## SECTION VI - ANNEX A. Bid Confirmation Form

Please acknowledge receipt of this ITB by completing this form and returning it by email to the address, and by the date specified, in the Letter of Invitation.

|  |  |  |
| --- | --- | --- |
| To: | Insert name of contact person | Email: Insert contact person’s email - do not enter secure proposal email address |
| From: | Insert name of proposer |  |
| Subject | ITB reference UNFPA/DNK/ITB/19/002 | |

|  |  |
| --- | --- |
| **Check the appropriate box** | **Description** |
| **☐** | **YES**, we intend to submit a bid. |
| **☐** | **NO**. We are unable to submit a competitive bid for the requested goods and services at the moment |

If you selected NO above, please state the reason(s) below:

|  |  |
| --- | --- |
| **Check applicable** | **Description** |
| **☐** | The requested goods and services are not within our range of supply |
| **☐** | We are unable to submit a competitive bid for the requested goods and services at the moment |
| **☐** | The requested goods and services are not available at the moment |
| **☐** | We cannot meet the requested technical requirements |
| **☐** | The information provided for bid purposes is insufficient |
| **☐** | Your ITB is too complicated |
| **☐** | Insufficient time is allowed to prepare a bid |
| **☐** | We cannot adhere to your terms and conditions e.g. payment terms, request for performance security, etc.. Please provide details below. |
| **☐** | Sustainability criteria/requirements are too stringent (if applicable) |
| **☐** | We do not export |
| **☐** | We do not sell to the UN |
| **☐** | Your requirement is too small |
| **☐** | Our capacity is currently full |
| **☐** | We are closed during the holiday season |
| **☐** | We had to give priority to other clients’ requests |
| **☐** | The person handling bids is away from the office |
| **☐** | Other (please provide reasons below): |
| Further information: here to enter text. | |
| **☐** | We would like to receive future ITBs for this type of goods and services |
| **☐** | We don’t want to receive ITBs for this type of services |

Questions to the Supplier concerning the reasons for no bids should be addressed to tap here to enter text phone tap here to enter number, email tap here to enter text.