Section III: Returnable Bidding Forms

eSourcing reference: ITB/2018/6458

Note to Bidders: The following returnable forms are part of this ITB and must be completed and returned by bidders as part of their Bid. Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Biding Forms as instructed and return them as part of your bid by uploading them against their specific Document Checklist in the UNOPS eSourcing system.

This Section comprises the following Returnable Bidding Forms:

* Form A: Bid Submission Form
* Form B: Price Schedule Form
* Form C: Technical Bid Form
* Form D: Performance Statement Form
  + Form E: No Adverse Action Confirmation Form

Form A: Bid Submission Form

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

**Subject:** Bid for the supply of Certified Emission Reductions (CERs) from registered Clean Development Mechanism (CDM) projects**,** ITB Case No.ITB/2018/6458**,** dated **[insert date]**

We, the undersigned, declare that:

* 1. We have examined and have no reservations to the bidding documents, including amendments No.: [Insert the number and issuing date of each amendment];
  2. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract, and in accordance with the delivery schedules specified in the Schedule of Requirements
  3. 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];
  4. 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, including if applicable discounts for accelerated payment.]
* **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];
  1. Our bid shall be valid for the period of time of 60 days from the date fixed for the bid submission deadline as set out in the ITB, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
  2. If our bid is accepted, and if so requested in the Tender Particulars section, we commit to obtain a performance security in accordance with Instructions to Bidders Article 34 and the General Conditions of Contract;
  3. 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;
  4. We have 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;
  5. Our firm confirms that the Bidder 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;
  6. We embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact;
  7. Our firm, its affiliates or subsidiaries – including any subcontractors or suppliers for any part of the contract – has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/PD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 4, Eligibility;
  8. 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;
  9. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

I, the undersigned, certify that I am duly authorized by [***insert full name of bidder***] to sign this bid and bind [***insert full name of bidder***] should UNOPS accept this bid:

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

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

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Stamp form of bid with official stamp of the bidder*]

Form B: Price Schedule Form

ITB reference no: ITB/2018/6458

Name of Bidder: [insert name of bidder]

Bidders shall fill in these Price Schedule Forms in accordance with the instructions indicated.

**Bid Summary**

|  |  |  |
| --- | --- | --- |
| **Line item/ lot N°** | **Description of goods** | **Quantity** |
| 1 | CERs Gold Standard | 120,000 |
| 2 | CERs generated from projects with additional documented co-benefits for women **and** Gold Standard certified | 20,786 |

-CER = Certified Emission Reductions = Carbon credit generated by a CDM project and corresponds to one tonne of CO2 equivalent (CO2e).

-CDM = Clean Development Mechanism

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Line item/ lot N°** | **Description of goods** | **Quantity** | **Quantity offered** | **Unit Price** | **Total Price** |
| 1 | CERs Gold Standard (on behalf of a sister agency) | 120,000 |  |  |  |
| 2 | CERs generated from projects with additional documented co-benefits for women **and** Gold Standard certified (partly on behalf of a sister agency) | 16,786 + 4000 = 20,786 |  |  |  |

Availability of CERs and prices:

**Bidders are required to secure the CERs offered in their bid to UNOPS**.

-UNOPS will accept partial bids, if a bidder does not offer the whole quantity of CERs under a lot.

-UNOPS reserves the right to increase or decrease the quantity of CERs procured under each lot in the measure of 30%, provided the bidder can confirm the availability of CERS from the selected project or from an equivalent project at the same price.

-If the lowest priced technically compliant offer for each lot does not fulfil UNOPS volume requirements per lot, UNOPS will procure additional CERs needed from the second lowest priced technical compliant offer per lot, and so proceed until its needs or the needs of its partners are fulfilled.

**UNOPS reserves the right not to buy from all lots and/or to buy partial lots.**

UNOPS will place order(s) for quantities requested by UNOPS. The remaining quantities are for some Partner agencies. These will be made aware of the result of this tendering exercise and may contact the awarded supplier(s) to purchase CERs. UNOPS does not guarantee any contact or purchase on behalf of partner agencies.

I, the undersigned, certify that I am duly authorized by [***insert full name of bidder***] to sign this bid and bind [***insert full name of bidder***] should UNOPS accept this bid:

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

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

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Form C: Technical Bid Form

ITB reference no: ITB/2018/6458

Name of Bidder: [insert name of bidder]

Bidders are required to complete the **Comparative Data Tables** included in Section II: Schedule of Requirements to demonstrate compliance with UNOPS requirements and insert them below. Bidders are NOT allowed to make any change in the “UNOPS requirements” columns of the Comparative Data Tables. Such changes might disqualify your bid.

**Technical specifications for Goods – Comparative Data Table**

All projects offered must be described in your offer and include as a minimum:

- project title and CDM reference number;

- project country;

- sectorial scope;

- project description;

- amount of credits available under project;

- generation timeframe for available credits;

- outline of sustainable development co-benefits;

- additional certification if available.

Complete the information required in the table below – Please add one table for each project you offer.

|  |  |
| --- | --- |
| PROJECT TITLE AND CDM REFERENCE NUMBER |  |
| PROJECT COUNTRY |  |
| SECTORIAL SCOPE |  |
| PROJECT DESCRIPTION |  |
| AMOUNT OF CREDITS AVAILABLE UNDER PROJECT |  |
| PROJECT OFFERED UNDER LOT (both lots can be selected) | Lot 1                                  Lot 2 |
| GENERATION TIME FRAME FOR AVAILABLE CREDITS |  |
| OUTLINE OF SUSTAINABLE DEVELOPMENT CO-BENEFITS |  |
| ADDITIONAL CERTIFICATION IF AVAILABLE |  |

|  |  |
| --- | --- |
| PROJECT TITLE AND CDM REFERENCE NUMBER |  |
| PROJECT COUNTRY |  |
| SECTORIAL SCOPE |  |
| PROJECT DESCRIPTION |  |
| AMOUNT OF CREDITS AVAILABLE UNDER PROJECT |  |
| PROJECT OFFERED UNDER LOT (both lots can be selected) | Lot 1                                  Lot 2 |
| GENERATION TIME FRAME FOR AVAILABLE CREDITS |  |
| OUTLINE OF SUSTAINABLE DEVELOPMENT CO-BENEFITS |  |
| ADDITIONAL CERTIFICATION IF AVAILABLE |  |

**The following requirements must be met by the CERs offered in each lot and will be part of the evaluation of offers (minimum requirements):**

Offsets shall be purchased as issued Certified Emission Reductions (CERs) from registered Clean Development Mechanism (CDM) projects.

Eligibility/Minimum requirements applicable to all lots:

* 1. CERs generated through HFC or other industrial gas destruction projects with no additional benefits apart from reducing GHG emissions will not be considered eligible for this procurement;
  2. CERs generated through large hydro (20 MW generation capacity or above) projects will not be considered eligible for this procurement.
  3. CERs generated from projects based on fossil fuel electricity generation (including related efficiencies) will not be considered eligible for this procurement. Exempted from this limitation are projects based on fuel switch away from or substituting fossil fuels, which are eligible.
  4. Credits should be generated not earlier than 2015 and issued at the time of receipt of the purchase order latest.

Specific requirements applicable to lot 2:

* Projects must provide evidence of additional sustainable development co-benefits in terms of directly improving the lives of women and/or providing empowerment of women affected by the project activity (for instance, through provision of and improvements in access to education and training for women; enhancement of the position of women in society; etc.)
* To be considered for lot 2 of this tender, the sustainable development co-benefits must stem from project activities themselves, and not from charitable activities that have no direct link to the project activities.

Other requirements:

* The selected supplier will provide, upon request of UNOPS and/or its partners, an official offsetting certificate stating the amount of CERs purchased, the originating projects, and the operations/time period/events that have been associated with these offset with the purpose of achieving its climate neutrality.

UNOPS reserves the right not to buy from all lots.

UNOPS reserves the right to vary the quantity of the CERs in the measure of 30%, without any change in the unit prices or other terms and conditions of the ITB. In case UNOPS or its partners request variations in excess of 30%, there will not be an obligation to maintain the unit price.

**Delivery requirements –– Comparative Data Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **UNOPS Requirements** | | **Is bid compliant?** Bidder to complete | **Details**  Bidder to complete |
| **Delivery place and time** | The supplier awarded must ensure that the CERs purchased by UNOPS or its sister agencies will be cancelled and retired from circulation within 3 weeks from the date of signing the contract. Proof of cancellation / evidence and a screen shot of a Registry confirming the credits cancelation on behalf of UNOPS or the ordering organisation shall be sent to the relevant client. | Yes  No | Insert details |
| **Consignee details** | UNOPS or its client (to be communicated at time of order) | Yes  No | Insert details |
| **UNOPS Right to vary requirements** | UNOPS reserves the right to vary the quantity of the CERs in the measure of +/-30%, without any change in the unit prices or other terms and conditions of the ITB. | Yes  No | Insert details |
| **Partner Agencies** | The result of this tender will be communicated to some partner agencies. These agencies/organisations will be able to contact and order directly from the supplier(s) awarded. UNOPS does not guarantee any order or contact from partner agencies. | Indicate acceptance Yes  No |  |

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in **Section II: Schedule of Requirements**.

Yes  No

ANY DEVIATION MUST BE LISTED BELOW:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, the undersigned, certify that I am duly authorized by [***insert full name of bidder***] to sign this bid and bind [***insert full name of bidder***] should UNOPS accept this bid:

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

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

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Form D: Performance Statement Form

ITB reference no: ITB/2018/6458

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Order placed by (Full address of purchaser)** | **Order no & date** | **Description & quantity of ordered items** | **Value of Order** | **Date of completion of Delivery** | | **Remarks indicating reasons of late delivery, if any** | **Was the supplies of goods satisfactory?** |
| **As per Contract** | **Actual** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

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

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

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Form E: No Adverse Action Confirmation Form

ITB reference no: ITB/2018/6458

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

This is to certify that [delete unwanted option a or b]:

* 1. No adverse action has been taken against the Bidder [insert Bidder’s name] and the manufacturers [insert manufacturer’s names] whose products are being offered by the Bidder against this ITB, in the last 5 (Five) years.
  2. The following instances of previous past performance have resulted in adverse actions taken against the Bidder [insert Bidder’s name] and the manufacturers [insert manufacturer’s names] 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.]

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

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

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_