following items should accompany your bid:

| Mandatory Returnable Documents | |
|--|--|
| • Bid Acknowledgement | |
| • Bidder Information Form | |
| • Bid Submission Form | |
| • Financial offer | |
| • Past Performance Statement Form | |
| • No Adverse Judgement Confirmation Form | |

| Other Forms (If Applicable) | |
|--|--|
| • Joint Venture / Consortium / Association Information Form (if a joint venture) | |
| • Voluntary Agreement for Promoting Gender Equality in the Workplace (Voluntary) | |
| • Bid Security Form | |
| • Performance Security Form | |
| • Waiver and Release of Indemnity | |

| Please check-off to confirm the below: | |
|--|--|
| MODEL FORM OF CONTRACT HAS BEEN READ AND UNDERSTOOD | |
| THE GENERAL CONDITIONS OF THE CONTRACT HAVE BEEN READ, UNDERSTOOD, DULY REVIEWED BY A LEGAL ENTITY FOR MY ORGANIZATION'S ABILITY TO COMPLY AND ACCEPT ALL TERMS. | |

ANNEX 8

ELIGIBILITY CRITERIA

The standard eligibility criteria for suppliers wishing to engage in a contract are laid out below. Further information on doing business with UN Women/ how to become UN Women vendor can be found on [UN Women's website](#).

Legal Capacity: Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women).

Conflict of Interest: Bidders must disclose any actual or potential conflict of interest and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UN Women. Conflict of interest is present when:

- A Bidder has a close business or family relationship with a UN Women personnel who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract;
- A Bidder is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UN Women to provide consulting services for the preparation of the design, specifications, Terms of Reference, and other documents to be used for the procurement of the goods, services or works required in the present procurement process;
- A Bidder has an interest in other bidders, including when they have common ownership and/or management. Bidders shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Bidder is involved. This includes situations where a firm is the Bidder in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid.

Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned further by UN Women.

Ineligibility Lists: A Bidder shall not be eligible to submit an offer if and when at the time of submission, the Bidder:

- is included in the Ineligibility List, hosted by [UNGM](#), that aggregates information disclosed by Agencies, Funds or Programs of the UN System;
- is included in the [Consolidated United Nations Security Council Sanctions List](#), including the [UN Security Council Resolution 1267/1989 list](#);
- is included in any other Ineligibility List from a UN Women partner and if so listed in the RFQ Instructions.
- is currently suspended from doing business with UN Women and removed from its vendor database(s).

Code of Conduct: All Bidders are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), reflecting the core values of the Charter of the United Nations. UN Women also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#) and recommends signing up to the [Womens Empowerment Principles](#).