# Section VI – ANNEX A: Bid Confirmation Form

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

|  |  |  |  |
| --- | --- | --- | --- |
| To: | UNFPA APRO  Ms. Jarintorn Kiatniyomrung, | Date: |  |
|  | Programme Admin. Associate | Email: | [kiatniyomrung@unfpa.org](mailto:kiatniyomrung@unfpa.org) |
|  | | | |
| From: | *[Insert Company Name]* | | |
|  | *[Insert Contact person from Company]* | | |
|  | *[Insert Telephone number]* | | |
|  | *Insert E-mail address of contact person]* | | |
|  | *[Insert Postal address of Company]* | | |
|  | | | |
| Subject: | **RFP NUMBER: UNFPA/BKK/RFP/24/001 - FOR THE ESTABLISHMENT OF**  **LONG TERM AGREEMENTS - PROVISION OF TECHNICAL SUPPORT ON GBV PREVENTION PROOGRAMMING TO UNFPA APRO, BANGKOK THAILAND** | | |

|  |  |
| --- | --- |
|  | 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 |  |

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# Section VI – Annex B: Bid Submission Form

Date: [Insert Month, Day, Year]

To: UNFPA APRO

4th Floor United Nations Service Building,

Rajdamnern Nok Avenue, Bangkok, 10200 Thailand.

Dear Sir/Madam,

The undersigned, having read the original RFP documents of UNFPA/BKK/RFP/24/001 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 NUMBER: UNFPA/BKK/RFP/24/001  FOR THE ESTABLISHMENT OF LONG TERM AGREEMENTS  PROVISION OF TECHNICAL SUPPORT ON GBV PREVENTION PROOGRAMMING TO UNFPA APRO, BANGKOK THAILAND | Proposed deviation (alternate clause), by the undersigned | Reason for proposing alternate clause |
|  |  |  |

We agree to abide by this Bid for a period of **120 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 LTA within the time frame that will be stipulated in the Purchase Orders.

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 LTA are concluded and a purchase order(s) are made pursuant to such LTA(s).

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 Company: |  |  |
| Telephone: |  |  |
| Email: |  |  |

# Section VI – Annex C: Bidder Identification Form

**RFP NUMBER: UNFPA/BKK/RFP/24/001**

**FOR THE ESTABLISHMENT OF LONG TERM AGREEMENTS**

**PROVISION OF TECHNICAL SUPPORT ON GBV PREVENTION PROOGRAMMING TO UNFPA APRO, BANGKOK THAILAND**

|  |  |
| --- | --- |
| 1. **Organizational Information** | |
| 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 (specify) |  |
| **Organizational Type**: Manufacturer, Wholesaler, Trader, Service provider, etc. |  |
| Areas of expertise of the organization |  |
| Current Licenses, if any, and permits (with dates, numbers and expiration dates) |  |
| Years supplying to UN organizations |  |
| Years supplying to UNFPA |  |
| Production Capacity |  |
| Subsidiaries (indicate names of subsidiaries and addresses, if relevant to the Bid) |  |
| Commercial Representatives in the country: Name/Address/Phone (for international companies only) |  |

|  |  |
| --- | --- |
| 1. **Quality Assurance Certification** | |
| International Quality Management System (QMS) |  |
| List of other ISO certificates or equivalent certificates |  |
| Presence and characteristics of in-house quality control laboratory (if relevant to Bid) |  |

|  |  |
| --- | --- |
| 1. **Expertise of Staff** | |
| Total number of staff |  |
| Number of staff involved in similar supply LTAs |  |

|  |  |
| --- | --- |
| 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 Company: |  |
| Telephone: |  |
| Email: |  |

# SECTION VI – ANNEX D: BIDDER DECLARATION FORM

**RFP NUMBER: UNFPA/BKK/RFP/24/001**

**FOR THE ESTABLISHMENT OF LONG TERM AGREEMENTS**

**PROVISION OF TECHNICAL SUPPORT ON GBV PREVENTION PROOGRAMMING TO UNFPA APRO, BANGKOK THAILAND**

The undersigned, being a duly authorized representative of the Company represents and declares that:

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | The Company and its Management[[1]](#footnote-1) have not been found guilty pursuant to a final judgement or a final administrative decision of any of the following: | YES | NO |
|  | 1. Fraud; | ☐ | ☐ |
|  | 1. Corruption; | ☐ | ☐ |
|  | 1. conduct related to a criminal organization; | ☐ | ☐ |
|  | 1. money laundering or terrorist financing; | ☐ | ☐ |
|  | 1. terrorist offences or offences linked to terrorist activities; | ☐ | ☐ |
|  | 1. sexual exploitation and abuse; | ☐ | ☐ |
|  | 1. child labour, forced labour, human trafficking; or | ☐ | ☐ |
|  | 1. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management). | ☐ | ☐ |
| 2. | The Company and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct. | ☐ | ☐ |
| 3. | The Company and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law. | ☐ | ☐ |
| 4. | The Company and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions. | ☐ | ☐ |
| 5. | The Company and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business (*creating a shell company*). | ☐ | ☐ |
| 6. | The Company and its Management have not been the subject of a final judgment or a final administrative decision which found the Company was created with the intent referred to in point (5) (*being a shell company*). | ☐ | ☐ |

The UNFPA reserves the right to disqualify the Company, suspend or terminate any contract or other arrangement between the UNFPA and the Company, with immediate effect and without liability, in the event of any misrepresentation made by the Company in this Declaration.

It is the responsibility of the Company to immediately inform the UNFPA of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between the UNFPA and the Company.

|  |  |
| --- | --- |
| Signature: |  |
| Date: |  |
| Name and Title: |  |
| Name of the Company: |  |
| UNGM Nº: |  |
| Postal Address: |  |
| Email: |  |

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

**RFP NUMBER: UNFPA/BKK/RFP/24/001**

**FOR THE ESTABLISHMENT OF LONG TERM AGREEMENTS**

**PROVISION OF TECHNICAL SUPPORT ON GBV PREVENTION PROOGRAMMING TO UNFPA APRO, BANGKOK THAILAND**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Order No. & Date** | **Description[[2]](#footnote-2)** | **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 Company: |  | Name of Company: |  |
| Telephone: |  | Telephone: |  |
| Email: |  | Email: |  |
| Date: |  | Date: |  |

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1. “Management” means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders. [↑](#footnote-ref-1)
2. Please indicate relevant contracts to the one requested in the RFP. [↑](#footnote-ref-2)