# SECTION 7: BIDDING FORMS

**Form A: Bid Confirmation**

**Form B: Checklist**

**Form C: Bid Submission**

**Form C: Bidder Information**

**Form E: Joint Venture / Consortium / Association Information**

**Form F: Eligibility and Qualification**

**Form G: Technical Bid**

**Form H: Price Schedule**

**Form I: Manufacturer’s Authorization Form**

## FORM A: BID CONFIRMATION

Please acknowledge receipt of this ITB by completing this form and returning it by email to the address, and by the date specified, in the Letter of Invitation.

|  |  |  |  |
| --- | --- | --- | --- |
| To: | Insert name of contact person | | Email: Insert contact person’s email - do not enter secure bid email address |
| From: | Insert name of bidder | |  |
| Subject | ITB reference Click or tap here to enter text. | | |
| **Check the appropriate box** | | **Description** | | |
| **☐** | | **YES**, we intend to submit a bid. | | |
| **☐** | | **NO**. We are unable to submit a competitive offer for the requested goods/works/services at the moment | | |

If you selected NO above, please state the reason(s) below:

|  |  |
| --- | --- |
| **Check applicable** | **Description** |
| **☐** | The requested goods/services 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 for bidding purposes is insufficient |
| **☐** | Your ITB is too complicated |
| **☐** | Insufficient time is allowed to prepare a bid |
| **☐** | We cannot meet the delivery requirements |
| **☐** | We cannot adhere to your terms and conditions e.g. payment terms, request for performance security, etc.. Please provide details below. |
| **☐** | Sustainability criteria/requirements are too stringent (if applicable) |
| **☐** | We do not export |
| **☐** | We do not sell to the UN |
| **☐** | Your volume is too small and does not meet our order quantity |
| **☐** | 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 provide reasons below): |
| Further information: Click or tap here to enter text. | |
| **☐** | We would like to receive future ITBs for this type of goods |
| **☐** | We don’t want to receive ITBs for this type of goods |

Questions to the bidder concerning the reasons for NO BID should be addressed to IOM phone Click or tap here to enter number., email Click or tap here to enter text..

## FORM B: CHECKLIST

This form serves as a checklist for preparation of your bid. Please complete the returnable bidding forms in accordance with the instructions and return them as part of your bid submission: No alteration to the format of forms shall be permitted and no substitution shall be accepted.

Before submitting your bid, please ensure compliance with the instructions in Section 2: Instructions to Bidders and Section 3: Data Sheet.

**Technical bid:**

|  |  |
| --- | --- |
| **Have you duly completed all the returnable bidding forms?** |  |
| * Form C: Bid Submission | ☐ |
| * Form D: Bidder Information | ☐ |
| * Form E: Joint Venture/Consortium/Association Information | ☐ |
| * Form F: Eligibility and Qualification | ☐ |
| * Form G: Technical Bid/Bill of Quantities | ☐ |
| * Form I: Manufacturer’s Authorization Form | ☐ |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?** | ☐ |
| **Have you provided the required documents in support of Form D: Bidder Information?** | ☐ |

**Price Schedule:**

|  |  |
| --- | --- |
| * Form H: Price Schedule | ☐ |

## FORM C: BID SUBMISSION

|  |  |  |  |
| --- | --- | --- | --- |
| Name of bidder: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| ITB reference: | Click or tap here to enter text. | | |

We, the undersigned, offer to supply the goods and related services required for IOM in accordance with your Invitation to Bid No. Click or tap here to enter text.. We hereby submit our bid, which includes this Technical Bid and Price Schedule.

The total price of our bid, excluding any discounts offered below is: Insert amount in words and figures, indicating amount(s) and respective currency(ies) (by lots if applicable) .

The discounts offered and the methodology of 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 Requirement to which it applies, including if applicable discounts for accelerated payment.
* **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

**BIDDER’S DECLARATION OF CONFORMITY[[1]](#footnote-1)**

| **Yes** | **No** |  |
| --- | --- | --- |
|  |  | On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM. |
|  |  | On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization. |
|  |  | On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the “UN Sanctions List”) or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation. |
|  |  | On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest. |
|  |  | On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at <https://www.ungm.org/Public/CodeOfConduct>. |
|  |  | It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration. |
|  |  | On behalf of the Supplier I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM. |
|  |  | IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration. |

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

## FORM D: BIDDER INFORMATION

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**UN SUPPLIER CODE OF CONDUCT**

**United Nations Charter:** The values enshrined in the United Nations (UN) Charter, *respect for fundamental human rights, social justice and human dignity, and respect for the equal rights of men and women*, serve as overarching values to which suppliers of goods and services to the UN1 are expected to adhere.

**Global Compact:** The Global Compact is a voluntary international corporate citizenship network initiated to support the participation of both the private sector and other social actors to advance responsible corporate citizenship and universal social and environmental principles to meet the challenges of globalization. The UN strongly encourages all suppliers to actively participate in the Global Compact. And to that end, this Code of Conduct has been developed with recognition of the importance of the ten principles of the UN Global Compact, and is viewed as an important means of integrating the Compact’s principles into the operations of the UN. The Code of Conduct addresses the issues included in the Compact in the areas of human rights, labour, environment and anti-corruption and interpretation of the Code should be undertaken in a manner consistent with the Global Compact. Suppliers interested in supporting the Global Compact and obtaining more information on the ten principles, can visit the Global Compact website at [www.unglobalcompact.org.](http://www.unglobalcompact.org/)

**International Labour Conventions and Recommendations:** The International Labour Standards (i.e., Conventions and Recommendations) as established by the tripartite UN specialized agency, the International Labour Organization (ILO), have served as the foundation on which much of this Code of Conduct is based. It is the UN’s expectation that any supplier providing products or services to the UN will, in addition to the values of the UN Charter, adhere to the principles concerning International Labour Standards summarized below in paragraphs 4 – 9.2

# Scope of Application:

The provisions of this Code of Conduct set forth the UN’s expectations for all suppliers that are registered with the UN or with whom it does business. The UN expects that these principles apply to suppliers and their employees, parent, subsidiary or affiliate entities, and subcontractors. The UN expects suppliers to ensure that this Code of Conduct is communicated to their employees, parent, subsidiary and affiliated entities as well as any subcontractors, and that it is done in the local language and in a manner that is understood by all. In order for a supplier to be registered as a UN supplier or to do business with the UN, the supplier is required to read and acknowledge that this Code of Conduct provides the minimum standards expected of UN Suppliers. In addition, suppliers should note that certain provisions of this Code of Conduct will be binding on the supplier in the event the supplier is awarded a contract by the UN pursuant to the terms and conditions of any such contract. Failure to comply with certain provisions may also preclude suppliers from being eligible for a contract award, as reflected in the solicitation documents of one or more organizations in the UN. Prospective suppliers are invited to review the specific terms and conditions of contract and procurement policies of the organization(s) within the UN with which they would like to do business in order to ascertain their current and future eligibility.

# Continuous Improvement:

The provisions as set forth in this Code of Conduct provide the minimum standards expected of suppliers to the UN. The UN expects suppliers to strive to exceed both international and industry best practices. The UN also expects that its suppliers encourage and work with their own suppliers and subcontractors to ensure that they also strive to meet the principles of this Code of Conduct. The UN recognizes that reaching some of the standards established in this Code of Conduct is a dynamic rather than static process and encourages suppliers to continually improve their workplace conditions accordingly.

1 In this Code of Conduct, “UN” shall refer to the UN Secretariat, Programmes and Funds of the UN, Specialised Agencies of the UN and all other entities belonging to the UN system, that have adopted this Code of Conduct through the High Level Committee on Management - Procurement Network.

2 The full texts of the ILO Conventions and Recommendations can be accessed at:<http://www.ilo.org/global/standards/lang--en/index.htm>

# Management, Monitoring and Evaluation:

It is the expectation of the UN that its suppliers, at a minimum, have established clear goals toward meeting the standards set forth in this Code of Conduct. The UN expects that its suppliers will establish and maintain appropriate management systems related to the content of this Code of Conduct, and that they actively review, monitor and modify their management processes and business operations to ensure they align with the principles set forth in this Code of Conduct. Supplier participants in the Global Compact are strongly encouraged to operationalize its principles and to communicate their progress annually to stakeholders.

# Labour:

1. **Freedom of Association and Collective Bargaining:** The UN expects its suppliers to recognize the freely-exercised right of workers, without distinction, to organize, further and defend their interests and to bargain collectively, as well as to protect those workers from any action or other form of discrimination related to the exercise of their right to organize, to carry out trade union activities and to bargain collectively.3
2. **Forced or Compulsory Labour:** The UN expects its suppliers to prohibit forced or compulsory labour in all its forms.4
3. **Child Labour:** The UN expects its suppliers not to employ: (a) children below 14 years of age or, if higher than that age, the minimum age of employment permitted by the law of the country or countries where the performance, in whole or in part, of a contract takes place, or the age of the end of compulsory schooling in that country or countries, whichever is higher; and (b) persons under the age of 18 for work that, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of such persons.5
4. **Discrimination:** The UN expects its suppliers to ensure equality of opportunity and treatment in respect of employment and occupation without discrimination on grounds of race, colour, sex, religion, political opinion, national extraction or social origin and such other ground as may be recognized under the national law of the country or countries where the performance, in whole or in part, of a contract takes place.6 The UN expects its suppliers to take all appropriate measures to ensure that neither themselves nor their parent, subsidiary, affiliate entities or their subcontractors are engaged in any gender-based or other discriminatory employment practices, including those relating to recruitment, promotion, training, remuneration and benefits.
5. **Wages, Working Hours and Other Conditions of Work**: The UN expects its suppliers to ensure the payment of wages in legal tender, at regular intervals no longer than one month, in full and directly to the workers concerned. Suppliers should keep an appropriate record of such payments. Deductions from wages are permitted only under conditions and to the extent prescribed by the applicable law, regulations or collective agreement, and suppliers should inform the workers concerned of such deductions at the time of each payment. The wages, hours of work and other conditions of work provided by suppliers should be not less favourable than the best conditions prevailing locally (i.e., as contained in: (i) collective agreements covering a substantial proportion of employers and workers; (ii) arbitration awards; or (iii) applicable laws or regulations), for work of the same character performed in the trade or industry concerned in the area where work is carried out.7.

3 These principles are set out in the ILO fundamental Conventions, *No. 87, Freedom of Association and Protection of the Right to Organise, 1948* and *No. 98, Right to Organise and Collective Bargaining, 1949.*

4 This principle is set out in the ILO fundamental conventions, *No. 29, Forced Labour, 1930, its Protocol of 2014* and

*No. 105, Abolition of Forced Labour, 1957*.

5 These principles are set out in the ILO fundamental Conventions, *No. 138, Minimum Age, 1973* and *No. 182, Worst Forms of Child Labour, 1999* and in the UN Convention on the Rights of the Child.

6 These principles are set out in the ILO fundamental Conventions, *No. 100, Equal Remuneration, 1951*and No*. 111, Discrimination (Employment and Occupation), 1958*.

7 These principles are set out in ILO Conventions *No. 95, Protection of Wages, 1949* and *No. 94, Labour Clauses (Public Contracts), 1949* and in a number of Conventions addressing working time (see: [http://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/working-](http://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/working-time/lang--en/index.htm) [time/lang--en/index.htm](http://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/working-time/lang--en/index.htm)).

1. **Health and Safety:** The UN expects its suppliers to ensure, so far as is reasonably practicable, that: (a) the workplaces, machinery, equipment and processes under their control are safe and without risk to health; (b) the chemical, physical and biological substances and agents under their control are without risk to health when the appropriate measures of protection are taken; and (c) where necessary, adequate protective clothing and protective equipment are provided to prevent, so far as is reasonably practicable, risk of accidents or of adverse effects to health.8

# Human Rights:

1. **Human Rights:** The UN expects its suppliers to support and respect the protection of internationally proclaimed human rights and to ensure that they are not complicit in human rights abuses.9
2. **Harassment, Harsh or Inhumane Treatment:** The UN expects its suppliers to create and maintain an environment that treats all employees with dignity and respect. The UN further expects that its suppliers, their parent, subsidiary and affiliated entities as well as any subcontractors, will neither use or engage in, nor allow their employees or other persons engaged by them to use or engage in, any: threats of violence, verbal or psychological harassment or abuse, and/or sexual exploitation and abuse. Sexual exploitation and abuse violate universally recognized international legal norms and standards and have always been unacceptable behaviour and prohibited conduct for the UN. Prior to entering into agreements with the UN, suppliers are informed of the standards of conduct with respect to the prohibition of sexual exploitation and abuse, expected by the UN. Such standards include, but are not limited to, the prohibition of: (1) engaging in any sexual activity with any person under the age of 18, regardless of any laws of majority or consent, (2) exchanging any money, employment, goods, services, or other things of value, for sex, and/or (3) engaging in any sexual activity that is exploitive or degrading to any person. The UN expects its suppliers to take all appropriate measures to prohibit their employees or other persons engaged by the suppliers, from engaging in sexual exploitation and abuse. The UN also expects its suppliers to create and maintain an environment that prevents sexual exploitation and abuse. United Nations contracts will contain provisions concerning a supplier’s obligation to take appropriate measures to prevent sexual exploitation and abuse. The failure by a supplier to take preventive measures against sexual exploitation or abuse, to investigate allegations thereof, or to take corrective action when sexual exploitation or abuse has occurred, constitute grounds for termination of any agreement with the United Nations. Moreover, no harsh or inhumane treatment coercion or corporal punishment of any kind is tolerated, nor is there to be the threat of any such treatment.
3. **Mines:** The UN expects its suppliers not to engage in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

# Environment:

1. **Environmental:** The UN expects its suppliers to have an effective environmental policy and to comply with existing legislation and regulations regarding the protection of the environment. Suppliers should wherever possible support a precautionary approach to environmental matters, undertake initiatives to promote greater environmental responsibility and encourage the diffusion of environmentally friendly technologies implementing sound life-cycle practices.
2. **Chemical and Hazardous Materials**: Chemical and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.
3. **Wastewater and Solid Waste:** Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be monitored, controlled and treated as required prior to discharge or disposal**.**

8 These principles are set out in the ILO Conventions, Recommendations and Codes of Practice (see: [http://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/occupational-](http://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/occupational-safety-and-health/lang--en/index.htm) [safety-and-health/lang--en/index.htm](http://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/occupational-safety-and-health/lang--en/index.htm)).

9 These principles are derived from Universal Declaration of Human Rights (UDHR) and are set out in the United Nations Global Compact (see <http://www.unglobalcompact.org/Issues/human_rights/index.html)>

1. **Air Emissions:** Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge or disposal.
2. **Minimize Waste, Maximize Recycling:** Waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

# Ethical conduct:

1. **Corruption:** The UN expects its suppliers to adhere to the highest standards of moral and ethical conduct, to respect local laws and not engage in any form of corrupt practices, including but not limited to extortion, fraud, or bribery.
2. **Conflict of Interest:** UN suppliers are expected to disclose to the UN any situation that may appear as a conflict of interest, and disclose to the UN if any UN official or professional under contract with the UN may have an interest of any kind in the supplier's business or any kind of economic ties with thesupplier.
3. **Gifts and Hospitality:** The UN has a “zero tolerance” policy and does not accept any type of gift or any offer of hospitality. The UN will not accept any invitations to sporting or cultural events, offers of holidays or other recreational trips, transportation, or invitations to lunches or dinners. The UN expects its suppliers not to offer any benefit such as free goods or services, employment or sales opportunity to a UN staff member in order to facilitate the suppliers’ business with the UN.
4. **Post employment restrictions:** Post-employment restrictions may apply to UN staff in service and former UN staff members who participated in the procurement process, if such persons had prior professional dealings with suppliers. UN suppliers are expected to refrain from offering employment to any such person for a period of one year following separation from service.

## FORM E: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| Name of bidder: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| ITB reference: | Click or tap here to enter text. | | |

To be completed and returned with your bid if the bid is submitted as a Joint Venture/Consortium/Association.

|  |  |  |
| --- | --- | --- |
| **No** | **Name of Partner and contact information** *(address, telephone numbers, fax numbers, e-mail address)* | **The proposed proportion of responsibilities (in %) and type of goods, works and/or services to be performed** |
| 1 | Click or tap here to enter text. | Click or tap here to enter text. |
| 2 | Click or tap here to enter text. | Click or tap here to enter text. |
| 3 | Click or tap here to enter text. | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Name of leading partner**  (with authority to bind the JV, Consortium, and Association during the ITB process and, in the event a contract is awarded, during contract execution) | Click or tap here to enter text. |

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture ***OR*** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to Click or tap here to enter text for the fulfilment of the provisions of the Contract.

|  |  |
| --- | --- |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## FORM F: ELIGIBILITY AND QUALIFICATION FORM

|  |  |  |  |
| --- | --- | --- | --- |
| Name of bidder: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| ITB reference: | Click or tap here to enter text. | | |

***If JV/Consortium/Association, to be completed by each partner.***

**History of Non- Performing Contracts**

|  |  |  |  |
| --- | --- | --- | --- |
| ☐No non-performing contracts during the last 3 years | | | |
| ☐ Contract(s) not performed in the last 3 years | | | |
| **Year** | **Non- performed portion of contract** | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|  |  | Name of Client:  Address of Client:  Reason(s) for non-performance: |  |

**Litigation History** (including pending litigation)

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ No litigation history for the last 3 years | | | |
| ☐ Litigation History as indicated below | | | |
| **Year of dispute** | **Amount in dispute** (state currency) | **Contract Identification** | **Total Contract Amount** (state currency) |
|  |  | Name of Client:  Address of Client:  Matter in dispute:  Party who initiated the dispute:  Status of dispute:  Party awarded if resolved: |  |

**Previous Relevant Experience**

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the bidder, or that of the bidder’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name & Country of Assignment** | **Client & Reference Contact Details** | **Contract Value** | **Period of activity and status** | **Types of activities undertaken and role (Contractor, sub-contractor or consortium member)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Bidders may also attach their own Project Data Sheets with more details for assignments above.*

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

**Financial Standing**

|  |  |  |  |
| --- | --- | --- | --- |
| **Annual Turnover for the last 3 years** | Year | Currency | Amount |
| Year | Currency | Amount |
| Year | Currency | Amount |
| **Latest Credit Rating (if any), indicate the source and date.** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial information**  (state currency) | **Historic information for the last 3 years** | | |
|  | Year 1 | Year 2 | Year 3 |
|  | *Information from Balance Sheet* | | |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* | | |
| Total / Gross Revenue (TR) |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |
| Net Profit |  |  |  |
| Current Ratio (current assets/current liabilities) |  |  |  |

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

* 1. Must reflect the financial situation of the bidder or party to a JV, and not a sister or parent companies;
  2. Historic financial statements must be audited by a certified public accountant;
  3. Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## FORM G: TECHNICAL BID

|  |  |  |  |
| --- | --- | --- | --- |
| Name of bidder: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| ITB reference: | Click or tap here to enter text. | | |

**Lot No. 1: WASH Items**

* **Lot 1.1: Household Hygiene Kits (to be packed as kits)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | **BIDDER’S RESPONSES** | | | | |
| **Item No.** | **Item** | **Quantity per Kit** | **Technical Specifications** | **Yes, we comply to the specifications** | **No, we cannot comply to the specifications** | **Delivery Schedule** | **Quality Certificate and Export License submitted?** | **Comment/s** |
| 1 | Toothbrush | 3 | Adult and children size, medium hardness |  |  |  |  |  |
| 2 | Toothpaste | 1 x 75 ml x3 | Plastic tube, universal |  |  |  |  |  |
| 3 | Soap bars | 6 x 125 g soap (750gr) | Sensitive antibacterial body soap with natural fragrance; made from vegetable or animal fat (no pork fat). NaOH content: maximum 0.3%; NaCI content: maximum 0.5%. Triclosan-free. If liquid: odorless, with a moderate pH level, dye-free, alkali-free, hypoallergenic, plastic bottle with a dispenser |  |  |  |  |  |
| 4 | Shampoo | 800 ml (2 bottle) | Antibacterial, plastic bottle, hypoallergenic, ph 5.5, for all hair types |  |  |  |  |  |
| 5 | Washing soap for clothes: | 6 bars, 125gr each kg (500gr) | Washing Powder (ml) OR hard soap (grams) made from vegetable or animal fat (no pork fat). Fatty Acid: minimum 70%. NaOH content: maximum 0.3%; NaCI content: maximum 0.5%. Universal, for all types of fabric |  |  |  |  |  |
| 6 | Packs of hygiene pads | 3 packs (20 pc) | regular, 4 dots, with wings, unscented, 20 pcs in a pack |  |  |  |  |  |
| 7 | Toilet Paper | 12 rolls | hygienic, 2 layers, soft touch, 8 rolls in a package, gentle on skin, preferably white |  |  |  |  |  |
| 8 | Hand sanitizer | 150ml (3 bottle) | minimum 70% alcohol content, 1 l bottle with dispenser |  |  |  |  |  |
| 9 | mouth masks | 50 pc | hypoallergenic, disposable non-sterile mask |  |  |  |  |  |
| 10 | Towel | 50x90 | Cotton |  |  |  |  |  |
| 11 | Flyer | contents and usage of all items | Paper, double-sided, color, translated in UKR |  |  |  |  |  |
| 12 | plastic bucket 10l | 10 l, 1 pc | 14L or 10L capacity, in plastic, with plastic handle |  |  |  |  |  |
| 13 | Washing powder | 6kg (2kg x 3) | Washing Powder (ml) OR hard soap (grams) made from vegetable or animal fat (no pork fat). Fatty Acid: minimum 70%. NaOH content: maximum 0.3%; NaCI content: maximum 0.5%. Universal, for all types of fabric |  |  |  |  |  |
| 14 | Cleaning liquid (common house desinfectant) | 1 bottle (1l) | Cream, plastic bottle |  |  |  |  |  |
| 15 | Dishwashing gel / Washing-up liquid | 1,500 ml (3 bottles) | inorganic liquid, nonphosphatic, for hand washing of dishes; with low skin irritation ingredients, plastic bottle |  |  |  |  |  |

* **Lot 1.2 Institutional Hygiene Kits (to be packed/palletized as kits)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | **BIDDER’S RESPONSES** | | | | |
| **No.** | **item** | **Quantity in Kit** | **Standard (SPHERE)/Size** | **Technical Specifications** | **Yes, we comply to the specifications** | **No, we cannot comply to the specifications** | **Delivery Schedule** | **Quality Certificate and Export License submitted?** | **Comment/s** |
| 1 | Soap bars or Liquid soap | 30 Litres | 250grPE/month + extra 250grPE/month for MH (e.g., 3bars/90gr, 2bars/125gr, 250 mL/bottle) | Sensitive antibacterial body soap with natural fragrance; made from vegetable or animal fat (no pork fat). NaOH content: maximum 0.3%; NaCI content: maximum 0.5%. Triclosan-free. If liquid: odorless, with a moderate pH level, dye-free, alkali-free, hypoallergenic, plastic bottle with a dispenser |  |  |  |  |  |
|  |  | Liquid soap preferred in healthcare facilities |  |  |  |  |  |  |  |
| 2 | Washing powder for clothes, universal and hypoallergenic | 50 kg | 250grPE/month | Washing Powder (ml) OR hard soap (grams) made from vegetable or animal fat (no pork fat). Fatty Acid: minimum 70%. NaOH content: maximum 0.3%; NaCI content: maximum 0.5%. Universal, for all types of fabric |  |  |  |  |  |
| 3 | Dishwashing gel / Washing-up liquid | 12 Litres | 750mL or depending on market availability | inorganic liquid, nonphosphatic, for hand washing of dishes; with low skin irritation ingredients, plastic bottle |  |  |  |  |  |
| 4 | Liquid bleach | 15 of 5 litre bottles of liquid bleach | 5L/bottle or depending on market availability | concentrated liquid containing active chlorine (up to 55%) and functional additives |  |  |  |  |  |
| 5 | Surface cleaner: alcohol based or proven against coronavirus | 25 litres | 25L or depending on market availability | universal, antibacterial, plastic bottle |  |  |  |  |  |
| 6 | Garbage bags | 500 pc, 60L size | 10/pack or depending on market availability | Pack, 60 L, plastic, black, increased strength |  |  |  |  |  |
| 7 | Toilet Paper | 70 of 65 metre rolls | 8-roll pack, depending on market availability | hygienic, 2 layers, soft touch, 8 rolls in a package, gentle on skin, preferably white |  |  |  |  |  |
| 8 | Mop for floor of washrooms | 6 pieces | 1mop+rag/bucket | plastic broom, rag (mop head) of: 40% Cotton, 30% Rayon, 30% Polyester; Size: 50x70 cm |  |  |  |  |  |
| 9 | Plastic bucket | 10 pieces | Assuming the bucket is for the mop, 1 bucket/mop of 14L, or depending on market availability; otherwise, 10L | 14L or 10L capacity, in plastic, with plastic handle |  |  |  |  |  |
| 10 | Cleaning brush for WC or toilet | 5 pieces |  | plastic |  |  |  |  |  |
| 11 | Rubber gloves for cleaning | 90 pairs | packs | super-durable, 100% cotton sputter inside, S/M/L size |  |  |  |  |  |
| 12 | Paper Towels | 30 packs of 200 | 24/pack or depending on market availability | paper towels in roll, at least 2 layers, at least 45 sheets in the roll, without smell, white color (preferrably) |  |  |  |  |  |
| 13 | Hand Sanitizer (minimum 70% alcohol content) | 30 of 1 litre bottles | 1000mL/bottle | minimum 70% alcohol content, 1 l bottle with dispenser |  |  |  |  |  |
| 14 | mouth masks | 500 pcs | 50/pack | hypoallergenic, disposable non-sterile mask |  |  |  |  |  |

* **Lot 1.3 Diapers**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| * **Baby Diaper Size 2** | | **BIDDER’S RESPONSES** | | | | |
|  | **Specifications** | **Yes, we comply to the specifications** | **No, we cannot comply to the specifications** | **Delivery Schedule** | **Quality Certificate and Export License submitted?** | **Comment/s** |
| Size | Suitable from 3-5 kg |  |  |  |  |  |
| Long Patch | It has long patch for protection at the back |  |  |  |  |  |
| Curved Fit | It should be curved fit around the belly |  |  |  |  |  |
| Breathable Textile | It should be breathable textile backsheet to prevent skin rash |  |  |  |  |  |
| Elastic wings | It should be elastic wings to allow babies move freely |  |  |  |  |  |
| Hook-loop tapes | It should be hook-loop tapes that can open-close many times |  |  |  |  |  |
| Packaging | It should be 30 pcs in pack |  |  |  |  |  |
| Leakage | Holding liquid in it |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Baby Diaper Size 3** | | **BIDDER’S RESPONSES** | | | | |
|  | **Specifications** | **Yes, we comply to the specifications** | **No, we cannot comply to the specifications** | **Delivery Schedule** | **Quality Certificate and Export License submitted?** | **Comment/s** |
| Size | Suitable from 4-9 kg |  |  |  |  |  |
| Long Patch | It has long patch for protection at the back |  |  |  |  |  |
| Curved Fit | It should be curved fit around the belly |  |  |  |  |  |
| Breathable Textile | It should be breathable textile backsheet to prevent skin rash |  |  |  |  |  |
| Elastic wings | It should be elastic wings to allow babies move freely |  |  |  |  |  |
| Hook-loop tapes | It should be hook-loop tapes that can open-close many times |  |  |  |  |  |
| Packaging | It should be 30 pcs in pack |  |  |  |  |  |
| Leakage | Holding liquid in it |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Baby Diaper Size 4** | | **BIDDER’S RESPONSES** | | | | |
|  | **Specifications** | **Yes, we comply to the specifications** | **No, we cannot comply to the specifications** | **Delivery Schedule** | **Quality Certificate and Export License submitted?** | **Comment/s** |
| Size | Suitable from 10-12 kg |  |  |  |  |  |
| Long Patch | It has long patch for protection at the back |  |  |  |  |  |
| Curved Fit | It should be curved fit around the belly |  |  |  |  |  |
| Breathable Textile | It should be breathable textile backsheet to prevent skin rash |  |  |  |  |  |
| Elastic wings | It should be elastic wings to allow babies move freely |  |  |  |  |  |
| Hook-loop tapes | It should be hook-loop tapes that can open-close many times |  |  |  |  |  |
| Packaging | It should be 30 pcs in pack |  |  |  |  |  |
| Leakage | Holding liquid in it |  |  |  |  |  |

**LOT 2: Shelter Items**

* **Lot 2.1 Emergency Shelter Kits (to be packed as kits)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **BIDDER’S RESPONSES** | | | | |
| **No** | **Item** | **Size** | **Qty** | **Technical Specifications** | **Yes, we comply to the specifications** | **No, we cannot comply to the specifications** | **Delivery Schedule** | **Quality Certificate and Export License submitted?** | **Comment/s** |
| 1 | Reinforced plastic tarpaulin | 4×5 m | 3 | **Material**: Woven high-density polyethylene (HDPE) black fibers fabric laminated on both sides with low density polyethylene (LDPE) coating.  **Reinforcement**: Reinforced rims by heat sealing on all sides.  Resistance: -20C to 80C.  **Eyelets**: Provided with aluminum eyelets or equivalent on four sheet sides of the single sheets at 100 cm +/-5cm centre to centre, providing very strong fixation points.  **Weigh**t: 200g/m² ±5%, total: 4800g ±5%  **Color:** White sun reflective on both sides, grey  bands. Inner black fibers with good opacity |  |  |  |  |  |
| 2 | Transparent  Plastic Sheet | 3m ×300 mm | 30 m² | Transparent plastic sheet of a min 100-micron  plastic thickness |  |  |  |  |  |
| 3 | Battens | 25x100x4500  mm | 10 Pcs | Pine or fir tree wood of density of P<0.5 (g/cm³) and of class C27 according to MGB  52001 |  |  |  |  |  |
| 3 | Nails for battens | 60 x 2.5 mm | 0.1kg | 60 ×2.5mm nails packed in box of 0.1kg |  |  |  |  |  |
| 4 | Oriented Strand  Board (OSB) | 250 x 125 cm | 1 sheet | Wood boards with 10 mm thickness |  |  |  |  |  |
| 5 | Lath | 20x25x2000  mm | 20 Pcs | Pine or fir tree wood of density of P<0.5  (g/cm³) Class C24 according to MGB 520001 |  |  |  |  |  |
| 6 | Nails for lath | 20 x 1.2 | 0.05 kg | Nails of size 20×1.2mm packed in 0.05 kg  boxes |  |  |  |  |  |
| 7 | Mounting foam | 850 ml bottle | 1 Pc | Professional mounting foam with application  temperature between -5 to 30 °C |  |  |  |  |  |

* **Lot 2.2 Oil-filled Electric Heater**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **BIDDER’S RESPONSES** | | | | |
| **No** | **Item** | **Size** | **Qty** | **Technical Specifications** | **Yes, we comply to the specifications** | **No, we cannot comply to the specifications** | **Delivery Schedule** | **Quality Certificate and Export License submitted?** | **Comment/s** |
| 1 | Oil-Filled Electric Heater | At least 5.5 x 12 x 14 inches | 1 | * Should Come with a simple-to-operate temperature adjustment knob to conveniently set your preferred and comfortable temperature, our 700W oil-filled heater can efficiently achieve a large area of uniform heating of the entire indoor space. * Should have seven oil-filled fins that are permanently sealed with diathermic oil (never needs refilling), the unit’s heating elements heat the oil to deliver 360-degree convection hot air to quickly and effectively heat large and medium-sized rooms, and maintain continuous heat storage without loss. * Built with multiple safety features include flame-retardant shell material, sealed heating element, overheating and tip-over protection sensors for safer operating conditions, which could eliminate any risk of burning and accidents. * Should feature user-friendly ECO mode that can adjust the room temperature and heat settings automatically to optimize energy consumption and save your energy cost. The noise of this heater is lower than 45 db, ensuring a quiet enough environment to work and sleep. * Should be equipped with an easy-carry handle for easy movement, creating a warm environment for you and your family in the cold winter. Compact size makes the electric heater ideal for indoor use such as office, desk, bedroom, living room, anywhere as you need |  |  |  |  |  |

**LOT 3: Non-Food Items**

* **Lot 3.1 Winterization/Bedding Kits (to be packed as kits)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | **BIDDER’S RESPONSES** | | | | |
| **Item** | **Size** | **Qty** | **Technical Specifications** | **Yes, we comply to the specifications** | **No, we cannot comply to the specifications** | **Delivery Schedule** | **Quality Certificate and Export License submitted?** | **Comment/s** |
| Bedsheet | 160x215 cm, 100% cotton, density 125 g/m2, (1) | 1 | Material: 100 % cotton  Sheets hemmed on both sides  Suitable for human use and free from Volatile Organic Components (VOC), not irritating to skin or have a bad smell |  |  |  |  |  |
| Duvet | 150x210 cm, 100% cotton, density 125 g/m2, (1) | 1 | Standard Reversible Duvet Cover  Double stitched on 3 edges,  plain center, opening at bottom |  |  |  |  |  |
| Pillow case | 50x70 cm, 100% cotton, density 125 g/m2, (1) | 1 | Fabric: 100 % cotton  Suitable for human use and free from Volatile Organic Components (VOC), not irritating to skin or have a bad smell |  |  |  |  |  |
| Pillow | 50x70 cm, 100% cotton, filler: synthetic yarn (1) | 1 | Fabric 100 % cotton  Regular fill, cluster fiber  Suitable for human use and free from Volatile Organic Components (VOC), not irritating to skin or have a bad smell |  |  |  |  |  |
| Towel | 50x90 cm, 100% cotton, 500 g/m2 (1) | 1 | Material: minimum of 50% cotton, up to 50 % other fibers  Weight: minimum 400 g/m²  Suitable for human use and free from Volatile Organic Components (VOC), not irritating to skin or have a bad smell |  |  |  |  |  |
| High Thermal Blanket | Synthetic, 1.5x2m | 1 | IOM Technical Specifications: <https://www.iom.int/sites/g/files/tmzbdl486/files/annex_1bis_-_iom_synthetic_blanket_h_technical_specifications_and_aql.pdf> |  |  |  |  |  |

* **Lot 3.2 Mattresses**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | **BIDDER’S RESPONSES** | | | | |
| **Item** | **Size** | **Qty** | **Technical Specifications** | **Yes, we comply to the specifications** | **No, we cannot comply to the specifications** | **Delivery Schedule** | **Quality Certificate and Export License submitted?** | **Comment/s** |
| Mattress | 70 x 190 cm | 1 | Foam Mattress: springless foam, thermoflex, foamed  polyurethane or similar, medium to firm, max load not less  than 80 kg with removable mattress cover made of rubber  treated fabric, washable at high temperature i.e. 90 degrees  Celsius |  |  |  |  |  |

* **Lot 3.3 Household NFI Kits (to be packed as kits)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **BIDDER’S RESPONSES** | | | | |
| **Item** | **Description** | **Quantity per kit** | **Yes, we comply to the specifications** | **No, we cannot comply to the specifications** | **Delivery Schedule** | **Quality Certificate and Export License submitted?** | **Comment/s** |
| 40 liter plastic container with lid (serves as package for kit) | made of plastic, with sturdy plastic handle and the container is supplied with a lid that should be able to close tight, but easy to open and close | 1 |  |  |  |  |  |
| Small rechargeable torch |  | 3 |  |  |  |  |  |
| Kitchen Set | 01 x 7 litres, stainless steel or aluminium cooking pot  01 x 2.5 litres, stainless steel frying pan (used as lid for 7L cooking pot) 01 x Detachable handle for the 2.5 L frying pan  01 x 5 litres, stainless steel or aluminium cooking pot with lid  05 x 1 litre, stainless steel bowl 05 x Stainless steel plates  05 x Stainless steel or plastic cups 05 x Stainless steel table-spoons  05 x Stainless steel table-forks  05 x Stainless steel table-knives  01 x Kitchen knife with stainless steel blade  01 x Wooden serving spoon  02 x Stainless steel serving spoon  01 x Stainless steel serving ladle  01 x Stainless steel scouring pad | 1 |  |  |  |  |  |
| Power bank Lamp/ rechargeable lamps | Weather-proof and shock-proof solar lamp with LEDs, and  battery, all in one robust case. Plastic ABS / Transparent PC.  Solar panel: 6V, 0.7W. LED power: 4 LED 2W or 6 LED 3W.  Battery: 4V or 6V, capacity should maintain minimum of 5  hours capacity after 3 years at full power. Rechargeable and  replaceable battery, NiMH. RoHS-compliant.  Charge time: Based on direct sunlight for 8 hours, the  product has to work minimum 8 hours on full power, minimum  12 hours on half power. Match with AC charge (AC100-240V).  Light output: Minimum 4.Lux output on full power measured  on the floor, from 2.20m height. The testing has to be done  at start, and at 3.5 hours after turning on the product.  Operating functions: 3 functions (Off, Half power and Full  power).  Fixation/hanging: Multiple options to hang, to fix or to  secure the lamps. Built-in anti-theft design preferred.  Warranty/Life Span: Warranty: 1 year from purchase.  Life Span: Min. 3 years from the time of distribution (min.  1000 charging cycles).  Packaging/visibility: Text on box should be in Arabic and  English | 2 |  |  |  |  |  |
| Water container/ water jug for drinking water, with lid | Rigid, Capacity 1 ltr or 2 ltr each | 2 |  |  |  |  |  |

* **Lot 3.4 Winter Clothing Set (Adult)** 
  + **Medium and Large Universal Size (for men and women)**

|  |  |  |  |  |  |  |  |
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|  |  |  | **BIDDER’S RESPONSES** | | | | |
| **Adults Winter Clothing** | **IOM's specifications** | **Quantity per kit** | **Yes, we comply to the specifications** | **No, we cannot comply to the specifications** | **Delivery Schedule** | **Quality Certificate and Export License submitted?** | **Comment/s** |
| **Packing** |  | 1 |  |  |  |  |  |
| Kit | should be in a single, durable,  waterproof and heavy duty sack. |  |  |  |  |  |
| Finishing | Each kit sack should be stitched |  |  |  |  |  |
| Content | should be printed visibly outside the sack clearly stating the list of items, sizes and quantity in English. |  |  |  |  |  |
| Information | Inscription of “Humanitarian Aid – Not for Sale” and Beneficiary Feedback hotlines should be printed to each side of the sack, below the list of items/content  table. |  |  |  |  |  |
| **Boots (Pair)** |  | 1 |  |  |  |  |  |
| Size | Both pairs should be identical in  sizes |  |  |  |  |  |
| Inner sole | should be covered with plush  material to keep feet warm |  |  |  |  |  |
| Type | Above the ankles and with laces |  |  |  |  |  |
| Color | Dark Colors are preferred |  |  |  |  |  |
| **Gloves (pair)** |  | 1 |  |  |  |  |  |
| Type | Water and wind resistant |  |  |  |  |  |
| Finishing | No frayed threads and broken  stitches |  |  |  |  |  |
| **Socks (pair)** |  | 3 |  |  |  |  |  |
| Quantity | Winter socks,three (3) pairs in a kit |  |  |  |  |  |
| Color | Solid colors. No white or light  colors. |  |  |  |  |  |
| Sleeves | Cuffed elastic sleeves |  |  |  |  |  |
| **Hats** |  | 1 |  |  |  |  |  |
| Type | unisex |  |  |  |  |  |
| Fitting | Warm and lined component to  cover the ears and perfectly insulate the head. |  |  |  |  |  |
| Color | Solid colors. No white or light  colors. |  |  |  |  |  |
| **Scarf** |  | 1 |  |  |  |  |  |
| Length | Min. 160 cm |  |  |  |  |  |
| width | min. 15 cm |  |  |  |  |  |
| Color | Solid colors. No white or light  colors. |  |  |  |  |  |
| **Jacket** |  | 1 |  |  |  |  |  |
| Hood | should be stitched and material  should the same as the jacket. |  |  |  |  |  |
| Type | Full-zip hooded jacket has minimal interior storm flap and single-pull  adjustable. |  |  |  |  |  |
| zipper | Jacket zip should be high quality  with metal cap or handle |  |  |  |  |  |
| Pockets | Jacket should has two outer  pockets and one inner pocket. |  |  |  |  |  |
| Finishing | No dropped stitched in outer and  inner side of the jacket. |  |  |  |  |  |
| Color | Dark Colors are preferred |  |  |  |  |  |
| **Jumper/ Sweat Shirt** |  | 1 |  |  |  |  |  |
| Type | Crew neck and long sleeves |  |  |  |  |  |
| Sleeves | Sleeves and neck edges should be  elastic bond. |  |  |  |  |  |
| finishing | No frayed threads and broken  stitches |  |  |  |  |  |
| **Trousers/ sweatpants** |  | 1 |  |  |  |  |  |
| General | comfortable molded and well  stitched |  |  |  |  |  |
| Pockets | Two pockets on each side and one  pocket at the back |  |  |  |  |  |
| Waistband | Elastic waistband |  |  |  |  |  |
| Legs | Leg cuff should be sewed |  |  |  |  |  |
| finishing | No frayed threads and broken  stitches |  |  |  |  |  |
| **Thermal Underwear set** |  | 1 |  |  |  |  |  |
| Set | One undershirt and pant |  |  |  |  |  |
| Sleeves | Long sleeves and fitted sleeves  edges. |  |  |  |  |  |
| Fitting | Fitted trouser bottoms. |  |  |  |  |  |
| Comforting | Stretch component for added  comfort and freedom of movement. |  |  |  |  |  |
| Ending | Elastic waistband |  |  |  |  |  |
| finishing | No frayed threads and broken  stitches |  |  |  |  |  |

* **Lot 3.5 Winter Clothing Set (Children)**
  + **1-5 years old (free size)**
  + **6-10 years old (free size)**
  + **11-16 years old (free size)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **BIDDER’S RESPONSES** | | | | |
| **Children Winter Clothing** | **IOM's specifications** | **Quantity per kit** | **Yes, we comply to the specifications** | **No, we cannot comply to the specifications** | **Delivery Schedule** | **Quality Certificate and Export License submitted?** | **Comment/s** |
| **Packing** |  | 1 |  |  |  |  |  |
| Kit | should be in a single, durable,  waterproof and heavy duty sack. |  |  |  |  |  |
| Finishing | Each kit sack should be stitched |  |  |  |  |  |
| Content | should be printed visibly outside the sack clearly stating the list of items, sizes and quantity in  English and Arabic. |  |  |  |  |  |
| Information | Inscription of “Humanitarian Aid – Not for Sale” and Beneficiary Feedback hotlines should be printed to each side of the sack, below the list of items/content  table. |  |  |  |  |  |
| **Boots (Pair)** |  | 1 |  |  |  |  |  |
| Size | Both pairs should be identical in  sizes |  |  |  |  |  |
| Inner sole | should be covered with plush  material to keep feet warm |  |  |  |  |  |
| Type | Above the ankles and with laces |  |  |  |  |  |
| Color | Dark Colors are preferred |  |  |  |  |  |
| **Gloves (pair)** |  | 1 |  |  |  |  |  |
| Type | Water and wind resistant |  |  |  |  |  |
| Finishing | No frayed threads and broken  stitches |  |  |  |  |  |
| **Socks (pair)** |  | 3 |  |  |  |  |  |
| Quantity | Winter socks,three (3) pairs in a kit |  |  |  |  |  |
| Color | Solid colors. No white or light  colors. |  |  |  |  |  |
| Sleeves | Cuffed elastic sleeves |  |  |  |  |  |
| **Hat** |  |  |  |  |  |  |  |
| Type | unisex |  |  |  |  |  |
| Fitting | Warm and lined component to cover the ears and perfectly insulate the head. |  |  |  |  |  |
| Color | Solid colors. No white or light  colors. |  |  |  |  |  |
| **Scarf** |  | 1 |  |  |  |  |  |
| Length | Min. 130 cm |  |  |  |  |  |
| width | min. 15 cm |  |  |  |  |  |
| Color | Solid colors. No white or light  colors. |  |  |  |  |  |
| **Jacket** |  | 1 |  |  |  |  |  |
| Hood | should be stitched and material should be the same as the jacket. |  |  |  |  |  |
| Type | Full-zip hooded jacket has minimal  interior storm flap and single-pull adjustable. |  |  |  |  |  |
| zipper | Jacket zip should be high quality  with metal cap or handle |  |  |  |  |  |
| Pockets | Jacket should has two outer  pockets and one inner pocket. |  |  |  |  |  |
| Finishing | No dropped stitched in outer and  inner side of the jacket. |  |  |  |  |  |
| Color | Dark Colors are preferred |  |  |  |  |  |
| **Jumper/ Sweat Shirt** |  | 1 |  |  |  |  |  |
| Type | Crew neck and long sleeves |  |  |  |  |  |
| Sleeves | Sleeves and neck edges should be  elastic bond. |  |  |  |  |  |
| finishing | No frayed threads and broken stitches |  |  |  |  |  |
| **Trousers/ sweatpants** |  | 1 |  |  |  |  |  |
| General | comfortable molded and well  stitched |  |  |  |  |  |
| Pockets | Two pockets on each side and one  pocket at the back |  |  |  |  |  |
| Legs ending | Elastic waistband |  |  |  |  |  |
| Legs | Leg cuff should be sewed |  |  |  |  |  |
| finishing | No frayed threads and broken stitches |  |  |  |  |  |
| **Thermal Underwear set** |  | 1 |  |  |  |  |  |
| Set | One undershirt and pant |  |  |  |  |  |
| Sleeves | Long sleeves and fitted sleeves  edges. |  |  |  |  |  |
| Fitting | Fitted trouser bottoms. |  |  |  |  |  |
| Comforting | Stretch component for added comfort and freedom of  movement. |  |  |  |  |  |
| Ending | Elastic waistband |  |  |  |  |  |
| finishing | No frayed threads and broken  stitches |  |  |  |  |  |

## FORM H: PRICE SCHEDULE

|  |  |  |  |
| --- | --- | --- | --- |
| Name of bidder: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| ITB reference: | Click or tap here to enter text. | | |

Bidders shall fill in these Price Schedule Forms in accordance with the instructions indicated.

**Bid Summary**

|  |  |  |
| --- | --- | --- |
| **Bidder’s Total prices FCA (Price of goods FCA + Related Services if applicable)** | Lot 1.1: Household Hygiene Kits  Lot 1.2: Institutional Hygiene Kits  Lot 1.3: Diapers  Lot 2.1: Emergency Shelter Kits  Lot 2.2: Oil-filled Heater  Lot 3.1: Winterization/Bedding Kits  Lot 3.2: Mattresses  Lot 3.4: Winter Clothing Sets (Adult)  Lot 3.5: Winter Clothing Sets (Children) | Insert amount and currency |
| **Bidder’s Total prices DAP IOM Slovakia (Price of goods DAP + Related Services if applicable)** | Lot 1.1: Household Hygiene Kits  Lot 1.2: Institutional Hygiene Kits  Lot 1.3: Diapers  Lot 2.1: Emergency Shelter Kits  Lot 2.2: Oil-filled Heater  Lot 3.1: Winterization/Bedding Kits  Lot 3.2: Mattresses  Lot 3.3: Household NFI Kits  Lot 3.4: Winter Clothing Sets | Insert amount and currency |
| **Bidder’s Total prices DAP IOM Ukraine (Price of goods DAP + Related Services if applicable)** | Lot 1.1: Household Hygiene Kits  Lot 1.2: Institutional Hygiene Kits  Lot 1.3: Diapers  Lot 2.1: Emergency Shelter Kits  Lot 2.2: Oil-filled Heater  Lot 3.1: Winterization/Bedding Kits  Lot 3.2: Mattresses  Lot 3.3: Household NFI Kits  Lot 3.4: Winter Clothing Sets (Adult)  Lot 3.5: Winter Clothing Sets (Children) | Insert amount and currency |
| **Total Price of Goods FCA** | Insert amount and currency | |
| **Total Price of Goods DAP IOM Slovakia** | Insert amount and currency | |
| **Total Price of Goods DAP IOM Ukraine** | Insert amount and currency | |
| **Total Price of Related Services** | Insert amount and currency | |

**Prices for Goods (Year 1)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item/ lot** | **Description** | **Qty**  **(a)** | **Currency: US Dollars (USD)** | | | | | |
| **Unit price FCA (b)** | **Unit price DAP Slovakia (c)** | **Unit price DAP Ukraine (d)** | **Total price FCA (a)x(b)** | **Total price**  **DAP (a)x(c)** | **Total price**  **DAP (a)x(d)** |
| 1. | Lot 1.1: Household Hygiene Kits | 35,000 |  |  |  |  |  |  |
| 2. | Lot 1.2: Institutional Hygiene Kits | 4,000 |  |  |  |  |  |  |
| 3. | Lot 1.3: Diapers | 11,000 |  |  |  |  |  |  |
| 4. | Lot 2.1: Emergency Shelter Kits | 106,000 |  |  |  |  |  |  |
| 5. | Lot 2.2: Oil-filled Heater | 10,000 |  |  |  |  |  |  |
| 6. | Lot 3.1: Winterization/Bedding Kits | 220,000 |  |  |  |  |  |  |
| 7. | Lot 3.2: Mattresses | 200,000 |  |  |  |  |  |  |
| 8. | Lot 3.3: Household NFI Kits | 114,000 |  |  |  |  |  |  |
| 9. | Lot 3.4: Winter Clothing Set (Adult) | 7,500 |  |  |  |  |  |  |
| 10. | Lot 3.5: Winter Clothing Set (Children) | 20,000 |  |  |  |  |  |  |

**Prices for Goods (Year 2)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item/ lot** | **Description** | **Qty**  **(a)** | **Currency: US Dollars (USD)** | | | | | |
| **Unit price FCA (b)** | **Unit price DAP Slovakia (c)** | **Unit price DAP Ukraine (d)** | **Total price FCA (a)x(b)** | **Total price**  **DAP (a)x(c)** | **Total price**  **DAP (a)x(d)** |
| 1. | Lot 1.1: Household Hygiene Kits | 35,000 |  |  |  |  |  |  |
| 2. | Lot 1.2: Institutional Hygiene Kits | 4,000 |  |  |  |  |  |  |
| 3. | Lot 1.3: Diapers | 11,000 |  |  |  |  |  |  |
| 4. | Lot 2.1: Emergency Shelter Kits | 106,000 |  |  |  |  |  |  |
| 5. | Lot 2.2: Oil-filled Heater | 10,000 |  |  |  |  |  |  |
| 6. | Lot 3.1: Winterization/Bedding Kits | 220,000 |  |  |  |  |  |  |
| 7. | Lot 3.2: Mattresses | 200,000 |  |  |  |  |  |  |
| 8. | Lot 3.3: Household NFI Kits | 114,000 |  |  |  |  |  |  |
| 9. | Lot 3.4: Winter Clothing Set (Adult) | 7,500 |  |  |  |  |  |  |
| 10. | Lot 3.5: Winter Clothing Set (Children) | 20,000 |  |  |  |  |  |  |

**Prices for Goods (Year 3)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item/ lot** | **Description** | **Qty**  **(a)** | **Currency: US Dollars (USD)** | | | | | |
| **Unit price FCA (b)** | **Unit price DAP Slovakia (c)** | **Unit price DAP Ukraine (d)** | **Total price FCA (a)x(b)** | **Total price**  **DAP (a)x(c)** | **Total price**  **DAP (a)x(d)** |
| 1. | Lot 1.1: Household Hygiene Kits | 35,000 |  |  |  |  |  |  |
| 2. | Lot 1.2: Institutional Hygiene Kits | 4,000 |  |  |  |  |  |  |
| 3. | Lot 1.3: Diapers | 11,000 |  |  |  |  |  |  |
| 4. | Lot 2.1: Emergency Shelter Kits | 106,000 |  |  |  |  |  |  |
| 5. | Lot 2.2: Oil-filled Heater | 10,000 |  |  |  |  |  |  |
| 6. | Lot 3.1: Winterization/Bedding Kits | 220,000 |  |  |  |  |  |  |
| 7. | Lot 3.2: Mattresses | 200,000 |  |  |  |  |  |  |
| 8. | Lot 3.3: Household NFI Kits | 114,000 |  |  |  |  |  |  |
| 9. | Lot 3.4: Winter Clothing Set (Adult) | 7,500 |  |  |  |  |  |  |
| 10. | Lot 3.5: Winter Clothing Set (Children) | 20,000 |  |  |  |  |  |  |

**Bidder’s delivery data**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Shipment dimensions of offered products (Including package)** |  | **Gross weight** | **Total volume** | ***Containers (if applicable)*** | |
| ***Number*** | ***Size*** |
| Lot 1.1: Household Hygiene Kits |  |  |  |  |
| Lot 1.2: Institutional Hygiene Kits |  |  |  |  |
| Lot 1.3: Diapers |  |  |  |  |
| Lot 2.1: Emergency Shelter Kits |  |  |  |  |
| Lot 2.2: Oil-filled Heater |  |  |  |  |
| Lot 3.1: Winterization/Bedding Kits |  |  |  |  |
| Lot 3.2: Mattresses |  |  |  |  |
| Lot 3.3: Household NFI Kits |  |  |  |  |
| Lot 3.4: Winter Clothing Set (Adult) |  |  |  |  |
| Lot 3.5: Winter Clothing Set (Children) |  |  |  |  |
| Total |  |  |  |  |

I, the undersigned, certify that I am duly authorized by IOM to sign this bid and bind Click or tap here to enter text.should IOM accept this bid:

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FORM I: Manufacturer’s Authorization Form

## MANUFACTURER’S AUTHORIZATION FORM

To:

WHEREAS *[name of the Manufacturer]* who are established and reputable manufacturers of *[name and/or description of the goods]* having factories at *[address of factory]*

do hereby authorize *[name and address of Agent]* to submit a bid, and subsequently negotiate and sign the Contract with you against ITB No. *[reference of the Invitation to Bid]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 16 of the Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Bids.

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

*[signature for and on behalf of Manufacturer]*

*Note:* This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid.

1. This form is mandatory to fill in and sign by every vendor who submits quotation [↑](#footnote-ref-1)