**ANNEX 3**

#### RETURNABLE DOCUMENTS

*PLEASE COMPLETE THE BID ACKNOWLEDGMENT AND RETURN IT PRIOR TO [INSERT DATE]*

* + 1. ***Bid Acknowledgment***

|  |  |  |  |
| --- | --- | --- | --- |
| To: | UN WomenProcurement Section |  | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: procurement@unwomen.org |
| From: |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Subject: |  | Invitation to bid, UN Women Reference no.: *[insert ref number]* |

[ ]  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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. ***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 |  |

1. **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) |  |

1. **Sustainable Business Practices**

|  |  |
| --- | --- |
| **Environmental Considerations** * 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** * 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 :* Human rights
* Labor
* Anti-corruption
 |  |

1. **Expertise of Staff:**

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

1. **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. |  |  |  |

1. **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

* + 1. ***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* Date: *[insert date of Bid Submission]*

*Address, City, Country]*

We, the undersigned, declare that:

1. We have examined and have no reservations to the bid solicitation documents*;*
2. 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.
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, 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];*

1. 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;
2. If our bid is accepted, we commit to obtain a performance security in accordance with the instructions under the Bid Instruction Sheet;
3. 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]*
4. We have no conflict of interest in accordance with Clause 1.2 *(Eligible Bidders)* of the ITB Instructions to Bidders;
5. 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;
6. 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]*

* + 1. **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.*

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

* + 1. **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) | *[insert name, address, telephone/fax or cell number, and the e-mail address]* |
| JV’s Party Legal Name:  | *[insert JV’s Party legal name] {Attach original copy of document of incorporation/registration of the JV, in accordance with Clause 3 (Eligible Bidders)* |
| JV’s Party Country of Registration: |  *[insert JV’s Party country of registration]* |
| JV’s Party Year of Registration: | *[insert JV’s Part year of registration]* |
| JV’s Party Legal Address in Country of Registration: | *[insert JV’s Party legal address in country of registration]* |
| **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:*[check the box(es) of the attached original documents]* Articles of Incorporation or Registration of firm named in 2, above, in accordance with Clause 3 *(Eligible Bidders)*. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

* + 1. **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.

* + 1. **No Adverse Action/Judgement Confirmation Form[[1]](#footnote-1)**

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.* [↑](#footnote-ref-1)