# Section VI – ANNEX A: Bid Confirmation Form

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

|  |  |  |  |
| --- | --- | --- | --- |
| To: | Ms. Naomi Kitahara | Date: |  |
|  | Representative  UNFPA Mongolia country office | Email: | Ms. G. Enkhjargal  Admin Associate  ganbold@unfpa.org |
|  | | | |
| From: | *[Insert Organization Name]* | | |
|  | *[Insert Contact person from Organization]* | | |
|  | *[Insert Telephone number]* | | |
|  | *Insert E-mail address of contact person]* | | |
|  | *[Insert Postal address of Organization]* | | |
|  | | | |
| Subject: | **UNFPA/MNG/RFP/17/003** | | |

|  |  |
| --- | --- |
|  | YES, we intend to submit a bid in response to the above mentioned RFP. |
|  | NO, we are unable to submit a bid in response to the above mentioned RFP due to the following reason(s): |

( ) The requested products and/or services are not within our range of supply.

( ) The requested products are not available at the moment.

( ) We are unable to submit a competitive bid for the requested products/services at the moment.

( ) We cannot meet the requested specifications.

( ) The information provided for bidding purposes is insufficient and unclear

( ) Your RFP document is too complicated

( ) Insufficient time is allocated to prepare an adequate Bid.

( ) We cannot meet the delivery requirements.

( ) We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.):

( ) Our current capacity is overbooked

( ) 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)

|  |  |
| --- | --- |
|  | YES, even though on this occasion we have not submitted a Bid we are definitely interested in future possible RFP’s. |
|  | No, we are not interested in participating in future possible RFP’s, please remove us from your vendor database. |

**If UNFPA should have any questions in regards to this Bid Confirmation Form and would require further clarification on our No Bid decision, UNFPA should contact the following focal person who will be able to assist:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | E-mail: |  |
| Post Title: |  | Telephone |  |

# Section VI – Annex B: Bid Submission Form

Date: [Insert Month, Day, Year]

To: UNFPA Mongolia

UN House, UN Street 14

Ulaanbaatar, Mongolia

The undersigned, having read the original RFP documents of UNFPA/MNG/17/003 including all Annexes, any subsequent revisions and all answers to the questions received from prospective Bidders posted on United Nations Global Marketplace in full before submitting, hereby offers to provide the services, in accordance with any specifications stated and subject to the terms and conditions set out or specified in the RFP documents.

*Special Note: If Bidder proposes any deviations from the terms and conditions stipulated in the RFP document, such deviations must be included on this form in accordance with the below format. Such deviations should not be indicated within the main body or any other part of the Bid. If the proposed modifications are not acceptable to UNFPA, UNFPA reserves the right to reject the Bid. Strongly discouraging deviations for semantic changes.*

|  |  |  |
| --- | --- | --- |
| Original term/condition per RFP UNFPA/MNG/RFP/17/003 and the subsequent revisions | Proposed deviation (alternate clause), by the undersigned | Reason for proposing alternate clause |
|  |  |  |

We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening in the Request for Proposal, and the Bid shall remain binding upon us and may be accepted at any time before the expiration of that period.

If our Bid is accepted, we undertake to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that UNFPA is not bound to accept any Bid it may have received and that a binding contract would result only after final negotiations and award of contract are concluded on the basis of the Technical and Financial Bids.

We confirm that our firm has no conflict of interest in accordance with Section I: Instructions to Bidders clause 2.3, as well as that our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the LTA, have not been declared ineligible by UNFPA, in accordance with Section I: Instructions to Bidders clause 2.4.

|  |  |  |
| --- | --- | --- |
|  | On behalf of Business Authority | On behalf of Legal Authority |
| Signature: |  |  |
| Name: |  |  |
| Title: |  |  |
| Name of Organization: |  |  |
| Telephone: |  |  |
| Email: |  |  |

# Section VI – Annex C: Bidder Identification Form

UNFPA/MNG/RFP/17/003

|  |  |
| --- | --- |
| 1. **Organizational Information** | |
| Organization Name |  |
| Address, City, Country |  |
| Telephone/FAX |  |
| Website |  |
| Date of establishment |  |
| **Legal Representative**: Name/Surname/Position |  |
| **Legal structure**: natural person/Co. Ltd, NGO/institution/other (specify) |  |
| **Organizational Type**: For-profit, non-governmental organization, government entity, etc. |  |
| Areas of expertise of the organization |  |
| Current Licenses, if any, and permits (with dates, numbers and expiration dates) |  |
| Years partnering with UN organizations |  |
| Years partnering with UNFPA |  |
| Branches or subsidiaries (indicate names of branches and subsidiaries and addresses, if relevant to the Bid) |  |
| Commercial Representatives in the country: Name/Address/Phone (for international organizations only) |  |

|  |  |
| --- | --- |
| 1. **Expertise of Staff** | |
| Total number of staff |  |
| Number of staff involved in similar contracts |  |
| Number of staff to be assigned to deliver this Bid |  |

|  |  |
| --- | --- |
| 1. **Contact details of persons that UNFPA may contact for requests for clarification during Bid evaluation** | |
| Name/Surname |  |
| Telephone Number (direct) |  |
| Email address (direct) |  |
| Be advised that this person must be available during the two weeks following the Bid opening date. | |

|  |  |
| --- | --- |
| Signature and stamp of the Bidder: |  |
| Name: |  |
| Title: |  |
| Name of Organization: |  |
| Telephone: |  |
| Email: |  |

# Section VI – Annex D: Bidder’s Previous Experience

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Order No. & Date** | **Description[[1]](#footnote-1)** | **Client** | **Contact person, phone number, email address** | **Date of service** | | **Contract Amount** | **Satisfactory completion** |
| **From** | **To** | **(Currency)** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Indicate the description of products, services or works provided to their clients.

To be attached: Evidence (client’s letter or certificate) in support of satisfactory completion of above orders.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature and stamp of the Bidder: |  | Countersigned by and stamp of Chartered Accountant |  |
| Name and title: |  | Name and title: |  |
| Name of Organization: |  | Name of Organization: |  |
| Telephone: |  | Telephone: |  |
| Email: |  | Email: |  |
| Date: |  | Date: |  |

# Section VI – Annex E: Price Schedule Form

(Please see attached Excel spread sheet Annex E: Price Schedule Form.xls)

1. Submit this document in a separate email from the Technical Bid as indicated in Section I: Instructions to Bidders clause 19 Submission, sealing, and marking of Bids and in Annex I Instructions to Bidders.
2. Please state all applicable taxes (value added tax, etc.) in separate lines.
3. The Price Schedule Form must provide a detailed cost breakdown. Provide separate figures for each activity.
4. UNFPA anticipates awarding the project on a fixed-price basis. To complete an analysis of the Bid, firms are required to submit itemized pricing that identifies the people who will work on the project (including resumes), their billing rates, and the number of hours proposed for the project. Anticipated travel, lodging, and out-of-pocket expensed should be detailed as well.
5. Please attach the completed and stamped form (Financial Bid) to your Bid.

|  |  |
| --- | --- |
| Signature and stamp of the Bidder: |  |
| Name: |  |
| Title: |  |
| Name of Organization: |  |
| Telephone: |  |
| Email: |  |

# Section VI – Annex F: Joint Venture Partner information form

*Please complete this form only if applicable.*

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

UNFPA/MNG/RFP/17/003

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

|  |
| --- |
| 1. Bidder’s Legal Name: *[Insert Bidder’s legal name]* |
| 2. Joint Venture (JV) Party Legal Name: *[Insert JV’s Party legal name]* |
| 3. JV’s party country of registration: *[Insert JV’s Party country of registration]* |
| 4. JV’s party year of registration: *[Insert JV’s Part year of registration]* |
| 5. JV’s party legal address in country of registration: *[Insert JV’s Party legal address in country of registration]* |
| 6. 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]* |
| 7. 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 Section I: Instructions to Bidders clause 2: Eligible Bidders.  JV Agreement, or letter of intent to enter into such an agreement, signed by the legally-authorized signatories of all the parties |

# Section VI – Annex G: Checklist of Bid 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** | **LOCATION** | **YES/NO/**  **N/A** | **REMARKS** |
| Have you read and understood all of the Instructions to Bidders in Section I of the Bidding documents? | Section I: Instructions to Bidders |  |  |
| Have you reviewed and agreed to the UNFPA General Conditions of Contracts? | Section III: General Conditions of Contract |  |  |
| Have you reviewed and agreed to the UNFPA Special Conditions for Contracts? | SECTION IV – UNFPA SPECIAL CONDITIONS OF CONTRACT |  |  |
| Have you completed the Bid Submission Form? | Section VI – Annex B: Bid Submission Form |  |  |
| Have you completed the Bidder’s Identification Form? | SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM |  |  |
| Have you completed the Bidder’s Previous Experience Form? | Section VI – Annex D: Bidder’s Previous Experience |  |  |
| Have you completed and signed the Price Schedule Form? | Section VI – Annex E: Price Schedule Form |  |  |
| Have you completed the Joint Venture Partner Information Form, if applicabel? | Section VI – Annex F: Joint Venture Partner information form |  |  |
| Have you reviewed all of the relevant Contract form(s)? | Section VII: Contractual forms |  |  |
| Have you prepared a copy of your Organization’s registration in the country of operation? | SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS |  |  |
| Have you prepared a copy of the previous year’s audited Organization Balance Sheet and Financial Statements? | Section I: Instructions to Bidders, clause 9;  and  SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS |  |  |
| Have you provided written confirmation that your Organization is neither suspended by the United Nations system nor debarred by the World Bank Group? | Section VI – Annex B: Bid Submission Form  and  Section I: Instructions to Bidders clause 2.4 |  |  |
| Have you provided a copy of any of your Organization’s environmental or social policies, and any related documentation? | Section I: Instructions to Bidders, clause 40 |  |  |
| Have you reviewed the UN Global Compact requirements? | Section I: Instructions to Bidders, clause 40 |  |  |
| Have you sealed and marked the Bids according to Instructions to Bidders clause 20.3 (electronic Bids) or clause 20.4 (hard copy Bids) or clause 20 (Submission through an online system)? | Section I: Instructions to Bidders, clause 20 |  |  |
| If submitted electronically through email, is the file size of the Bid less than 8MB? (If the file size is above 15 MB, refer to Instructions to Bidders clause 20.3.3) | Section I: Instructions to Bidders, clause 20.3.3 |  |  |
| Have you noted the Bid closing deadline? | Invitation letter Number 4 |  |  |
| Have you provided information on Supplier Qualification Requirements? | SECTION V – SUPPLIER QUALIFICATION REQUIREMENTS  and  SECTION VI – ANNEX B: Bid Submission Form |  |  |
| Have you provided evidence that the Bidder has successfully completed at least one similar contract within the last three years for supply of services? | SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS |  |  |
| Have you provided sufficient documentation of your Organization's ability to undertake the services, i.e.,   * List of similar contracts/LTAs executed for other clients including contact details. * Evidence that the Bidder possesses experience in the geographical area. * At least three years of experience in performing similar contracts/Long Terms Agreements | SECTION VI – ANNEX D: Bidder’s Previous Experience  and  SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS |  |  |
| Have you supplied clients’ references in support of the satisfactory operation of the services as specified above? | SECTION VI – ANNEX D: Bidder’s Previous Experience |  |  |
| Have you checked Section I: Instructions to Bidders, clauses, 17 & 18 and provided all requested documentation in the correct formats? | Section I: Instructions to Bidders, clauses 17 and 17.1.12 |  |  |

# Section VII: Contractual forms

Below find an overview of the attached contractual forms for this RFP.

|  |  |  |  |
| --- | --- | --- | --- |
| Description | | Status | Preferred file for submission |
| Annex A: | Template of Contract for Professional Services | Mandatory | PDF |
| Annex B: | Bank Guarantee for Advance Payment | Not Applicable | PDF |
| Annex C: | Performance Security | Not Applicable | PDF |

# Section VII – Annex A: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES

UNFPA’s Template of Contract for Professional Services is available through the links below as well as attached as a separate PDF document in this RFP.

|  |  |  |
| --- | --- | --- |
| [Contract for Professional Services](http://www.unfpa.org/resources/contract-professional-services-supplier-contractual-instruments) | Contract for Professional Services - Supplier Contractual Instruments | [English](http://www.unfpa.org/sites/default/files/resource-pdf/7.a_Contract_for_Professional_Services_-_De_Minimis_Services_-_English.docx) |

# Section VII – Annex B: Bank Guarantee for Advance Payment

No advance payment shall be requested.

# Section VII – Annex C: Performance Security

No performance security shall be requested.

1. Please indicate relevant contracts to the one requested in the RFP. [↑](#footnote-ref-1)