



United Nations Population Fund
Address
Fax:
Telephone:
Email: tumuhairwe@unfpa.org
Website: www.unfpa.org

02 October 2024

INVITATION TO BID ITB No. UNFPA/UGA/ITB/24/011

SUPPLY AND INSTALLATION OF ELECTRICAL AND OFFICE RE MODELING WORKS

Dear Sir/Madam,

1. The United Nations Population Fund (UNFPA), an international development agency, invites sealed bids for supply and installation of electrical and office re modelling works for its programme in Kampala, Uganda at Yusuf Lule
2. Bidding shall be conducted through ONE envelope. The technical bid containing the technical specifications/requirements and the financial bid containing price information shall be submitted together.
3. The Bidder shall be required to quote for all items
4. To enable you to submit a bid, please read the following attached documents carefully:

Section I:	Instructions to Bidders
Section II:	Technical Specifications and Schedule of Requirements
Section III:	UNFPA General Conditions of Contract
Section IV:	UNFPA Special Conditions for Contracts
Section V:	Bidding Forms

5. The bids shall reach the email inbox of procurement.ug@unfpa.org no later than 23 October 2024 at 5.00pm, Ugandan time.
6. A pre bid meeting will be held online on 14 October 2024. A link to the meeting will be shared with the vendors who will have responded indicating ability and willingness to participate in the bidding process
7. A mandatory site visit at the premises at Yusuf Lule will be conducted on 10 October 2024 at 10:00am
8. The bid shall be opened on 24 October 2024 at 2.30pm, Ugandan Time. Bidders or their authorized representatives may attend the bid opening. Kindly confirm by e-mail by 18 October 2024 whether your company shall be represented at the bid opening.
9. Bids received after the stipulated date and time shall not be accepted under any circumstances. Bids submitted to any other email address than procurement.ug@unfpa.org shall be rejected.

10. Bidders shall acknowledge receipt of this Invitation to Bid according to the Bid Confirmation Form, Section V, 1 of this solicitation document by email to tumuhairwe@unfpa.org no later than **08 October 2024** and to indicate whether or not a bid shall be submitted. The acknowledgement shall provide company name, telephone number, fax number and the name of a contact person. If you are declining to bid, please confirm this via e-mail to UNFPA and please state the reasons for UNFPA to improve its effectiveness in future invitations.
11. Any questions relating to the attached documents shall be addressed in writing to the following UNFPA personnel no later than 16 October 2024 at 10.00am Ugandan Time.
 - Joy Nabatanzi, Administration Associate. email: nabatanzi@unfpa.org for questions related to technical requirements.
 - Faith Tumuhairwe, Procurement Analyst email: tumuhairwe@unfpa.org for questions relating to the bidding exercise.

Do not submit your bid to these contacts, or your bid will be disqualified.

12. This letter is not to be construed in any way as an offer to contract with your firm.
13. UNFPA strongly encourages all Bidders to register on the United Nations Global Marketplace (<http://www.ungm.org>). The UNGM is the procurement portal of the United Nations system. By registering on UNGM, vendors become part of the database that UN buyers use when searching for suppliers. Vendors can also access all UN tenders online and, by subscribing to the Bid Tender Service, vendors can be automatically notified via e-mail of all UN business opportunities that match the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the UNGM Interactive Guide for Suppliers http://www.ungm.org/Publications/UserManuals/Suppliers/UserManual_Supplier.pdf.

Yours sincerely,

DocuSigned by:
Gift Malunga
0F0464654D634C2...

Gift Malunga
UNFPA
Uganda Country Office

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UNITED NATIONS POPULATION FUND

INVITATION TO BID

ITB NO.: UNFPA/UGA/24/011

Bid document for the Supply and installation of electrical and office re modelling works

02 October 2024

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SECTION I: Instructions to Bidders

A. Introduction

1. Scope

1.1. The goods *and related services* to be procured are electrical and office remodelling works for UNFPA's new office premises located at Yusuf Lule, Kampala, Uganda

2. Eligible Bidders

2.1. All Bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest if they are or have been associated in the past, with a firm or any of its affiliates that have been engaged by UNFPA to provide consulting services under these bidding documents.

2.2. Bidders shall not be eligible to submit a bid if at the time of bid submission:

- a. The Bidder is listed as suspended on United Nations Global Marketplace (<http://www.ungm.org>) as a result of having committed fraudulent activities,
- b. The Bidder's name is mentioned in the [UN 1267 list](#) issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;
- c. The Bidder is debarred by the World Bank Group.

Fraud and Corruption

3.1 UNFPA's policy regarding fraud and corruption is available at <http://www.unfpa.org/about-procurement#FraudCorruption> and applies fully to this Invitation to Bid. The submission of any offer implies that the Bidder is aware of this policy.

B. Solicitation Documents

4 UNFPA Solicitation document

4.1. Bidders are expected to examine all instructions, forms, specifications, terms and conditions contained within this UNFPA solicitation document. Failure to comply with these documents shall be at the Bidder's risk and may affect the evaluation of the bids, or may result in the rejection of the bid.

4.2. Bidders are cautioned to read the specifications carefully (see Section II Technical Specifications and Schedule of Requirements), as there may be special requirements. The technical specifications presented herein are not to be construed as defining a particular manufacturer's product. Bidders are encouraged to advise UNFPA if they disagree.

4.3. The specifications are the minimum requirements for the products and related services. Products and services offered must meet or exceed all requirements herein. The products shall conform in strength, quality and workmanship to the accepted standards of the relevant industry.

Modifications of or additions to basic standard products of less size or capability to meet these requirements will not be acceptable.

5 Clarifications of solicitation document

5.1 A prospective Bidder requiring any clarification on the bid solicitation documents may notify UNFPA in writing within one week from the date of issue of the bid. UNFPA shall respond in writing to any request for clarification received and circulate its response (including an explanation of the query but without identifying the source of enquiry) to all prospective Bidders who have received the bid solicitation documents. A copy of UNFPA's answer shall also be posted on the UN Global Marketplace, <http://www.ungm.org/>

6 Amendments to UNFPA bid solicitation document

6.1. At any time prior to the deadline for submission of bids, UNFPA may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by amendment.

6.2. All prospective Bidders that have received the bidding documents shall be notified in writing of all the amendments to the bidding documents. In order to give prospective Bidders reasonable time to take the amendments into account in preparing their bids UNFPA may, at its discretion, extend the deadline for the submission of bids.

C. Preparation of Bids

7 Documents to be submitted with the bid

7.1. Documents Establishing the Eligibility of the Bidder

To establish their eligibility, Bidders shall:

- a. Complete the Bid Submission Form, Section V, 2.
- b. Complete Bidders Identification Form, Section V, 3.

7.2. Documents Establishing the Qualifications of the Bidder

To establish its qualifications, the Bidder shall submit to UNFPA's satisfaction the following documents:

- a. Evidence that the Bidder is established as a company and legally incorporated in the country where it resides through provision of certificate of incorporation, a valid trading licence and a Tax Clearance Certificate
- b. Post qualification documentation outlined in Instructions to Bidders, Sub-Clause 27

Failure to furnish all the information required for submission shall be at the Bidder's risk as it may then be determined that the bid does not substantially respond to the UNFPA bid document in every respect. This may result in a rejection of the bid.

7.3. Documents Establishing the Eligibility and Conformity of the Goods and Related Services

Bidders shall submit:

- a. Evidence that the materials to be used in the remodelling and electrical works conform to the Technical Specifications and standards specified in Section II Technical Specifications and Scope of Works

8 Bid Currency and Prices

8.1. All prices shall be quoted in Uganda Shillings (UGX).

8.2. Bidders are requested to quote the following based on INCOTERMS 2010 (The terms FCA, CPT and other similar terms shall be governed by the rules prescribed in the INCOTERMS 2010, published by the International Chamber of Commerce):

- Price of goods and services DAP

8.3. Where installation, commissioning, training or other similar services are required to be performed by the Bidder, the Bidder shall include an itemized list of the prices for those services.

9 Validity of Bid

9.1. The prices of the bid shall be valid 90 days after the closing date of bid submission as specified by UNFPA. A bid valid for a shorter period shall be rejected by UNFPA on the grounds that it is non-responsive.

9.2. In exceptional circumstances, UNFPA may solicit the Bidder's consent for an extension of the period of validity under exceptional circumstances. The request and the responses shall be made in writing.

D. Submission of Bids and Bid Opening

10 Partial Bids

10.1. Partial bids are not allowed under this tender.

11 Alternative Bids

11.1. Alternative bids will not be accepted. In the event of a supplier submitting more than one bid, the following shall apply:

- a. All bids marked alternative bids will be rejected and only the base bid will be evaluated.
- b. All bids will be rejected if no indication is provided as to which bids are alternative bids.

12 Bids

12.1. Bids shall be submitted in an email to a secure email address designated by UNFPA.

12.2. Bids shall be prepared in accordance with Section II: Schedule of Requirements and Technical Specifications and shall include the requested documentation as per Instructions to Bidders Clause 7, and in accordance with the Price Schedule Form in Section V, 5 of the bid forms.

12.3. Bids shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. A bid shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the Bidder. In that case such corrections shall be initialled by the person or persons signing the bid.

13 Electronic Submissions

- 14.1. Bids shall be submitted electronically. Please note the following guidelines for electronic submissions:
- 14.2. Bidders shall make clear reference to the specific bid in the subject field as instructed, otherwise bids may be rejected. Clearly specify the following text in the subject line: **ITB No. UNFPA/UGA/24/011**, Bidder's Name.
- 14.3. The bid shall be submitted to procurement.ug@unfpa.org Bids received at the procurement.ug@unfpa.org mailbox are kept undisclosed and shall not be opened before the scheduled opening date. Sending to any other email address will violate confidentiality and invalidate the bid.
- 14.4. E-mail submission shall not exceed 10 MB, including the size of the cover email. It is recommended that all the bidding documents are consolidated into as few attachments as possible which shall be in commonly used file formats. If the bid consists of large electronic files, it is recommended to send these files separately before the deadline indicating the order of emails (email 1, email 2, etc.) after the bid reference number and the Bidder's name in the subject line of each email.
- 14.5. It shall be the Bidder's responsibility to ensure that bids sent by e-mail are received by the deadline. All Bidders shall receive an autoreply acknowledging the receipt of their email. Bidders shall not receive responses to questions sent to procurement.ug@unfpa.org since it is a secure mailbox.
- 14.6. In order to avoid last minute internet congestion it is recommended to send your bid as early as possible before the deadline.

14 Bid Submission Deadline/Late Bids

- 15.1. Bids must be submitted electronically on or before the date and time specified in the introductory letter of this solicitation document. If any doubt exists as to the time zone in which the bid should be submitted please refer to www.timeanddate.com/worldclock, or contact the bid focal point.
- 15.2. UNFPA may, under special and exceptional circumstances, extend the bid submission deadline and such changes shall be notified in UNGM before the expiration of the original period.
- 15.3. Any bid received by UNFPA after the bid submission deadline shall be rejected and returned unopened to the Bidder. UNFPA shall not be legally responsible for bids that arrived late due to the Bidder's problems with transmission of bid submissions via email

15 Storage of Bids

- 16.1. Bids received prior to the deadline of submission and the time of opening shall be securely kept unopened until the specified bid opening date stated in the UNFPA's solicitation document. No

responsibility shall be attached to UNFPA for prematurely opening an improperly addressed and/or identified bid.

16 Bid Opening

17.1. UNFPA shall conduct the bid opening in public at the following address, date and time.

Street Address: UNFPA Office, Baskerville Avenue, Kololo
Floor/ Room number: Ground floor Board room
City: Kampala
Country: Uganda
Date: 24 October 2024
Time: 2.30pm Ugandan time

17.2. Bids received by the required deadline will be printed and a copy of the bids will be put in a sealed envelope that will be opened at the time and date specified in the bid document. Only the last received bid will be opened if multiple bids are sent by a same Bidder.

17.3. The bids shall be opened publicly at the time and place specified in the ITB and an immediate record made thereof.

17.4. Only those who have submitted bids or their authorized agent or representative may attend the bid opening.

17.5. The report shall be available for viewing by Bidders for a period of thirty days from the date of the opening. No information that is not included in the bid opening report can be given to Bidders.

17.6. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder.

E. Evaluation and Comparison of Bids

18. Confidentiality

18.1. Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the contract award is published.

18.2. Any effort by a Bidder to influence UNFPA in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its bid.

19. Clarification of Bids

19.1. To assist in the examination, evaluation and comparison of bids, UNFPA may ask Bidders for clarification of their bids. The request for clarification and the response shall be in writing by UNFPA and no change in price or substance of the bid shall be sought, offered or permitted.

20. Responsiveness of bids

20.1. UNFPA's determination of a bid's responsiveness is to be based on the contents of the bid itself.

20.2. A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- a. affects in any substantial way the scope, quality, or performance of the goods and related services specified in the contract; or
- b. limits in any substantial way, inconsistent with the bidding documents, UNFPA's rights or the Bidder's obligations under the contract; or
- c. if rectified would unfairly affect the competitive position of other Bidders presenting substantially responsive bids.

21. Nonconformities, Errors, and Omissions

21.1. Provided that a bid is substantially responsive:

- a. UNFPA may waive any non-conformities or omissions in the bid that do not constitute a material deviation.
- b. UNFPA may request that the Bidder submit the necessary information or documentation within a reasonable period of time to rectify non material non conformities or omissions in the bid related to documentation_requirements. Such omission shall not be related to any aspect of the price of the bid. Failure of the Bidder to comply with the request may result in the rejection of its bid.
- c. UNFPA shall correct arithmetical errors on the following basis:
 - If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNFPA there is an obvious misplacement of the decimal point in the unit price. In that case the line item total as quoted shall govern and the unit price shall be corrected;
 - if there is a discrepancy between words and figures, the amount in words shall prevail;
 - if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

22. Preliminary examination of Bids

22.1. UNFPA shall examine the bids to determine whether they are complete, that all documents and technical documentation requested as per Instructions to Bidders Clause 7 have been provided and to determine the completeness of each document submitted. UNFPA will also examine whether any computational errors have been made, whether the documents are properly signed, and whether the bids are generally in order.

23. Examination of Terms and Conditions and Technical Evaluation

23.1. UNFPA shall examine the bid to confirm that it does not contain any material deviations, reservation, or omission related to the conditions and requirements specified in the Section II Technical Specifications and Schedule of Requirements, Section III UNFPA General Conditions of Contract and Section IV UNFPA Special Conditions for Contracts.

23.2. If after the examination of the terms and conditions and the technical evaluation UNFPA determines that the bid is not substantially responsive in accordance with Instructions to Bidders Clause 21, the bid shall be rejected.

24. Evaluation of Bids

24.1. UNFPA shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.

25. Comparison of Price Bids

25.1. UNFPA shall compare all substantially responsive bids to determine the lowest priced substantially responsive bid

25.2. Bid comparison will be made on the total cost, delivered to final destination.

26. Post-qualification of the Bidder

26.1. UNFPA shall determine to its satisfaction whether the Bidder with the lowest priced, substantially responsive bid is qualified to perform the contract satisfactorily.

26.2. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted in the bid.

26.3. To evaluate a Bid, UNFPA shall consider the following:

- Copy of last year audited company Balance and Financial Statements
- Copy of valid trading licence
- Financial Capability:
 - a. Summary of assets and liabilities of the audited financial statements of the last three (3) financial years
 - b. Provide contact details of commercial banks and names of contact persons from whom UNFPA could seek feedback.
 - c. Submit copies of audited profit and loss statements and balance sheet for the last three calendar years
- Experience and Technical Capacity:
 - a. Details of experience and past performance of the Bidder on similar works (atleast 3 projects) offered and on those of similar nature within the past five years- Provide a list describing the similar works/projects, when they were undertaken, client names for which these works were done as well as the value of the works
 - b. Schedule of Engineering and Construction Works currently in progress if any
 - c. The bidder should provide signed client references for at least 3 of the projects listed
 - d. List of key personnel to work on both the remodelling works and electricals proposed by bidder and their qualifications. CVs should be provided. Project manager should have a degree in Civil engineering or architecture . The other personnel should have

a Bachelor's Degree or Diploma in Relevant Technical Field. The person in charge of electricals should have a degree or higher diploma in Electrical Engineering

- e. The Bidder shall disclose instances of previous past performance that may have resulted in adverse actions taken against the Bidder and the manufacturers whose products are being offered by the Bidder, in the last five years. Such adverse actions may be treated as unsatisfactory performance history while deciding the award of contract. If no instance of previous past performance has resulted into adverse actions, this must be clearly indicated in the Bidder's bid.

26.4. Notwithstanding anything stated above, UNFPA reserves the right to assess the Bidder's capabilities and capacity to execute the contract satisfactorily before deciding on award.

26.5. Even though the Bidders may meet the above qualifying criteria, they can be subject to disqualification if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements, and/or record of poor performance such as, not properly completing contracts, inordinate delays in completion, litigation history, financial failures, etc.

27. UNFPA's Right to Accept Any Bid and to Reject Any or All Bids

27.1. A bid that is rejected by UNFPA may not be made responsive by the Bidder by correction of the non-conformity. A responsive bid is defined as one which conforms to all the terms and conditions of the UNFPA's bid solicitation documents without material deviations. UNFPA shall determine the responsiveness of each bid against the UNFPA solicitation documents.

27.2. UNFPA reserves the right to reject any bid if a Bidder has previously failed to perform properly or complete on time in accordance with contracts or the Bidder who in UNFPA's perspective is not in a position to perform the contract.

27.3. The Bidders waive all rights to appeal against the decision made by UNFPA.

28. UNFPA's Right to Annul a Bidding Process

28.1. UNFPA reserves the right to annul the bidding process and reject all bids at any time prior to award of purchase order, without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information on the grounds for UNFPA's action.

F. Award of Contract

29. Award Criteria

29.1. In the event of a contract award, UNFPA shall award the Contract to the lowest priced Bidder(s) whose bid has been determined to be substantially responsive with the bidding documents.

29.2. Prior to contract award, the successful Bidder(s) will be requested to submit samples of some materials for remodelling works. The cost for sending the samples will be at the charge of the Bidder.

29.3. If required, the Bidder shall permit UNFPA representatives access to their facilities at any reasonable time to inspect the premises that shall be used for the production, testing and packaging of the products. The Bidder shall also provide reasonable assistance to the representatives for such inspection, including copies of any test results or quality control reports as may be necessary. UNFPA may inspect the manufacturing facilities of the lowest evaluated responsive Bidder to assess his capability to successfully perform the contract as per the terms and conditions specified in the ITB.

29.4. UNFPA reserves the right to make multiple arrangements for any item(s) where, in the opinion of UNFPA, the lowest Bidder cannot fully meet the delivery requirements or if it is deemed to be in UNFPA's best interest to do so. Any arrangement under this condition shall be made on the basis of the lowest, second lowest, third lowest, etc., bid which meets the requirements.

30. Right to Vary Requirements at Time of Award

31.2. UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the quantity of goods specified in this bid without any change in unit price or other terms and conditions.

31. Signing of the contract

31.1. Prior to the expiration of the period of bid validity, UNFPA shall send the successful Bidder the contract which constitute the notification of award. The successful Bidder shall sign, date the contract and return it to UNFPA within 3 days of receipt of the contract. After receipt of the contract, the successful Bidder shall start on the works outlined in its bid in conjunction with UNFPA terms and conditions.

32. Publication of Contract Award

32.1. UNFPA shall publish the contract award on United Nations Global Marketplace <http://www.ungm.org>, with the information of the awarded Bidder company name, contract amount or LTA and the date of the contract.

33.2. Suppliers perceiving that they have been unjustly treated in connection with the solicitation or award of a contract may lodge a complaint directly with the UNFPA Head of Office at malunga@unfpa.org. The UNFPA Head of Office will then make an assessment of the complaint and provide a reply to the supplier within a week. If the supplier is not satisfied with the reply provided by the UNFPA Head of Office, the supplier may escalate the complaint to the Chief, Supply Management Unit at supplychain@unfpa.org, who will reply to the supplier within a week and advise the Supplier on further recourse if required.

SECTION II: Technical Specifications and Sope of Works

2.1. Technical Specifications - Technical Submission form attached with full specifications

Item No.	Description and minimum/mandatory specifications
1	Office remodelling(fit out) works as per BOQ – To be supplied, installed and commissioned at the site
2	Electrical supply and installation as per BOQ - To be supplied, delivered to Site, installed, connected complete and commissioned in full working condition including all the necessary fixing/mounting/accessories as per Specification and Drawings, tested and commissioned to the satisfaction of the client

2.2 Schedule of Requirements

The requirement is for supply and installation of office remodelling and electrical works to be completed within a period of 45 calendar days from contract signature

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SECTION III: UNFPA General Conditions of Contract

The General Conditions of Contract can be found at:
<http://www.unfpa.org/resources/unfpa-general-conditions-contract>

SECTION IV: UNFPA Special Conditions for Contracts

WARRANTY	The warranty period shall be 12 months. Details on Warranty Services required are included in Section II: Technical Specifications and Schedule of Requirements.
PAYMENT TERMS	<p>An advance payment of 30 % (Thirty) of the Initial Contract Price will be made against an Advance Payment Guarantee from the bank.</p> <p>Subsequent payments shall be made on completion of works certified by the UNFPA Consultant Engineer</p> <p>5% retention fee is applicable for a period of Four Months</p>
LIQUIDATED DAMAGES	In the event of a Contract being issued and in case the Vendor fails to complete the works by the date specified in the contract, UNFPA reserves the rights to claim liquidated damages from the Vendor and deduct 1% of the value of the contract pursuant to the contract per additional week of delay, up to a maximum of 10% of the value of the contract. The payment or deduction of such liquidated damages shall not relieve the Vendor from any of its other obligations or liabilities pursuant to any current contract
DEFECTS LIABILITY	The Defects Liability Period is Four Months. The maximum period for correcting a defect is two weeks effective from the date of notification
PERFORMANCE BOND	The contractor shall submit a performance bond of 10% of the contract value. Failure by the contractor to execute the contract, the employer shall terminate the contract. A bank located in the Republic of Uganda shall issue the Performance Bond

SECTION V: Bidding Forms

The following checklist is provided as a courtesy to Bidders. Please use this checklist while preparing the bid to ensure that your bid contains all required information. This checklist is for the Bidder's internal reference and does not need to be submitted with the bid.

ACTIVITY	LOCATIO N	YES / NO/ NOT APPLICABLE	REMARKS
Have you noted the bid closing deadline?	Cover letter, #5		
Have you read and understood all of the Instructions to Bidders in Section I of the bidding documents?	Section I		
Have you reviewed and agreed to the UNFPA General Conditions of Contract?	Section III		
Have you reviewed and agreed to the UNFPA Special Conditions for Contracts?	Section IV		

Have you completed the Bid Confirmation Form?	Section V, 1		
Have you completed the Bid Submission Form?	Section V, 2		
Have you completed the Bidder's Identification Form?	Section V, 3		
Have you completed the Product Item Overview Form?	Section V, 4		
Have you completed and signed the Price Schedule Form?	Section V, 5		
Have you reviewed all of the relevant contract form(s)?	Section VI		
Have you provided evidence that your firm is established as a company and legally incorporated in the country where it resides?	Section I, Sub-Clause 7.2, a		
Have you prepared a copy of your certificate of incorporation, a valid trading licence and a Tax Clearance Certificate	Section I, Sub-Clause 7.2, b.		
Have you provided written confirmation that your company is neither suspended by the United Nations system nor debarred by the World Bank Group?	Section I, Sub-Clause 2.4		
Have you prepared documentary evidence that the goods conform to the technical specifications and standards specified in Section II Technical Specifications and Schedule of Requirements?	Section I, Sub-Clause 7.3, a.		
Have you marked the bids according to Instructions to Bidders Clause 14 (electronic bids)?	Section I, Sub-14		
Is the file size of the bid less than 10MB? (If the file size is above 10MB, refer to Instructions to Bidders Sub-Clause 14.4)	Section I, Sub-Clause 14.4		
Have you prepared a copy of the previous year's audited company Balance and Financial Statements?	Section I, Sub-Clause 27.3		

1. Bid Confirmation Form

[Complete this page and return it prior to bid opening]

		Date:
To:	UNFPA <i>[Insert name of Office & contact person]</i>	Fax/email: <i>[Insert UNFPA contact person's fax or email (Not the secure bid fax no./email address)]</i>
From:	<i>[Company name]</i>	
	<i>[Contact person]</i>	
	<i>[Telephone]</i>	
	<i>[Email address]</i>	
	<i>[Postal address]</i>	
Subject :	ITB No.: UNFPA/CC/YY/NNN	

YES, we intend to submit an bid.

NO, we are unable to submit a bid in response to the above mentioned Invitation to Bid due to the following reason(s):

- The requested products and services are not within our range of supply
- We are unable to submit a competitive bid 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 quotation purposes is insufficient
- Your ITB 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 in the recipient country
- The person handling bid is away from the office
- Other (please specify)

Please confirm one of the following two options:

- We would like to receive future ITBs for this type of goods
- We don't want to receive ITBs for this type of goods

If UNFPA has questions to the Bidder concerning this NO BID, UNFPA should contact Mr./Ms. _____, phone/email _____, who will be able to assist.

2. 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.]

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

ITB No.: UNFPA/CC/YY/NNN

To: Complete name of Purchaser, UNFPA

Dear Sir / Madam,

We the Undersigned have examined and have no reservations to the Bidding Documents No. UNFPA/CC/YY/NNN and amendments We hereby offer to supply, in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements, the following goods and related services _____ which are subject to UNFPA General Conditions of Contract and other terms and conditions specified in the document.

We agree to abide by this bid for a period of *[Select between 30-90 days depending on the type of good/commodity]* days from the date fixed for opening of bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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, if the Bidder is a JV, and the nationality each subcontractor and supplier; otherwise buyer should delete this text if non-applicable]*

We have no conflict of interest in accordance with Instructions to Bidders Sub-Clause 2.1;

Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—have not been declared ineligible by UNFPA, in accordance with Instructions to Bidders Sub-Clause 2.2;

We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Dated onday of[year].

Signature:
[insert signature of person whose name and capacity are shown]

In the capacity of:
[insert legal capacity of person signing the Bid Submission Form]

Name:
[insert complete name of person signing the Bid Submission Form]

Company:
[insert name of company]



3. Bidders Identification Form

Bid No. UNFPA/CC/YY/NNN

1. Organization

Company/Institution Name	
Address, City, Country	
Telephone/FAX	
Website	
Date of establishment	
Legal Representative: Name/Surname/Position	
Legal structure: natural person/Co.Ltd, NGO/institution/other (please specify)	
Organizational Type:	
Areas of expertise of the organization	
Current Licenses, if any, and permits (with dates, numbers and expiration dates)	
Years offering services to UN organizations and other NGO/Government Organisations	
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	

2. Expertise of Staff

Total number of staff	
Number of staff involved in similar works contracts	

3. Client Reference List

Please provide references of main client details where similar works have been done

Name of company	Contact person	Telephone	E-mail
1.			
2.			
3.			

4. Contact details of persons that UNFPA may contact for requests for clarification during bid evaluation

Name/Surname	
Telephone Number (direct)	
Email address (direct)	

P.S.: This person must be available during the next two weeks following receipt of bid

^{DS}
AB

4. Product Item Overview Form

Item No.	Description and minimum /mandatory specifications	Description of items offered and Bidder's statements on deviations (To be completed by the Bidder)	Compliant? (Y/N) (To be completed by UNFPA during evaluation)
1	Office remodeling works as per BOQ		
2	Electrical works as per BOQ		
3			
...			

(Use the spreadsheet "Product Item Overview Form.xls" if a large number of items need to be compared.)

5. Price Schedule Form

[The Bidder shall fill in these Price Schedule Forms in accordance with the instructions indicated. The detailed cost per item should be filled in the BOQ Form]

BIDDER'S PRICES FOR WPRKS (Price & Currency to be entered by Bidder):					
ITE M/L OT	DESCRIPTION OF THE SERVICES	COUNTRY OF ORIGIN	QUANTIT Y AND PHYSICAL UNIT (a)	UNIT PRICE (b)	TOTAL PRICE PER SERVIC E (a)x(b)
1	Office remodeling works				
2	Electrical works				
3	Sub total				
4	VAT 18%				
	Grand total				

<u>BIDDER'S SIGNATURE AND CONFIRMATION OF THE ITB</u>	
<p>PROVIDED THAT A CONTRACT IS ISSUED BY UNFPA WITHIN THE REQUIRED BID VALIDITY PERIOD, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH CONTRACT, TO PROVIDE REQUIRED SERVICES AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE.</p>	
<p><i>Exact name and address of company</i></p> <p>COMPANY NAME _____</p> <p>ADDRESS _____</p> <p>_____</p> <p>PHONE NO. _____ FAX NO. _____</p> <p>EMAIL ADDRESS OF CONTACT PERSON _____</p> <p>OTHER EMAIL ADDRESSES _____</p>	<p>_____</p> <p>AUTHORIZED SIGNATURE DATE</p> <p>_____</p> <p>NAME OF AUTHORIZED SIGNATORY (TYPE OR PRINT)</p> <p>_____</p> <p>FUNCTIONAL TITLE OF SIGNATORY</p> <p>_____</p> <p>WEB SITE _____</p>

SECTION VII – ANNEX A: TEMPLATE OF CONTRACT FOR PROVISION OF CIVIL WORKS
(34)

https://drive.google.com/file/d/1gKfdRDrUb_QBKOVqCbbPnphy6vNZlVWv/view?usp=sharing

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