Section 4: Bid Submission Form[[1]](#footnote-1)

*(This should be written in the Letterhead of the Bidder. Except for indicated fields, no changes may be made in this template.)*

[*insert: Location*]

[*insert: Date*]

To: [*insert: Name and Address of UNDP focal point*]

Dear Sir/Madam:

We, the undersigned, hereby offer to supply the goods and related services required for [*insert: title of goods and services required as per ITB*] in accordance with your Invitation to Bid dated [*insert Bid date*]. We are hereby submitting our Bid, which includes the Technical Bid and Price Schedule.

We hereby declare that:

1. All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification;
2. We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
3. We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
4. We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby fully accept the Schedule of Requirements and Technical Specifications describing the duties and responsibilities required of us in this ITB, and the General Terms and Conditions of UNDP’s Standard Contract for this ITB.

We agree to abide by this Bid for [*insert: period of validity as indicated in Data Sheet*].

We undertake, if our Bid is accepted, to initiate the supply of goods and provision of related services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this Bid that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[Please mark this letter with your corporate seal, if available]*

Section 5: Documents Establishing the Eligibility and Qualifications of the Bidder

Bidder Information Form[[2]](#footnote-2)

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

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

Page \_\_\_\_\_\_ of \_\_\_\_\_\_ pages

|  |  |  |
| --- | --- | --- |
| 1. Bidder’s Legal Name: [*insert Bidder’s legal name*] | | |
| 2. In case of Joint Venture (JV), legal name of each party: [*insert legal name of each party in JV*] | | |
| 3. Actual or intended Country/ies of Registration/Operation: [*insert actual or intended Country of Registration*] | | |
| 4. Year of Registration in its Location: [*insert Bidder’s year of registration*] | | |
| 5. Countries of Operation | 6. No. of staff in each Country | 7. Years of Operation in each Country |
| 8. Legal Address/es in Country/ies of Registration/Operation: [*insert Bidder’s legal address in country of registration*] | | |
| 9. Value and Description of Top five (5) Biggest Contract for the past five (5) years   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Name of project** | **Client** | **Contract Value** | **Period of activity** | **Types of activities undertaken** | **Status or Date Completed** | **References Contact Details (Name, Phone, Email)** | | 1. |  |  |  |  |  |  | | 2. |  |  |  |  |  |  | | 3. |  |  |  |  |  |  | | 4. |  |  |  |  |  |  | | 5. |  |  |  |  |  |  | | | |
| 10. Latest Credit Rating (Score and Source, if any) | | |
| 11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved. | | |
| 12. Bidder’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*] | | |
| 13. Are you in the UNPD List 1267.1989 or UN Ineligibility List?  YES or  NO | | |
| 14. Attached are copies of original documents of:  All eligibility document requirements listed in the Data Sheet  If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered  If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law. | | |

Joint Venture Partner Information Form (if Registered)[[3]](#footnote-3)

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

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

Page \_\_\_\_\_\_ of \_\_\_\_\_\_ pages

|  |  |  |
| --- | --- | --- |
| 1. Bidder’s Legal Name: [*insert Bidder’s legal name*] | | |
| 2. JV’s Party legal name: [*insert JV’s Party legal name*] | | |
| 3. JV’s Party Country of Registration: [*insert JV’s Party country of registration*] | | |
| 4. Year of Registration: [*insert Party’s year of registration*] | | |
| 5. Countries of Operation | 6. No. of staff in each Country | 7. Years of Operation in each Country |
| 8. Legal Address/es in Country/ies of Registration/Operation: [*insert Party’s legal address in country of registration*] | | |
| 9. Value and Description of Top five (5) Biggest Contract for the past five (5) years   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Name of project** | **Client** | **Contract Value** | **Period of activity** | **Types of activities undertaken** | **Status or Date Completed** | **References Contact Details (Name, Phone, Email)** | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | | |
| 10. Latest Credit Rating (if any) | | |
| 11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved. | | |
| 13. JV’s Party Authorized Representative Information  Name: [*insert name of JV’s Party authorized representative*]  Address: [*insert address of JV’s Party authorized representative*]  Telephone/Fax numbers: [*insert telephone/fax numbers of JV’s Party authorized representative*]  Email Address: [*insert email address of JV’s Party authorized representative*] | | |
| 14. Attached are copies of original documents of:[*check the box(es) of the attached original documents*]  All eligibility document requirements listed in the Data Sheet  Articles of Incorporation or Registration of firm named in 2.  In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law. | | |

Section 6: Technical Bid Form[[4]](#footnote-4)

|  |
| --- |
| ***INSERT TITLE OF THE ITB*** |

|  |  |
| --- | --- |
| **Name of Bidding Organization / Firm:** |  |
| **Country of Registration:** |  |
| **Name of Contact Person for this Bid:** |  |
| **Address:** |  |
| **Phone / Fax:** |  |
| **Email:** |  |

This section should describe briefly the role of the Bidder, all Subcontractors and their key staff that will become responsible for the Contract implementation, project management approach, taking into account Site locations of the project. This should fully explain the Bidder’s proposed Time Schedule and Manpower Schedule in terms of Bidder’s resources for the performance of this requirement.

|  |
| --- |
| **SECTION A: EXPERTISE OF FIRM/ ORGANISATION** |
| *This section should fully explain the Bidder’s resources in terms of personnel and facilities necessary for the performance of this requirement.*  1.1 Brief Description of Bidder as an Entity: Provide a brief description of the organization / firm submitting the Bid, its legal mandates/authorized business activities, the year and country of incorporation, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the delivery of goods and/or performance of related services, indicating the status/result of such litigation/arbitration. The description of the bidder must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the ITB, both in the bid and in the Joint Venture Agreement.  1.2. Financial Capacity:Based on the latest Audited Financial Statement (Income Statement and Balance Sheet) describe the financial capacity (liquidity, stand-by credit lines, etc.) of the bidder to engage into the contract. Include any indication of credit rating, industry rating, etc.  1.3. Track Record and Experiences: Provide the following information regarding corporate experience within at least the last seven (7) years which are related or relevant to those required for this Contract.   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Name of Project** | **Client** | **Contract Value** | **Period of activity** | **Types of activities undertaken** | **Status or Date Completed** | **References, Contact Details (Name, phone, Email)** | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |

|  |
| --- |
| **SECTION B - 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 specifications.*  2.1. Scope of Supply: Please provide a detailed description of the goods to be supplied, indicating clearly how they comply with the technical specifications required by the ITB (see below table); describe how the organisation/firm will supply the goods and any related services, keeping in mind the appropriateness to local conditions and project environment.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Item No.** | **Description/ Specification of Goods** | **Source/ Manufacturer** | **Country of Origin** | **Qty** | **Quality Certificate/ Export Licences, etc. (indicate all that applies and if attached)** | |  |  |  |  |  |  | |  |  |  |  |  |  |   *Supporting documents / certificates with full details must be annexed to this section*  2.2. Technical Quality Assurance Mechanisms: The bid shall also include details of the Bidder’s internal technical and quality assurance review mechanisms, all the appropriate quality certificates, export licenses and other documents attesting to the superiority of the quality of the goods and technologies to be supplied.  Machinery: List any specialized equipment/machinery, containing information about the model and year of manufacture of each item (Bidders shall indicate whether the equipment is their own or rented).  2.3. Warranty conditions: Describe proposed terms and procedures of handling warranty claims.  2.4. Reporting and Monitoring: Please provide a brief description of the mechanisms proposed for this project for reporting to the UNDP and partners, including a reporting schedule.  2.5. Subcontracting: Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.  2.6. Risks / Mitigation Measures: Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.  2.7 Implementation Timelines and cash flow: The Bidder shall submit **Work Time Schedule** in the form of a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken including the **Manpower and Equipment schedule**.  2.8. Partnerships (Optional): Explain any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.  2.9. Anti-Corruption Strategy (Optional): Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.  2.10 Statement of Full Disclosure: This is intended to disclose any potential conflict in accordance with the definition of “conflict” under Section 4 of this document, if any.  2.11 Other: Any other comments or information regarding the bid and its implementation. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION C: PERSONNEL** 3.1 Management Structure: Describe the overall management approach toward planning and implementing the contract. Include an organization chart for the management of the contract, if awarded.  3.2 Staff Time Allocation: Provide a spreadsheet to show the activities of each personnel involved in the implementation of the contract. . Where the expertise of the personnel is critical to the success of the contract, UNDP will not allow substitution of personnel whose qualifications had been reviewed and accepted during the bid evaluation. (If substitution of such a personnel is unavoidable, substitution or replacement will be subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution).  3.3 Qualifications of Key Personnel. Provide the CVs for key personnel such as but not limited to: Manager/Team Leader, Construction Foreman, Civil /Road Construction Engineer etc.) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in area of expertise relevant to the Contract. Please use the format below:   |  |  |  |  | | --- | --- | --- | --- | | **Name:** | |  | | | **Role in Contract Implementation:** | |  | | | **Nationality:** | |  | | | **Contact information:** | |  | | | **Countries of Relevant Work Experience:** | |  | | | **Language Skills:** | |  | | | **Education and other Qualifications:** | |  | | | **Summary of Experience:** *Highlight experience in the region and on similar projects.* | | | | | Relevant Experience (From most recent): | | | | | **Period: From – To** | **Name of activity/ Project/ funding organisation, if applicable:** | | **Job Title and Activities undertaken/Description of actual role performed:** | | *e.g. June 2010-January 2011* |  | |  | | *Etc.* |  | |  | | *Etc.* |  | |  | | **References (minimum of 3):** | *Name*  *Designation*  *Organization*  *Contact Information – Address; Phone; Email; etc.* | | | | **Declaration:**  I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of the Nominated Team Leader/Member Date Signed | | | | |  | | | | |

Section 7: Price Schedule Form[[5]](#footnote-5)

The Bidder is required to prepare and attach with the bid:

1. **Consolidated Price Schedule** ;
2. **Bill of Quantities** (Annex 1);

All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.

The format shown in the attached BOQs shall be used in preparing the Price Schedule and the totals shall be included in the tables below.

|  |  |  |
| --- | --- | --- |
| **General Price Schedule:** | | |
| **Description of Activity/Item** | | **Estimated cost of works (USD), VAT exclusive** |
| 1 | Demolition works and territory arrangement for construction |  |
| 2 | Grading and levelling works |  |
|  | ***TOTAL Bid Price*** |  |

*Note: The cost of 1hour of work manpower should be not less than the rate indicated in the regulation of the Ministry of Infrastructure and Regional Development of RM, nr. 05/26-964 from 14.05.15 (with further updates of the current year) and should be converted in USD at the UN Operational Exchange Rate.*

Signature of Bidder ………………………………………..

***\*) Note:*** In case of discrepancy between unit price and total, the unit price shall prevail.

Signature of Bidder……………………………………

Section 8: FORM FOR BID SECURITY

*(This must be finalized using the official letterhead of the Issuing Bank. Except for indicated fields, no changes may be made in this template.)*

To: UNDP

[*insert contact information as provided in Data Sheet*]

WHEREAS [*name and address of Contractor*] (hereinafter called “the Bidder”) has submitted a Bid to UNDP dated [*insert date*], to deliver goods and execute related services for [*indicate ITB title*] (hereinafter called “the Bid”):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

1. Fails to sign the Contract after UNDP has awarded it;
2. Withdraws its Bid after the date of the opening of the Bid;
3. Fails to comply with UNDP’s variation of requirement, as per ITB Section F.35; or
4. Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of [*amount of guarantee*] [*in words and numbers*], such sum being payable in the types and proportions of currencies in which the Price Bid is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid*] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid until a date 30 days after the date of validity of the bids.

### SIGNATURE AND SEAL OF THE GUARANTOR BANK

Date:

Name of Bank:

Address:

Section 9: FORM FOR PERFORMANCE SECURITY[[6]](#footnote-6)

*(This must be finalized using the official letterhead of the Issuing Bank. Except for indicated fields, no changes may be made in this template.)*

To: UNDP

[*insert contact information as provided in Data Sheet*]

WHEREAS [*name and address of Contractor*] (hereinafter called “the Contractor”) has undertaken, in pursuance of Contract No. [*insert contract no.*] dated [*insert date*], to deliver the goods and execute related services [*insert relevant text*] (hereinafter called “the Contract”):

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of [*amount of guarantee*] [*in words and numbers*], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid*] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid until a date 30 days from the date of issue by UNDP of a certificate of satisfactory performance and full completion of services by the Contractor.

### SIGNATURE AND SEAL OF THE GUARANTOR BANK

Date:

Name of Bank:

Address:

Section 10: Form for Advanced Payment Guarantee[[7]](#footnote-7)

*(This must be finalized using the official letterhead of the Issuing Bank. Except for indicated fields, no changes may be made in this template.)*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Bank’s Name, and Address of Issuing Branch or Office]*

**Beneficiary:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[Name and Address of UNDP]*

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

**ADVANCE PAYMENT GUARANTEE No.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We have been informed that *[name of Company]* (hereinafter called "the Contractor") has entered into Contract No. *[Reference number of the contract]* dated *[insert: date]* with you, for the provision of *[brief description of ITB requirements]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of *[amount in words]* (*[amount in figures]*) is to be made against an advance payment guarantee.

At the request of the Contractor, we *[name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[amount in words]* (*[amount in figures]*)[[8]](#footnote-8) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation under the Contract because the Contractor has used the advance payment for purposes other than toward providing the goods and related services under the Contract.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Contractor on its account number \_\_\_\_\_\_\_\_\_\_\_ at *[name and address of Bank]*.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor as indicated in copies of certified monthly statements which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of the monthly payment certificate indicating that the Contractor has made full repayment of the amount of the advance payment, or on the \_\_ day of \_\_\_\_\_\_\_\_\_\_\_, 2\_\_\_, 20\_\_ whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

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

*[signature(s)]*

*Note: All italicized text is for indicative purposes only to assist in preparing this form and shall be deleted from the final product.*

Section 11: Contract

**This is UNDP’s Template for Contract for the BIDDER’s reference. Adherence to all terms and conditions is mandatory.**

***[pLEASE ATTACH HERETO THE .PDF VERSION OF THE CONTRACT THAT WILL BE USED and the general terms and condition***

1. *No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.* [↑](#footnote-ref-1)
2. *The Bidder shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.* [↑](#footnote-ref-2)
3. *The Bidder shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.* [↑](#footnote-ref-3)
4. *Technical Bids not submitted in this format may be rejected.*  [↑](#footnote-ref-4)
5. *No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.* [↑](#footnote-ref-5)
6. *If the ITB requires the submission of a Performance Security, which shall be made a condition to the signing and effectivity of the contract, the Performance Security that the Bidder’s Bank will issue shall use the contents of this template* [↑](#footnote-ref-6)
7. *This Guarantee shall be required if the Contractor will require advanced payment of more than 20% of the contract amount, or if the absolute amount of the advanced payment required will exceed the amount of USD 30,000, or its equivalent if the price offer is not in USD, using the exchange rate stated in the Data Sheet. The Contractor’s Bank must issue the Guarantee using the contents of this template.* [↑](#footnote-ref-7)
8. T*he Guarantor Bank shall insert an amount representing the amount of the advanced payment and denominated either in the currency/ies of the advanced payment as specified in the Contract.* [↑](#footnote-ref-8)