# SECTION 7: BIDDING FORMS

**Form A: Bid Confirmation**

**Form B: Checklist**

**Form C: Bid Submission**

**Form D: Bidder Information**

**Form E: Joint Venture / Consortium / Association Information**

**Form F: Eligibility and Qualification**

**Form G: Technical Bid**

**Form H: Price Schedule**

## FORM A: BID CONFIRMATION

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 bid email address |
| From: | Insert name of bidder |  |
| Subject | ITB reference **ITB23/02641** |
| **Check the appropriate box** | **Description** |
|[ ]  **YES**, we intend to submit a bid. |
|[ ]  **NO**. We are unable to submit a competitive offer for the requested goods/works/services at the moment |

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

|  |  |
| --- | --- |
| **Check applicable** | **Description** |
|[ ]  The requested goods/services 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 for bidding purposes is insufficient |
|[ ]  Your ITB is too complicated |
|[ ]  Insufficient time is allowed to prepare a bid |
|[ ]  We cannot meet the delivery requirements |
|[ ]  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 volume is too small and does not meet our order quantity |
|[ ]  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 provide reasons below):  |
| Further information: Click or tap here to enter text. |
|[ ]  We would like to receive future ITBs for this type of goods |
|[ ]  We don’t want to receive ITBs for this type of goods |

Questions to the bidder concerning the reasons for NO BID should be addressed to Click or tap here to enter text. phone Click or tap here to enter number., email Click or tap here to enter text..

## FORM B: CHECKLIST

This form serves as a checklist for preparation of your bid. Please complete the returnable bidding forms in accordance with the instructions and return them as part of your bid submission. No alteration to the format of forms shall be permitted and no substitution shall be accepted.

Before submitting your bid, please ensure compliance with the instructions in Section 2: Instructions to Bidders and Section 3: Data Sheet.

**Technical bid:**

|  |  |
| --- | --- |
| **Have you duly completed all the returnable bidding forms?**  |  |
| * Form C: Bid Submission
 | [ ]  |
| * Form D: Bidder Information
 | [ ]  |
| * Form E: Joint Venture/Consortium/Association Information
 | [ ]  |
| * Form F: Eligibility and Qualification
 | [ ]  |
| * Form G: Technical Bid/Bill of Quantities
 | [ ]  |
| * From I: Bid Security
 | n/a |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?**  | [ ]  |
| **Have you provided the required documents in support of Form D: Bidder Information?** | [ ]  |

**Price Schedule:**

|  |  |
| --- | --- |
| * Form H: Price Schedule
 | [ ]  |

## FORM C: BID SUBMISSION

|  |  |  |  |
| --- | --- | --- | --- |
| Name of bidder: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| ITB reference: | **ITB23/02641** |

We, the undersigned, offer to supply the goods and related services required for Click or tap here to enter text.in accordance with your Invitation to Bid No. Click or tap here to enter text.. We hereby submit our bid, which includes this Technical Bid and Price Schedule.

The total price of our bid, excluding any discounts offered below as per the total amount indicated directly in our response in the system.

The discounts offered and the methodology of 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 Requirement 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

**Bidder Declaration:** on behalf of our firm, its affiliates, subsidiaries and employees, including any JV / Consortium / Association members or subcontractors or suppliers for any part of the contract.

| **Yes** | **No** |  |
| --- | --- | --- |
|[ ] [ ]  **Requirements and Terms and Conditions:** I/We have read and fully understand the ITB, including the ITB Information and Data Sheet, Schedule of Requirements, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the bidder agrees to be bound by them. |
|[ ] [ ]  I/We confirm that the bidder has the necessary capacity, capability and necessary licenses to fully meet or exceed the requirements and will be available to deliver throughout the relevant contract period. |
|[ ] [ ]  **Ethics**: In submitting this bid I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor; has not directly or indirectly approached any representative of the buyer (other than the point of contact) to lobby or solicit information in relation to the ITB; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the buyer.  |
|[ ] [ ]  I/We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct :<https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN. |
|[ ] [ ]  **Conflict of interest:** I/We warrant that the bidder has no actual, potential or perceived conflict of Interest in submitting this bid, or entering into a contract to deliver the requirements. Where a conflict of interest arises during the ITB process the bidder will report it immediately to the Procuring Organisation’s Point of Contact. |
|[ ] [ ]  **Prohibitions, Sanctions:** l/We hereby declare that our firm, ultimate beneficial owners, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group. |
|[ ] [ ]  I/We do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15); |
|[ ] [ ]  **Bankruptcy**: l/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. |
|[ ] [ ]  **Bid Validity Period:** I/We confirm that this bid, including the price, remains open for acceptance for the bid validity period.  |
|[ ] [ ]  I/We understand and recognize that you are not bound to accept any bid you receive and wecertify that the goods offered in our bid are new and unused. |
|[ ] [ ]  By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organisation/s to make this declaration on its/their behalf. |

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

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

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

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

[*Stamp with official stamp of the bidder*]

## FORM D: BIDDER INFORMATION

|  |  |
| --- | --- |
| **ITB Reference** | Click or tap here to enter text. |
| **Legal name of bidder** | Click or tap here to enter text. |
| **Legal Address, City, Country** | Click or tap here to enter text. |
| **Website** | Click or tap here to enter text. |
| **Year of registration** | Click or tap here to enter text. |
| **Bidder’s Authorized Representative information** | Name and Title: Click or tap here to enter text.Telephone numbers: Click or tap here to enter text.Email: Click or tap here to enter text. |
| **Legal structure** | Choose an item. |
| **Organisational type** | Choose an item. |
| **Current Licenses, if any, and permits (with dates, numbers and expiration dates)** | Click or tap here to enter text. |
| **No. of full-time employees** | Click or tap here to enter number. |
| **No. of staff involved in similar supply contracts** | Click or tap here to enter number. |
| **Are you a UNGM registered vendor?** | [ ]  Yes [ ]  No If yes, insert UNGM Vendor Number |
| **Years of supplying to UN organisations** | Click or tap here to enter text. |
| **Are you a UNDP vendor?** | [ ]  Yes [ ]  No If yes, insert Vendor Number  |
| **Countries of operation** | Click or tap here to enter text. |
| **Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the bid)** | Click or tap here to enter text. |
| **Commercial Representatives in the country: Name/Address/Phone (for international companies only)** | Click or tap here to enter text. |
| **Quality Assurance Certification (e.g. ISO 9000 or Equivalent)** *(If yes, provide a Copy of the valid Certificate):* | Click or tap here to enter text. |
| **Presence and characteristics of in-house quality control laboratory (if relevant to bid)** | Click or tap here to enter text. |
| **Does your Company have a corporate environmental policy or environmental management system such as ISO 14001 or ISO 14064 or equivalent?**  | Tick all that apply and **provide supporting documentation.** [ ]  Corporate Environmental Policy[ ]  ISO 14001[ ]  ISO 14064[ ]  Other, specify Click or tap here to enter text. |
| **Does your organization demonstrate significant commitment to sustainability, including the following aspects that have been identified in the UN Sustainable Procurement Framework?*** **Environmental: prevention of pollution, sustainable resources; climate change and mitigation and the protection of the environment, biodiversity.**
* **Social: human rights and labour issues, gender equality, sustainable consumption, and social health and wellbeing.**
* **Economic: whole life cycle costing, local communities and small or medium enterprises, and supply chain sustainability.**
 | Attach a formal statement that outlines your organisation’s commitment to sustainability, where possible providing evidence of tangible results that demonstrate progress such as:Tick all that are attached:[ ]  Formal statement[ ]  Sustainability report[ ]  UN Global Compact Communication on Progress[ ]  Other, specify Click or tap here to enter text. |
| **Does your company belong to a diverse supplier group including micro, small or medium sized enterprise, women or youth owned business or other?***(If yes, please provide details and documentation]* | Click or tap here to enter text. |
| **Is your company a member of the UN Global Compact**  | Choose an item. If yes, please provide a link to your Global Compact profile:Click or tap here to enter text. |
| **Bank Information** | Bank Name: Click or tap here to enter text.Bank Address: Click or tap here to enter text.IBAN: Click or tap here to enter text.SWIFT/BIC: Click or tap here to enter text.Account Currency: Click or tap here to enter text.Bank Account Number: Click or tap here to enter text. |
| **Contact person that** Click or tap here to enter text. **may contact for requests for clarifications during bid evaluation**  | Name and Title: Click or tap here to enter text.Telephone numbers: Click or tap here to enter text.Email: Click or tap here to enter text. |
| **Please attach the following documents:**  | * Bid Confirmation (as per Form A)
* Bid Submission (as per Form C)
* Bidder Information (as per Form D)
* Company Profile, which should not exceed fifteen (15) pages, including list of relevant institutions the Company has been cooperating with, and printed brochures and product catalogues relevant to the goods being procured must be presented together with the application package.
* Certificate of Incorporation/ Business Registration
* Certified details of the ownership of the Bidder company (including each member of a JV consortium), providing the percentage ownership, share or stockholding of each party with an interest exceeding 5% of the company ownership (or Annex 1 to Business Registration Certificate – for local companies)
* Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country
* Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney (if Supplier is not the manufacturer)
* Joint Venture Partner Information Form (as per Form E), if applicable
* Evidence of the capacities, capabilities and reputation of the JV partners/Subcontractors (if any) should meet respective requirements listed in Section 4
* Eligibility and Qualification Form (as per Form F)
* The latest Audited Financial Statement (Income Statement and Balance Sheet) including: Auditor’s Reports (for international companies) or registered Financial Report at the Statistical Bureau (for local companies) for the past 3 (three) years for the Bidder (2020-2022)
* Details of Previous Relevant Experience within the last five (5) years, indicating the Beneficiary name and contact details, scope of contract, contract amount and period of contract execution
* Copies of signed contracts to prove that Offeror meets the similar experience requirement (stated under Section 4: Evaluation Criteria)
* At least 3 Clients’ statements confirming satisfactory performance by the Bidder, each JV partner/Subcontractor (if the case), on the three contracts of highest value carried out, during the past five (5) years, by each intended participant
* Technical Bid (as per Form G)
* Annex 1: Technical Responsiveness Table
* Catalogues highlighting information related to the proposed products
* Certificates of quality and origin for the offered goods, materials and accessories (where applicable), if any
* Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any
* Name and address of authorized service in Moldova or in the neighbouring countries; Certificate for after-sales heavy machinery repair services for Lots 1, 2, 3, 6, 8, 9, 13, and 14
* Statement of warranty of defects in materials and workmanship and operation and performance guarantee, backed by the manufacturer’s guarantee on the main components, that meets or exceeds the required period (12 months) as per Section 5: Schedule of Requirements
* Equipment's’ warranty certificates for at least twelve (12) months from the date of delivery
* Detailed delivery schedule for the proposed goods as per Section 5: Schedule of Requirements
* Duly filled-in Price Schedule (as per Form H)
* Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidence 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
* Export Licenses, if applicable
 |

## FORM E: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| Name of bidder: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| ITB reference: | **ITB23/02641** |

To be completed and returned with your bid if the bid is submitted as a Joint Venture/Consortium/Association.

|  |  |  |
| --- | --- | --- |
| **No** | **Name of Partner and contact information** *(address, telephone numbers, fax numbers, e-mail address)* | **Proposed proportion of responsibilities (in %) and type of goods, works and/or services to be performed**  |
| 1 | Click or tap here to enter text. | Click or tap here to enter text. |
| 2 | Click or tap here to enter text. | Click or tap here to enter text. |
| 3 | Click or tap here to enter text. | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Name of leading partner** (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution) | Click or tap here to enter text. |

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

[ ]  Letter of intent to form a joint venture ***OR*** [ ]  JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to Click or tap here to enter text for the fulfilment 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

##

## FORM F: ELIGIBILITY AND QUALIFICATION FORM

|  |  |  |  |
| --- | --- | --- | --- |
| Name of bidder: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| ITB reference: | **ITB23/02641** |

***If JV/Consortium/Association, to be completed by each partner.***

**History of Non- Performing Contracts**

|  |
| --- |
| [ ] No non-performing contracts during the last 3 years  |
| [ ]  Contract(s) not performed in the last 3 years |
| **Year** | **Non- performed portion of contract** | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|   |  | Name of Client: Address of Client: Reason(s) for non-performance: |  |

**Litigation History** (including pending litigation)

|  |
| --- |
| [ ]  No litigation history for the last 3 years |
| [ ]  Litigation History as indicated below |
| **Year of dispute**  | **Amount in dispute** (state currency) | **Contract Identification** | **Total Contract Amount** (state currency) |
|   |  | Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute:Party awarded if resolved: |  |

**Previous Relevant Experience**

Please list only previous similar assignments successfully completed in the last 5 years.

List only those assignments for which the bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the bidder, or that of the bidder’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name & Country of Assignment** | **Client & Reference Contact Details** | **Contract Value** | **Period of activity and status** | **Types of activities undertaken and role (Contractor, sub-contractor or consortium member)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Bidders may also attach their own Project Data Sheets with more details for assignments above.*

[ ]  Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

**Financial Standing**

|  |  |  |  |
| --- | --- | --- | --- |
| **Annual Turnover for the last 3 years** | 2020 | USD | Amount |
| 2021 | USD | Amount |
| 2022 | USD | Amount |
| **Latest Credit Rating (if any), indicate the source and date.** |  |

|  |  |
| --- | --- |
| **Financial information**(state currency) | **Historic information for the last 3 years** |
|  | 2019 | 2020 | 2021 |
|  | *Information from Balance Sheet* |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* |
| Total / Gross Revenue (TR) |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |
| Net Profit  |  |  |  |
| Current Ratio (current assets/current liabilities) |  |  |  |

[ ]  Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

* 1. Must reflect the financial situation of the bidder or party to a JV, and not sister or parent companies;
	2. Historic financial statements must be audited by a certified public accountant;
	3. Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## FORM G: TECHNICAL BID

|  |  |  |  |
| --- | --- | --- | --- |
| Name of bidder: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| ITB reference: | **ITB23/02641** |

The Bidder’s Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

**SECTION 1: Bidder’s qualification, capacity and expertise**

* 1. General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
	2. Relevance of specialized knowledge and experience on similar engagements done in the region/country.
	3. Quality assurance procedures and risk mitigation measures.
	4. Organization’s commitment to sustainability.

**SECTION 2: Scope of Supply, Technical Specifications, and Related Services**

This section should demonstrate the Bidder’s responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

* 1. A detailed description of how the Bidder will deliver the required goods and services, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
	2. Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
	3. The bid shall also include details of the Bidder’s internal technical and quality assurance review mechanisms.
	4. Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
	5. Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

|  |  |
| --- | --- |
| **Goods, works and/or services to be Supplied and****Technical Specifications** | **Bidder’s response** |
| **Compliance with technical specifications** | **Delivery Date***(confirm that you comply or indicate your delivery date)* | **Quality Certificate/Export Licenses, etc.** *(indicate all that apply and attach)* | **Comments** |
| **Yes, we comply** | **No, we cannot comply***(indicate discrepancies)* |
| **Equipment as per LOT 1** |  |  |  |  |  |
| **Equipment as per LOT 2** |  |  |  |  |  |
| **Equipment as per LOT 3** |  |  |  |  |  |
| **Equipment as per LOT 4** |  |  |  |  |  |
| **Equipment as per LOT 5** |  |  |  |  |  |
| **Equipment as per LOT 6** |  |  |  |  |  |
| **Equipment as per LOT 7** |  |  |  |  |  |
| **Equipment as per LOT 8** |  |  |  |  |  |
| **Equipment as per LOT 9** |  |  |  |  |  |
| **Equipment as per LOT 10** |  |  |  |  |  |
| **Equipment as per LOT 11** |  |  |  |  |  |
| **Equipment as per LOT 12** |  |  |  |  |  |
| **Equipment as per LOT 13** |  |  |  |  |  |
| **Equipment as per LOT 14** |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Other Related services and requirements** *(based on the information provided in Section 5)* | **Compliance with requirements** | **Details or comments****on the related requirements** |
| **Yes, we comply** | **No, we cannot comply***(indicate discrepancies)* |
| Delivery Terms (DDP) |  |  |  |
| Installation Requirements |  |  |  |
| Testing Requirements  |  |  |  |
| Scope of Training on Operation and Maintenance |  |  |  |
| Commissioning |  |  |  |
| Warranty Period |  |  |  |
| Local Service Support  |  |  |  |
| Technical Support Requirements |  |  |  |
| After-sale services Requirements  |  |  |  |
| Payment Terms |  |  |  |
| All documentations, including catalogues, instructions and operating manuals, shall be in this language EN/RO/RU |  |  |  |

Additionally, the Bidder shall fill in the detailed Technical Responsiveness Table as per below and the attached Annex 1.

Annex 1: Technical Responsiveness Table

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No** | **Name of equipment**  | **Quantity** | **Category of Equipment** | **Minimum Technical Requirements**  |

IMPORTANT: Bidders shall provide all the applicable data of the equipment offered in the excel attachment Annex 1.

Failing to do so will result in the bid being rejected. Corresponding attachment Annex 1 shall form part of the bidder’s offer.

**SECTION 3: Management Structure and Key Personnel**

* 1. Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
	2. Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the scope of goods and/or services.

**Format for CV of Proposed Key Personnel**

|  |  |
| --- | --- |
| **Name of Personnel** | [Insert] |
| **Position for this assignment** | [Insert] |
| **Nationality** | [Insert] |
| **Language proficiency**  | [Insert] |
| **Education/ Qualifications** | *[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]* |
| [Insert] |
| **Professional certifications** | *[Provide details of professional certifications relevant to the scope of goods and/or services]* |
| * Name of institution: [Insert]
* Date of certification: [Insert]
 |
| **Employment Record/ Experience** | *[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]* |
| [Insert] |
| **References** | *[Provide names, addresses, phone and email contact information for two (2) references]* |
| Reference 1: [Insert]Reference 2:[Insert] |

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

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

Signature of Personnel Date (Day/Month/Year)

## FORM H: PRICE SCHEDULE

|  |  |  |  |
| --- | --- | --- | --- |
| Name of bidder: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| ITB reference: | **ITB23/02641** |

Bidders shall fill in these Price Schedule Forms in accordance with the instructions indicated. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any.

**Currency of Bid: US Dollar**

**TABLE 1: Offer to Supply Equipment Compliant with Technical Specifications and Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Deliverables** | **Expected Date of Delivery****(or please insert your earliest delivery period)** | **Price per unit, USD,****VAT 0%** | **Quantity** | **Total, USD, VAT 0%** |
| **LOT #1** |
|  | **Backhoe – Bulldozer**  | 120 calendar days from the signature of the contract |   | **1** |  |
|  |  Add : Cost of Transportation  |  |  |  |  |
|  |  Add : Cost of Insurance |  |  |  |  |
|  |  Add : Other Charges (pls. specify) |  |  |  |  |
|  | **Total Price for LOT #1** |  |  |  |  |
| **LOT #2** |
|  | **Motor grader** | 120 calendar days from the signature of the contract |  | **1** |  |
|  |  Add : Cost of Transportation  |  |  |  |  |
|  |  Add : Cost of Insurance |  |  |  |  |
|  |  Add : Other Charges (pls. specify) |  |  |  |  |
|  | **Total Price for LOT #2** |  |  |  |  |
| **LOT #3** |
|  | **Tractor** | 120 calendar days from the signature of the contract |  | **1** |  |
|  |  Add : Cost of Transportation  |  |  |  |  |
|  |  Add : Cost of Insurance |  |  |  |  |
|  |  Add : Other Charges (pls. specify) |  |  |  |  |
|  | **Total Price for LOT #3** |  |  |  |  |
| **LOT #4** |
|  | **Front loader** | 120 calendar days from the signature of the contract |  | **1** |  |
|  |  Add : Cost of Transportation  |  |  |  |  |
|  |  Add : Cost of Insurance |  |  |  |  |
|  |  Add : Other Charges (pls. specify) |  |  |  |  |
|  | **Total Price for LOT #4** |  |  |  |  |
| **LOT #5** |
|  | **Two axes tractor trailer** | 120 calendar days from the signature of the contract |  | **1** |  |
|  |  Add : Cost of Transportation  |  |  |  |  |
|  |  Add : Cost of Insurance |  |  |  |  |
|  |  Add : Other Charges (pls. specify) |  |  |  |  |
|  | **Total Price for LOT #5** |  |  |  |  |
| **LOT #6** |
|  | **Mini excavator** | 120 calendar days from the signature of the contract |  | **2** |  |
|  |  Add : Cost of Transportation  |  |  |  |  |
|  |  Add : Cost of Insurance |  |  |  |  |
|  |  Add : Other Charges (pls. specify) |  |  |  |  |
|  | **Total Price for LOT #6** |  |  |  |  |
| **LOT #7** |
|  | **Two (2) axes trailer** | 120 calendar days from the signature of the contract |  | **2** |  |
|  |  Add : Cost of Transportation  |  |  |  |  |
|  |  Add : Cost of Insurance |  |  |  |  |
|  |  Add : Other Charges (pls. specify) |  |  |  |  |
|  | **Total Price for LOT #7** |  |  |  |  |
| **LOT #8** |
|  | **Side shredder for plant residues** | 120 calendar days from the signature of the contract |  | **1** |  |
|  |  Add : Cost of Transportation  |  |  |  |  |
|  |  Add : Cost of Insurance |  |  |  |  |
|  |  Add : Other Charges (pls. specify) |  |  |  |  |
|  | **Total Price for LOT #8** |  |  |  |  |
| **LOT #9** |
|  | **Hydraulic Heavy Duty Wood Chipper** | 120 calendar days from the signature of the contract |  | **1** |  |
|  |  Add : Cost of Transportation  |  |  |  |  |
|  |  Add : Cost of Insurance |  |  |  |  |
|  |  Add : Other Charges (pls. specify) |  |  |  |  |
|  | **Total Price for LOT #9** |  |  |  |  |
| **LOT #10** |
|  | **Lawn tractor** | 120 calendar days from the signature of the contract |  | **3** |  |
|  |  Add : Cost of Transportation  |  |  |  |  |
|  |  Add : Cost of Insurance |  |  |  |  |
|  |  Add : Other Charges (pls. specify) |  |  |  |  |
|  | **Total Price for LOT #10** |  |  |  |  |
| **LOT #11** |
|  | **Waste plastic bin 120 litres** | 120 calendar days from the signature of the contract |  | **1120** |  |
|  |  Add : Cost of Transportation  |  |  |  |  |
|  |  Add : Cost of Insurance |  |  |  |  |
|  |  Add : Other Charges (pls. specify) |  |  |  |  |
|  | **Total Price for LOT #11** |  |  |  |  |
| **LOT #12** |
|  | **Waste plastic bin 1100 liters** | 120 calendar days from the signature of the contract |  | **200** |  |
|  |  Add : Cost of Transportation  |  |  |  |  |
|  |  Add : Cost of Insurance |  |  |  |  |
|  |  Add : Other Charges (pls. specify) |  |  |  |  |
|  | **Total Price for LOT #12** |  |  |  |  |
| **LOT #13** |
|  | **Auto Pickup** | 120 calendar days from the signature of the contract |  | **1** |  |
|  |  Add : Cost of Transportation  |  |  |  |  |
|  |  Add : Cost of Insurance |  |  |  |  |
|  |  Add : Other Charges (pls. specify) |  |  |  |  |
|  | **Total Price for LOT #13** |  |  |  |  |
| **LOT #14** |
|  | **Horizontal pump for waste water** | 120 calendar days from the signature of the contract |  | **1** |  |
|  |  Add : Cost of Transportation  |  |  |  |  |
|  |  Add : Cost of Insurance |  |  |  |  |
|  |  Add : Other Charges (pls. specify) |  |  |  |  |
|  | **Total Price for LOT #14** |  |  |  |  |

***\*In case the related services and other costs are included in the value of delivered goods and cannot be reflected as a separate line of expenses, please specify 0 (zero) value in the relevant line in the table above. Should related services and other costs per each LOT be incorporated in the table above, they shall be reflected in the overall cost of the LOT in the section “Lines” of Quantum portal.***

**TABLE 2: Estimated Operating Costs (consumables and spares, including their prices and details on local availability for the first 50 000 km mileage) \***

**These costs shall NOT be reflected in Quantum system**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **List of Consumable Item/s**  | **Mileage when servicing is required**  | **List of replacement parts required** | **Cost of replacement parts** | **Cost of maintenance works** | **Total Price per Item****(USD, VAT 0%)** |
| **LOT #1 Backhoe – Bulldozer (indicate only those applicable)** |
| Motor Oil |  |  |  |  |  |
| Oil filter |  |  |  |  |  |
| Gearbox Oil |  |  |  |  |  |
| Timing Belt |  |  |  |  |  |
| Generator belt |  |  |  |  |  |
| Belt tensioner and pulleys |  |  |  |  |  |
| Spark Plugs |  |  |  |  |  |
| Air filter |  |  |  |  |  |
| Salon filter |  |  |  |  |  |
| Brake pads |  |  |  |  |  |
| **Total Operating Cost for LOT #1** | **USD** |
| **LOT #2 Motor grader (indicate only those applicable)** |
| Motor Oil |  |  |  |  |  |
| Oil filter |  |  |  |  |  |
| Gearbox Oil |  |  |  |  |  |
| Timing Belt |  |  |  |  |  |
| Generator belt |  |  |  |  |  |
| Belt tensioner and pulleys |  |  |  |  |  |
| Spark Plugs |  |  |  |  |  |
| Air filter |  |  |  |  |  |
| Salon filter |  |  |  |  |  |
| Brake pads |  |  |  |  |  |
| **Total Operating Cost for LOT #2** | **USD** |
| **LOT #3 Tractor (indicate only those applicable)** |
| Motor Oil |  |  |  |  |  |
| Oil filter |  |  |  |  |  |
| Gearbox Oil |  |  |  |  |  |
| Timing Belt |  |  |  |  |  |
| Generator belt |  |  |  |  |  |
| Belt tensioner and pulleys |  |  |  |  |  |
| Spark Plugs |  |  |  |  |  |
| Air filter |  |  |  |  |  |
| Salon filter |  |  |  |  |  |
| Brake pads |  |  |  |  |  |
| **Total Operating Cost for LOT #3** | **USD** |
| **LOT #6 Mini buldoexcavator (indicate only those applicable)** |
| Motor Oil |  |  |  |  |  |
| Oil filter |  |  |  |  |  |
| Gearbox Oil |  |  |  |  |  |
| Timing Belt |  |  |  |  |  |
| Generator belt |  |  |  |  |  |
| Belt tensioner and pulleys |  |  |  |  |  |
| Spark Plugs |  |  |  |  |  |
| Air filter |  |  |  |  |  |
| Salon filter |  |  |  |  |  |
| Brake pads |  |  |  |  |  |
| **Total Operating Cost for LOT #6** | **USD** |
| **LOT #13 Auto Pickup (indicate only those applicable)** |
| Motor Oil |  |  |  |  |  |
| Oil filter |  |  |  |  |  |
| Gearbox Oil |  |  |  |  |  |
| Timing Belt |  |  |  |  |  |
| Generator belt |  |  |  |  |  |
| Belt tensioner and pulleys |  |  |  |  |  |
| Spark Plugs |  |  |  |  |  |
| Air filter |  |  |  |  |  |
| Salon filter |  |  |  |  |  |
| Brake pads |  |  |  |  |  |
| **Total Operating Cost for LOT #13** | **USD** |

**\* *These costs shall be quoted based on current prices at a local authorized service centre and shall be taken into account by UNDP during the evaluation process to calculate the life cycle cost of the vehicle. These maintenance services shall not be contracted by UNDP at this stage. The contract shall contain only the equipment, warranty, delivery and other related charges.***

I, the undersigned, certify that I am duly authorized by Click or tap here to enter text. to sign this bid and bind Click or tap here to enter text.should Click or tap here to enter text.accept this bid:

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

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

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

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