



April 8, 2024

United Nations Population Fund Cameroon  
Address: 91, Rue 1957-Boite Postale 836 -  
Rond-Point Bastos, Yaoundé  
Telephone:  
Email: [cameroon.office@unfpa.org](mailto:cameroon.office@unfpa.org)  
Website: [www.unfpa.org](http://www.unfpa.org)

## INVITATION TO BID ITB No. UNFPA/CMR/24/001

### ACQUISITION OF SCHOOL KITS, ASSEMBLY AND DELIVERY TO A WAREHOUSE.

Dear Sir/Madam,

1. The United Nations Population Fund (UNFPA), an international development agency, invites sealed bids for the supply of Solar School Bag kits for its programme in Cameroon.
2. Bidding shall be conducted through ONE envelope. The technical bid containing the technical specifications and the financial bid containing price information shall be submitted together.
3. The Bidder shall be required to quote for all items.
4. To enable you to submit a bid, please read the following attached documents carefully:

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

5. The original bid, as well as 4 hard copies including one electronic copy on a USB key (i.e. 1 USB key), in the form of a non-editable and printable PDF file must be deposited at UNFPA reception in a sealed envelope to guarantee confidentiality **no later than April 30, 2024 at 1:00 p.m., Yaoundé time, Cameroon<sup>1</sup>.**
6. Samples are part of the offer and must be delivered to the UNFPA office reception (Att: Supply Chain Unit, 91, Rue 1957-PO Box 836 - Rond-Point Bastos, Yaoundé Cameroon) **no later than April 30, 2024 at 1:00 p.m., Yaoundé time, Cameroon.**
7. Bids will be opened on **April 30, 2024 at 2:30 p.m. Yaoundé time, Cameroon** at UNFPA, rond-point Bastos, Yaoundé. Bidders or their official representatives are authorized to attend the bid opening. Please indicate by e-mail to [procurementcmr@unfpa.org](mailto:procurementcmr@unfpa.org) **before April 23, 2024**, if your company will be represented at the bid opening.
8. Bids received after the stipulated date and time shall not be accepted under any circumstances. **Bids sent electronically will not be considered.**

<sup>1</sup> Reference: [www.timeanddate.com/worldclock](http://www.timeanddate.com/worldclock)

9. Bidders shall acknowledge receipt of this Invitation to Bid according to the Bid Confirmation Form, Section V, 1 of this solicitation documents by email to UNFPA Cameroon, [procurementcmr@unfpa.org](mailto:procurementcmr@unfpa.org) no later than April 23, 2024, and to indicate whether or not a bid shall be submitted. If you are declining to bid, please state the reasons for UNFPA to improve its effectiveness in future invitations.
10. Any questions relating to the attached documents shall be addressed in writing to the following email: [procurementcmr@unfpa.org](mailto:procurementcmr@unfpa.org), no later than April 18, 2024 at 5:00 p.m., Yaoundé time, Cameroon.

**Do not submit your bid to this address, or your bid will be disqualified.**

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

Yours sincerely,

**Supply Chain Unit  
UNFPA  
Cameroon Country Office**



**UNITED NATIONS POPULATION FUND**

**INVITATION TO BID**

**ITB NO: N° AO UNFPA/CMR/24/001**  
*Cameroon*

**Bid document for the manufacture and/or supply of products and related services**

***April 8, 2024***

# Table of Contents

SECTION I: Instructions to Bidders .....	6
A. Introduction .....	6
1. Scope .....	6
2. Eligible Bidders .....	6
3. Eligible Goods and Related Services .....	6
4. Cost of Bid .....	6
5. Fraud and Corruption .....	7
B. Solicitation Documents .....	7
6. UNFPA Solicitation document .....	7
7. Clarifications of solicitation document .....	7
8. Amendments to UNFPA bid solicitation document .....	7
C. Preparation of Bids .....	8
9. Language of the bid .....	8
10. Documents to be submitted with the bid .....	8
11. Bid Currency and Prices .....	9
12. Validity of Bid .....	9
D. Submission of Bids and Bid Opening .....	9
13. Partial Bids .....	9
14. Alternative Bids .....	9
15. Bids .....	10
16. Sealing and Marking of Bids (hard copies) .....	10
17. Electronic Submissions .....	10
18. Bid Submission Deadline/Late Bids .....	11
19. Withdrawal, Substitution and Modification of Bids .....	11
20. Storage of Bids .....	12
21. Bid Opening .....	12
E. Evaluation and Comparison of Bids .....	12
22. Confidentiality .....	12
23. Clarification of Bids .....	13
24. Responsiveness of bids .....	13
25. Nonconformities, Errors, and Omissions .....	14
26. Preliminary examination of Bids .....	14
27. Examination of Terms and Conditions and Technical Evaluation .....	14
28. Conversion to Single Currency .....	15
29. Domestic Preference .....	15
30. Evaluation of Bids .....	15
31. Comparison of Price Bids .....	15
32. Post-qualification of the Bidder .....	15
33. UNFPA’s Right to Accept Any Bid and to Reject Any or All Bids .....	17
34. UNFPA’s Right to Annul a Bidding Process .....	18
F. Award of Contract .....	18
35. Award Criteria .....	18
36. Right to Vary Requirements at Time of Award .....	18
37. Signing of the contract .....	18
38. Publication of Contract Award .....	19
SECTION II: Technical Specifications and Schedule of Requirements .....	20
2.1. Technical Specifications .....	20
2.2. Schedule of Requirements .....	20
SECTION III: UNFPA General Conditions of Contract .....	23
SECTION IV: UNFPA Special Conditions for Contracts .....	24
SECTION V: Bidding Forms .....	25
1. Bid Confirmation Form .....	28
2. Bid Submission Form .....	29
3. Bidders Identification Form .....	30
4. Performance Statement Form .....	32

5. Product Item Overview Form.....33  
6. Price Schedule Form .....34  
7. Joint Venture Partner Information Form..... **Error! Bookmark not defined.**  
SECTION VI: Contract Forms.....36  
1. Bank Guarantee for Advance Payment .....36  
2. Performance Security .....36  
3. Contract Forms.....36

## SECTION I: Instructions to Bidders

### A. Introduction

#### 1. Scope

**1.1.** The goods, subject of this invitation to tender, consist of the **acquisition, assembly and delivery of 30,000 school kits** for UNFPA Cameroon in support of the SWEDD Project Coordination Unit (UCP)-Cameroon.

#### 2. Eligible Bidders

2.1 A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they are or have been associated in the past, with a firm or any of its affiliates that have been engaged by UNFPA to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under these bidding documents; or

2.2 A Bidder that is under a declaration of ineligibility by UNFPA in accordance with Instructions to Bidders Clause 2 at the date of contract award shall be disqualified. Bidders shall not be eligible to submit a bid if at the time of bid submission:

2.4.1. The Bidder is listed as suspended on United Nations Global Marketplace (<http://www.ungm.org>) as a result of having committed fraudulent activities,

2.4.2. The Bidder's name is mentioned in the [UN 1267 list](#) issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;

2.4.3. The Bidder is debarred by the World Bank Group

#### 3 Eligible Goods and Related Services

3.1. All the goods and related services to be supplied under the contract may have their origin in any country.

3.2. For purposes of this Clause, the term "origin" means the country where the goods have been produced, manufactured or processed; or, through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.

#### 4 Cost of Bid

4.1. The Bidder shall bear all costs associated with the preparation and submission of the bid, and the procuring UN entity shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bid.

## 5 Fraud and Corruption

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

## B. Solicitation Documents

### 6 UNFPA Solicitation document

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

- 6.2. Bidding documents consist of the following:

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

- 6.3. Bidders are cautioned to read the specifications carefully (see **Section II Technical Specifications and Schedule of Requirements**), as there may be special requirements. The technical specifications presented herein are not to be construed as defining a particular manufacturer's product. Bidders are encouraged to advise UNFPA if they disagree.
- 6.4. The specifications are the minimum requirements for the products and related services. Products and services offered must meet or exceed all requirements herein. The products shall conform in strength, quality and workmanship to the accepted standards of the relevant industry. Modifications of or additions to basic standard products of less size or capability to meet these requirements will not be acceptable.

### 7 Clarifications of solicitation document

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

### 8 Amendments to UNFPA bid solicitation document

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

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

## **C. Preparation of Bids**

### **9 Language of the bid**

- 9.1. The bid prepared by the Bidder and all correspondence and documents relating to the bid shall be written in English or French.

### **10 Documents to be submitted with the bid**

#### **10.1. Documents Establishing the Eligibility of the Bidder**

To establish their eligibility, Bidders must:

- a. Complete the Bid Submission Form, Section V 2.
- b. Complete the Bidder Identification Form, Section V 3.
- c. Complete the Joint Venture Partner Information Form, Section V 7 and provide all documents required in the form if the bid is submitted by a joint venture.

#### **10.2. Documents Establishing the Qualifications of the Bidder**

To prove that it possesses the required qualifications, the Bidder must submit to UNFPA the following documents:

- a. Proof that the company is legally incorporated in the Bidder's country of residence; e.g. articles of association or other proof (this is not compulsory for companies listed on national, regional or international stock exchanges);
- b. Written confirmation from the Tenderer that it is neither suspended by the United Nations system nor excluded by the World Bank Group;
- c. Documentation relating to the ex-post verification of qualifications stipulated in the Instructions to Tenderers, Section 32.

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

#### **10.3. Documents Establishing the Eligibility and Conformity of the Goods and Related Services**

Bidders must provide:

- a. Documentation that the goods conform to the Technical Specifications and standards defined in Section II, Schedule of Quantities, Technical Specifications and Delivery Schedule.
- b. Completed Item Submission Form, Section V 5.
- c. Product catalogs containing product photos.
- d. Technical data sheets or instructions for proposed products.
- e. Copies of applicable certificates, e.g. GMP/Quality, CVL/ CPP, product ISO certificate, manufacturer's CE certificate, 510k clearance (USA), QS standard (Japan), etc., as indicated in Section II, Bill of Quantities, Technical Specifications and Delivery Schedule.



- f. Confirmation of the supplier's ability to assemble and deliver the 30,000 school kits on schedule.

#### **10.4. Documents Establishing Sustainability Efforts of the Bidder**

UNFPA requests Bidders to submit information on environmental and social policies and any related documentation in their bid. In the long term it is UNFPA's intention to incorporate environmental and social criteria considerations into the evaluation process, such as adherence to Global Compact requirements. More information can be accessed on the Global Compact web site, <http://www.unglobalcompact.org/>, or by contacting Procurement Services Branch at [procurementcmr@unfpa.org](mailto:procurementcmr@unfpa.org). UNFPA encourages suppliers now to consider joining the UN Global Compact and to look into other ways to help reduce their environmental impact.

### **11 Bid Currency and Prices**

- 11.1. All prices shall be quoted in XAF or any other currency convertible to US Dollars (USD).
- 11.2. The Bidder shall indicate the unit prices (where applicable) and total bid price of the goods or services it proposes to supply under the contract. This price information shall be indicated on the Price Schedule Form, Section V, 6.
- 11.3. Bidders are required to indicate price data in accordance with the price schedule forms (Appendix II).
- 11.4. Bidders are requested to quote the following based on INCOTERMS 2010:
- Price of goods FOB/FCA Point of departure
  - Freight cost CPT/CFR, Yaoundé-Cameroon.
- 11.5. Where installation, commissioning, training or other similar services are required to be performed by the Bidder, the Bidder shall include an itemized list of the prices for the requested.

### **12 Validity of Bid**

- 12.1. The prices of the bid shall be valid for **90 days**, after the closing date of bid submission as specified by UNFPA. A bid valid for a shorter period shall be rejected by UNFPA on the grounds that it is non-responsive.
- 12.2. In exceptional circumstances, UNFPA may solicit the Bidder's consent for an extension of the period of validity under exceptional circumstances. The request and the responses shall be made in writing.

## **D. Submission of Bids and Bid Opening**

### **13 Partial Bids**

- 13.1. Partial bids are not allowed under this tender.

### **14 Alternative Bids**

- 14.1. Alternative bids will not be accepted. In the event of a supplier submitting more than one bid, the following shall apply:
  - a. All bids marked alternative bids will be rejected and only the base bid will be evaluated.
  - b. All bids will be rejected if no indication is provided as to which bids are alternative bids.

## 15 Bids

- 15.1. Bids shall be submitted in one envelope or transmitted in an email to a secure email address designated by UNFPA.
- 15.2. The technical portion of the bid shall be prepared in accordance with Section II: Schedule of Requirements and Technical Specifications and shall include the requested documentation as per Instructions to Bidders Clause 10.
- 15.3. The financial portion of the bid shall be prepared in accordance with the Price Schedule Form in Section V, 6 of the bid forms.
- 15.4. Bids shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. A bid shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the Bidder. In that case such corrections shall be initialled by the person or persons signing the bid.

## 16 Sealing and Marking of Bids (hard copies) and required samples

- 16.1. When submitting bids in hard copies the Bidder shall prepare one set of sealed bids containing the technical and price components.
- 16.2. The envelope shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late."
- 16.3. If the outer envelope is not sealed and marked as required, UNFPA shall assume no responsibility for the bid's misplacement or premature opening.
- 16.4. The outer envelope must be clearly marked with the following:

*UNITED NATIONS POPULATION FUND (UNFPA)*

*Address: 91, Rue 1957-PO Box 836 - Rond-Point Bastos, Yaoundé*

*Country: Cameroon*

*Invitation to Bid No. UNFPA/CMR/24/001*

*Attention: Supply Chain Unit*

***Company name, hard copy offers***

**ONLY TO BE OPENED BY AUTHORISED UNFPA PERSONNEL**

## 17 Electronic Submissions

No electronic submission shall be received.

## 18 Bid Submission Deadline/Late Bids

- 18.1. Bids must be received by the office no later than the date and time indicated in the accompanying letter. If in doubt as to the time zone of the place where the tender is to be submitted, consult [www.timeanddate.com/worldclock](http://www.timeanddate.com/worldclock) or ask your local contact.
- 18.2. UNFPA may, under special and exceptional circumstances, extend the bid submission deadline and such changes shall be notified in UNGM before the expiration of the original period.
- 18.3. Any bid received by UNFPA after the bid submission deadline shall be rejected. UNFPA shall not be legally responsible for bids that arrived late due to the Bidder's problems with transmission of bid submissions via email and/or with the courier company.
- 18.4. **All bidders are required to submit a sample of the solar backpack and each item comprising the kit, which will be returned at the supplier's request after the selection process.**
- 18.5. Samples must be packed in a box, sent to and clearly marked with the following instructions on the envelopes of the mail and also on the box:

UNITED NATIONS POPULATION FUND (UNFPA)

Address: 91, Rue 1957-PO Box 836 - Rond-Point Bastos, Yaoundé – Cameroon.

- Invitation to Bid No. UNFPA/CMR/24/001
- Name of the Bidder,
- Sample(s): **Not for sale or use**
- Attention: Supply Chain Unit

### **ONLY TO BE OPENED BY AUTHORISED UNFPA PERSONNEL**

- 18.6. Samples will provide information for bid analysis. UNFPA reserves the right to send samples to an independent laboratory for analysis if deemed necessary.
- 18.7. Samples must be submitted at the same time as bids at the UNFPA Cameroon office, 91, Rue 1957-PO Box 836 - Rond-Point Bastos, Yaoundé Cameroon, **on April 30, 2024 at 1:00 p.m. Yaoundé time, Cameroon.** Samples received after the deadline may not be accepted.
- 18.8. The bidder shall bear all costs associated with the shipment and collection of samples, and the United Nations procuring entity shall in no event be responsible or liable for such costs, regardless of the conduct or outcome of the solicitation.

## 19 Withdrawal, Substitution and Modification of Bids

- 19.1. A Bidder may withdraw, substitute, or modify its bid after it has been submitted by sending a written notice prior to the bid submission deadline. The modification shall be submitted in a sealed envelope or to the dedicated secured email, [procurementcmr@unfpa.org](mailto:procurementcmr@unfpa.org).
- 19.2. The Bidder may withdraw its bid after submission, provided that written notice of the withdrawal is received by UNFPA prior to the bid submission deadline requested to be withdrawn shall be shredded or shall be returned unopened to the Bidder.

- 19.3. No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.

## **20 Storage of Bids**

- 20.1. Bids received prior to the deadline of submission and the time of opening shall be securely kept unopened until the specified bid opening date stated in the UNFPA's solicitation document. No responsibility shall be attached to UNFPA for prematurely opening an improperly addressed and/or identified bid.

## **21 Bid Opening**

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

Street Address: 91, Rue 1957-PO Box 836 - Rond-Point Bastos

Floor/ Room number: *Conference Hall*

City: *Yaoundé*

Country: *Cameroon*

Date: **April 30, 2024**

Time: **2:30 p.m., Yaoundé time** (reference: [www.timeanddate.com/worldclock](http://www.timeanddate.com/worldclock))

- 21.2. UNFPA shall open all bids in the presence of at least two witnesses from UNFPA or another UN agency. The bids shall be opened publicly at the time and place specified in the ITB and an immediate record made thereof.
- 21.3. Only those who have submitted bids may attend the bid opening. However, the Bidders may authorize a local agent, embassy or trade commission (also referred to as observers) to represent them. In order to be able to attend bid opening, agents representing Bidders must provide reasonable evidence (business cards, letter of authorization, etc.) confirming the name of the Bidder they represent.
- 21.4. The report shall be available for viewing by Bidders for a period of thirty days from the date of the opening. No information that is not included in the bid opening report can be given to Bidders.
- 21.5. No bid shall be rejected at bid opening, except for late bids. Bids that are not opened and read out at the bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be shredded except for any bank securities, which will be returned to the Bidder.

## **E. Evaluation and Comparison of Bids**

### **22 Confidentiality**

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

- 22.2. Any effort by a Bidder to influence UNFPA in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its bid.
- 22.3. Notwithstanding from the time of bid opening to the time of contract award, if any Bidder wishes to contact UNFPA on any matter related to the bidding process, it should do so in writing.

### **23 Clarification of Bids**

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

### **24 Responsiveness of bids**

- 24.1. UNFPA's determination of a bid's responsiveness is to be based on the contents of the bid itself.
- 24.2. A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
  - a. affects in any substantial way the scope, quality, or performance of the goods and related services specified in the contract; or
  - b. limits in any substantial way, inconsistent with the bidding documents, UNFPA's rights or the Bidder's obligations under the contract; or
  - c. if rectified would unfairly affect the competitive position of other Bidders presenting substantially responsive bids.
- 24.3. UNFPA considers material deviation to include, but to not to be limited to the following situations:
  - a. During preliminary examination of bids (verification of formal criteria)
    - Absence of bid form(s), change in the wording or lack of signature on key portions of the bid form when this is clearly specified in the tender document as a requirement. Any change in wording that is consistent with the standard format of the bid form(s) is not a material deviation;
    - The Bidder indicates in the bid that they do not accept important contract conditions, i.e. related to Warranty, Force Majeure Applicable Law, Delivery Schedule, Payment Terms, General Conditions and Limitation of Liability;
    - Non historical documents required in the solicitation document have not been provided, such as documents specifically related to the bidding process and that the Bidder could not be expected to possess before the solicitation document was issued;
    - Non eligibility of the Bidder;
    - Financial information is included in the technical bid when using the two-envelope method.
  - b. During technical evaluation of bids and qualification of Bidders:
    - Specifications of the item quoted vary in one or more significant respect(s) from the minimum required technical specifications.

- The Bidder does not meet the minimum conditions for qualification.
- c. During financial evaluation of bids:
- The Bidder does not accept the required price correction as Instructions to Bidders Clause 25.1, c.
  - Required price components are missing;
  - The Bidder offers less quantity than what is required.
- 24.4. If a bid is not substantially responsive to the bidding documents, it shall be rejected by UNFPA and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

## **25 Nonconformities, Errors, and Omissions**

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

## **26 Preliminary examination of Bids**

- 26.1. UNFPA shall examine the bids to determine whether they are complete, that all documents and technical documentation requested as per Instructions to Bidders Clause 10 have been provided and to determine the completeness of each document submitted. UNFPA will also examine whether any computational errors have been made, whether the documents are properly signed, and whether the bids are generally in order.

## **27 Examination of Terms and Conditions and Technical Evaluation**

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

- 27.2. If after the examination of the terms and conditions and the technical evaluation UNFPA determines that the bid is not substantially responsive in accordance with Instructions to Bidders Clause 24, the bid shall be rejected.

## **28 Conversion to Single Currency**

28.1. In order to facilitate evaluations and comparisons, UNFPA will convert all prices expressed in various currencies into USD, at the official United Nations rate of exchange in effect on the closing date for submission of bids.

## **29 Domestic Preference**

- 29.1. Domestic preference shall not be a factor in bid evaluation.

## **30 Evaluation of Bids**

- 30.1. UNFPA shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.
- 30.2. UNFPA's evaluation of a bid will exclude and not take into account:
- a. Customs duties and other import taxes, sales and other similar taxes, which will be payable on the goods if the contract is awarded to the Bidder;
  - b. Any allowance for price adjustment during the period of execution of the contract, if provided in the bid.

## **31 Comparison of Price Bids**

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

The comparison will be based on the total delivered cost of the Kits (kits, assembly and delivery) to the warehouse to be identified in Yaoundé. In order to carry out the financial evaluation, an average price for all items/lines in the " Price list for solar kits" documents will be used.

- 31.2. Bid comparison will be made on the total cost, delivered to final destination. UNFPA reserves the right to compare freight prices of Bidders with rates of reputable freight forwarders and to consider such rates for the purpose of bid evaluation. In the event that Bidder's freight prices are found to be less competitive than the rates offered by freight forwarders, UNFPA may issue a contract on FCA basis to the Vendor instead of CPT/CFR, and issue a separate contract for freight to a freight forwarder if deemed in the best financial interest of UNFPA.

## **32 Post-qualification of the Bidder**

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

- 32.2. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted in the bid. An affirmative determination shall be a prerequisite in order to award the contract to the Bidder. A negative determination shall result in disqualification of the bid, in which event UNFPA shall proceed to the bid that was evaluated as the next lowest priced, substantially responsive bid in order to make a similar determination of that Bidder's capabilities to perform satisfactorily.
- 32.3. To determine the Bidder's capacity to execute the contract , UNFPA shall consider the following elements:
- Performance Statement Form, Section V, 4, with documentary evidence
  - Copy of last year audited company Balance and Financial Statements
  - Financial Capability:
    - a. Annual sales turnover during any one of the last three years (**2021, 2022 and 2023**) to be at least equal to **1 500 000 000 XAF**.
    - b. The Bidder shall submit with its bid financial statements certified in accordance with the laws of its country for the last three years.
    - c. Liquidity ratio: Current ratio (Current Assets/ Current liabilities) > 1.
    - d. Documentary evidence that the Bidder has successfully completed at least one similar contract within the last five years for supply of goods.
    - e. Provide contact details of commercial banks and names of contact persons from whom UNFPA could seek feedback.
  - Experience and Technical Capacity:
    - a. Registration details of the company
    - b. Experience to undertake the contract
      - i. Have carried out at least one contract for the supply and distribution on a national or international scale of equipment of a similar nature over the last five (05) years for the benefit of the State or international institutions.
      - ii. The supplier must provide proof of supplies of a similar nature (distribution minutes or any other document proving national distribution).
      - iii. Produce the manufacturer's authorization for solar bags and calculators if the bidder is not the manufacturer itself. If the bidder is the manufacturer, it must produce the industrial authorization issued by the authorities of the country of manufacture.
      - iv. The supplier must provide samples of the items to be studied and validated before the financial offer is examined. In the event of non-conformity of a supplier's samples, the latter's financial offer will not be examined. The samples will serve as a model of conformity at the time of acceptance in the event of an award.
    - c. Company's managerial capability:
      - i. Details of company's managerial structure.
      - ii. Quality assurance systems in place.
    - d. Bidder must have manufactured and supplied satisfactorily similar goods to a similar extent of the quantity, as mentioned against each schedule during any one of the last three years and the goods should have been in use satisfactorily with no adverse report.
    - e. Client's certificates in support of the satisfactory operation of the goods as specified above.
    - f. Data to support that the Bidder has the production capacity to perform the contract and complete the supplies within the stipulated delivery period or data to support that it has an installed annual production capacity for the specific item to match the quantities required. To qualify for multiple schedules, the installation capacity requirement shall be the sum of requirements against the individual schedules.



- g. Evidence that the Bidder is in the continuous business of manufacturing/supplying and providing after sale services for goods similar to those offered during the last three years prior to bid opening date.
- h. Brief write-up, backed up with adequate data, explaining available capacity and experience in the manufacture and supply of the required products within the specified time of completion after meeting all their current commitments.
- i. Confirmation that all the facilities exist at the factory for inspection and testing and these will be made available to the purchaser or his representative for inspection.
- j. The Bidder shall disclose instances of previous past performance that may have resulted in adverse actions taken against the Bidder and the manufacturers whose products are being offered by the Bidder, in the last five years. Such adverse actions may be treated as unsatisfactory performance history while deciding the award of contract. If no instance of previous past performance has resulted into adverse actions, this must be clearly indicated in the Bidder's bid.
- k. A list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the equipment for a reasonable period of time following installation.

**For non-manufacturer Bidders:**

- l. Legally enforceable authorization from the manufacturer assuring full guarantee and warranty obligations as per the tender conditions for the goods offered; and
- m. The Bidder, as authorized by the manufacturers, has supplied and provided after sales service for similar goods to the extent of at least 20 percent of the quantities indicated in the tender requirements in any one of the last three years, and the goods must be in satisfactory operation.
- n. Financial Experience and Technical Capacity requirements of the manufacturer similar to those mentioned above.

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

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

**33 UNFPA's Right to Accept Any Bid and to Reject Any or All Bids**

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

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

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

### **34 UNFPA's Right to Annul a Bidding Process**

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

## **F. Award of Contract**

### **35 Award Criteria**

- 35.1. In the event of a contract award, UNFPA shall award the Contract to the lowest priced Bidder(s) whose bid has been determined to be substantially responsive to the bidding documents.
- 35.2. If required, the Bidder shall permit UNFPA representatives access to their facilities at any reasonable time to inspect the premises that shall be used for the production, testing and packaging of the products. The Bidder shall also provide reasonable assistance to the representatives for such inspection, including copies of any test results or quality control reports as may be necessary. UNFPA may inspect the manufacturing facilities of the lowest evaluated responsive Bidder to assess his capability to successfully perform the contract as per the terms and conditions specified in the ITB.
- 35.3. UNFPA reserves the right to make multiple arrangements for any item(s) where, in the opinion of UNFPA, the lowest priced substantially responsive Bidder cannot fully meet the delivery requirements or if it is deemed to be in UNFPA's best interest to do so. Any arrangement under this condition shall be made on the basis of the lowest priced substantially responsive, the second lowest priced substantially responsive, the third lowest priced substantially responsive , etc.

### **36 Right to Vary Requirements at Time of Award**

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

### **37 Signing of the contract**

- 37.1. Prior to the expiration of the period of bid validity, UNFPA shall send the successful Bidder the Contract, which constitute the notification of award. The successful Bidder shall sign, date the contract and return it to UNFPA within 10 days of receipt of the contract. After receipt of the contract, the successful Bidder shall deliver the commodities in accordance with the quantity, quality and delivery schedule outlined in its bid in conjunction with UNFPA terms and conditions.

### **38 Publication of Contract Award**

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

38.2. Suppliers perceiving that they have been unjustly treated in connection with the solicitation or award of a contract may lodge a complaint directly with the UNFPA Head of Office at [jukoffi@unfpa.org](mailto:jukoffi@unfpa.org). The latter will then make an assessment of the complaint and provide a reply to the supplier within a week. If the supplier is not satisfied with the reply provided by the UNFPA Head of Office, the supplier may escalate the complaint to the Chief of Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org), who will reply to the supplier within a week and advise the Supplier on further recourse if required.

## SECTION II: Technical Specifications and Schedule of Requirements

### 2.1. Technical Specifications

The following information is provided to help suppliers understand the request and prepare their response:

Upon receipt of a contract / purchase order, the supplier is obliged to:

- A. Procure the items making up each school kit;
- B. Assemble the school supplies into 30,000 solar-powered backpacks;
- C. Pack school kits in cartons, in batches of 300 kits, for a total of 100 batches (cartons).
- D. Delivery of school kits to the warehouse to be identified in Yaoundé, Cameroon;

The awarded Supplier shall source the necessary elements based on the technical specifications below to create the school kits.

### 2.2. Schedule of Requirements

<b>1. List of Goods and Delivery Schedule – Acquisition of 30,000 school kits (solar-powered backpacks + school supplies)</b>					
<b>N°</b>	<b>Item</b>	<b>Description of goods</b>	<b>Quantity per kit</b>	<b>Total Quantity</b>	<b>Delivery Schedule from date of Contract</b>
1	Ballpoint pens in different ink colors: blue (7), red (3), black (5)	Transparent tube	15	450 000	<b>July 31, 2024</b>
2	Eraser	Soft rubber, white color, non-friable	2	60 000	
3	Pencil	Without eraser, HB lead, length: 17 cm	2	60 000	
4	Colored pencil box	12 different colors, length: 17 cm	1	30 000	
5	Geometry kit (durable)/Academic Box	Container: metal box, Contents: set squares, compasses, pencils, eraser, sharpener, alphanumeric plate, instructions for use	1	30 000	
6	Scientific calculator with SWEDD logo, country and BM	Durable scientific calculator with a small protective pouch against the effects of destruction.	1	30 000	
7	A4 Paperback 388 pg	A4 format paperback, 388 line-spaced pages with LOGO	6	180 000	
8	A5 200 pg paperback notebook	200-page, A5-spaced paperback with LOGO	2	60 000	
9	A5 paperback 388 pg	A5 paperback, 388 line-spaced pages with logo	2	60 000	
10	300-page A4 workbook	A variety of features with SWEDD logo	2	60 000	
11	Pencil sharpener	Material: Plastic; 2-purpose pencil sharpener; Plastic interior and Good grip	2	60 000	

## 1. List of Goods and Delivery Schedule – Acquisition of 30,000 school kits (solar-powered backpacks + school supplies)

N°	Item	Description of goods	Quantity per kit	Total Quantity	Delivery Schedule from date of Contract
12	Solar-powered school bag (22-liter high-quality fabric)	<p>Dimensions: Width 33cm; Height: 43cm; Depth: 16 cm; 2 USB lamps, LED 2.0 watts, 300 lumens of brightness, Autonomy = 2 hours minimum</p> <p>Battery: 2 x 1500/2000 MAH batteries, USB dongle, charging time (1 hour),</p> <p>To be printed on the bags: Cameroon coat of arms, "SWEDD et BM" logo</p> <p>USB port (5V) for charging Smartphones, tablets, MP3 players.</p> <p>Colors: red, black, orange or blue</p> <p>Material used to manufacture the bag: Polyester mixed with PVC fabric.</p> <p>The bag must have at least 3 compartments, the largest of which must hold 22 liters.</p>	1	30 000	

### 2.3. List of forms to be submitted

Bidders are required to submit all forms 1, 2, 3, 4, 5, 6, found on pages 28 to 34 as well as the supporting documents listed in point 32.3 on pages 16 and 18.

### 2.4. Criteria for preliminary examination

All criteria will be evaluated on a pass/fail basis and verified during the preliminary review.

Criteria	Documents for establishing compliance
Complete offer	All Bid forms, supporting documents and technical documentation requested in connection with this tender have been supplied and are complete.
The Bidder accepts UNFPA's General Conditions of Contract for the supply of goods and services, as specified in Section 6.	Form 2: Offer submission form
The offer remains valid for at least 90 days from the deadline for submission of bids.	Form 2: Offer submission form
The bidder accepts the standard UN terms of payment standard de l'ONU	Form 2: Offer submission form
Quote ALL main items and services	Form 6: Price list

## 2.5. Eligibility and qualification requirements

All criteria will be evaluated on a pass/fail basis.

Eligibility criteria	Documents for establishing compliance
The bidder is a legally registered entity	Form 4: Bidder information
The Supplier is not suspended or otherwise identified as ineligible by any United Nations organization, the World Bank Group or any other international organization in accordance with Section 2: Instructions to Bidders, Clause - Eligible Bidders.	Form 2: Offer submission form
No conflicts of interest in accordance with Section 2: Instructions to Bidders, Clause - Eligible Bidders.	Form 2: Offer submission form

### **SECTION III: UNFPA General Conditions of Contract**

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

**SECTION IV: UNFPA Special Conditions for Contracts**

<b>CONTRACT PRICE</b>	The prices charged for the Goods supplied and the related Services performed shall not be adjustable.
<b>GOODS AND SERVICES DEFINED</b>	<p>Goods are hereinafter deemed to include, without limitation, equipment, spare parts, commodities, raw materials, components, customized and standard software as required, intermediate products and products which the Supplier is required to supply under the Purchase Order.</p> <p>Services are to include design, installation and commissioning, training services, technical assistance and warranty services as required to supply in the Purchase Order.</p>
<b>TRANSPORTATION AND FREIGHT</b>	<p>Responsibility for transportation of the Goods shall be as specified in the INCOTERMS.</p> <p><i>In case of sea shipment</i>, all non-containerized Goods must be shipped below deck</p> <p>Partial shipment <i>is not</i> allowed.</p>
<b>SHIPPING AND PAYMENT INSTRUCTIONS</b>	<p>Access the following link for shipping and payment instructions:</p> <p><a href="#">Shipping Instructions</a></p>



## SECTION V: Bidding Forms

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

ACTIVITY	LOCATION	YES / NO/ NOT APPLICABLE	REMARKS
Have you read and understood all of the Instructions to Bidders in Section I of the bidding documents?	Section I		
Have you reviewed and agreed to the UNFPA General Conditions of Contract?	Section III		
Have you reviewed and agreed to the UNFPA Special Conditions for Contracts?	Section IV		
Have you completed the Bid Confirmation Form?	Section V, 1		
Have you completed the Bid Submission Form?	Section V, 2		
Have you completed the Bidder's Identification Form?	Section V, 3		
Have you completed the Performance Statement Form?	Section V, 4		
Have you completed the Product Item Overview Form?	Section V, 5		
Have you completed and signed the Price Schedule Form?	Section V, 6		
Have you reviewed all of the relevant contract form(s)?	Section VI		
Have you prepared a copy of your company's registration in the country of operation?	Section I, Sub-Clause 10.2, b.		
Have you prepared a copy of the previous year's audited company Balance and Financial Statements?	Section I, Sub-Clause 10.2, d.		
Have you provided written confirmation that your company is neither suspended by the United Nations system nor debarred by the World Bank Group?	Section I, Sub-Clause 2.4		
Have you prepared documentary evidence that the goods conform to the technical specifications and standards specified in Section II Technical Specifications and Schedule of Requirements?	Section I, Sub-Clause 10.3, a.		
Have you prepared product catalogues containing pictures of the product(s)?	Section I, Sub-Clause 10.3, c.		
Have you prepared the manufacturer's technical product specifications or data sheets?	Section I, Sub-Clause 10.3, d.		
Have you provided a copy of any of your company's environmental or social policies, and any related documentation?	Section I, Sub-Clause 10.4		

ACTIVITY	LOCATION	YES / NO/ NOT APPLICABLE	REMARKS
Have you reviewed the UN Global Compact requirements?	Section I, Sub-Clause 10.4		
Have you sealed and marked the bids according to Instructions to Bidders Clause 16 (hard copy bids) or Clause 17 (electronic bids)?	Section I, Sub-Clause 16 & 17		
If submitted electronically, is the file size of the bid less than 10MB? (If the file size is above 10MB, refer to Instructions to Bidders Sub-Clause 17.4)	Section I, Sub-Clause 17.4		
Have you noted the bid closing deadline?	Cover letter, #5		
Have you provided information on annual sales turnover during any one of the last three years to be at least equal to the contract value (from Financial Statements)?	Section I, Sub-Clause 32.3 Financial Capability, a.		
Have you provided documentary evidence that the Bidder has successfully completed at least one similar contract within the last five years for supply of goods?	Section I, Sub-Clause 32.3 Financial Capability, c.		
Have you provided contact details of commercial banks and names of contact persons from whom UNFPA could seek feedback?	Section I, Sub-Clause 32.3 Financial Capability, d.		
Have you provided sufficient documentation of your company's ability to undertake the contract, i.e., <ul style="list-style-type: none"> <li>- List of similar contracts executed for other clients including contract details.</li> <li>- Evidence that the Bidder possesses experience in the geographical area.</li> <li>- At least three years of experience in performing similar contracts.</li> </ul>	Section I, Sub-Clause 32.3 Experience & Technical Capacity, b.		
Have you provided sufficient documentation of your company's managerial capability? <ul style="list-style-type: none"> <li>- Details of company's managerial structure.</li> <li>- Quality assurance systems in place.</li> </ul>	Section I, Sub-Clause 32.3 Experience & Technical Capacity, c.		
Have you supplied Client's certificates in support of the satisfactory operation of the goods as specified above?	Section I, Sub-Clause 32.3 Experience & Technical Capacity, e.		
Have you supplied data to support that your company has production capacity to perform the contract and complete the supplies within the stipulated delivery period or data to support that it has an	Section I, Sub-Clause 32.3 Experience & Technical Capacity, f.		

ACTIVITY	LOCATION	YES / NO/ NOT APPLICABLE	REMARKS
installed annual production capacity for the specific item to match the quantities required?			
Have you provided evidence that your company is in the continuous business of manufacturing/supplying and providing after sale services for goods similar to those offered during the last three years prior to bid opening date?	Section I, Sub- Clause 32.3 Experience & Technical Capacity, g.		
Have you provided a brief write-up, backed up with adequate data, explaining available capacity and experience in the manufacture and supply of the required products within the specified time of completion after meeting all their current commitments?	Section I, Sub- Clause 32.3 Experience & Technical Capacity, h.		

## 1. Bid Confirmation Form

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

Date:

To: UNFPA Cameroon

email: [procurementcmr@unfpa.org](mailto:procurementcmr@unfpa.org)

From: [Company name]

[Contact person]

[Telephone]

[Email address]

[Postal address]

Subject: ITB No.: AO UNFPA/CMR/24/001

YES, we intend to submit a bid.

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

- The requested products and services are not within our range of supply
- We are unable to submit a competitive bid for the requested products at the moment
- The requested products are not available at the moment
- We cannot meet the requested specifications
- We cannot offer the requested type of packing
- We can only offer FCA prices
- The information provided for quotation purposes is insufficient
- Your ITB is too complicated
- Insufficient time is allowed to prepare a quotation
- We cannot meet the delivery requirements
- We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc)
- We do not export
- Our production capacity is currently full
- We are closed during the holiday season
- We had to give priority to other clients' requests
- We do not sell directly, but through distributors
- We have no after-sales service available in the recipient country
- The person handling bid is away from the office
- Other (please specify)

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

**2. Bid Submission Form**

*[The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

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

**ITB No.:** AO UNFPA/CMR/24/001

To: UNFPA Cameroon

Dear Sir / Madam,

We the Undersigned have examined and have no reservations to the Bidding Documents No. UNFPA/CMR/24/001 and amendments We hereby offers to supply, in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements, the following goods and related services \_\_\_\_\_ which are subject to UNFPA General Conditions of Contract and other terms and conditions as specified in the document.

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

We have no conflict of interest in accordance with Instructions to Bidders Sub-Clause 2.3;

Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—have not been declared ineligible by UNFPA, in accordance with Instructions to Bidders Sub-Clause 2.4;

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

Dated on .....day of .....[year].

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

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

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

Company: .....  
*[insert name of company]*

### 3. Bidders Identification Form

Bid No. UNFPA/CMR/24/001

#### 1. Organization

Company/Institution Name	
Address, City, Country	
Telephone/FAX	
Website	
Date of establishment	
<b>Legal Representative:</b> Name/Surname/Position	
<b>Legal structure:</b> natural person/Co.Ltd, NGO/institution/other (please specify)	
<b>Organizational Type:</b> 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 in the region (please indicate names of subsidiaries and addresses, if relevant to the bid)	
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	

#### 2. 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)	

#### 3. Expertise of Staff

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

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

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

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

#### 4. Performance Statement Form

(For the last five years)

Bid No. UNFPA/CMR/24/001

Name of Bidder: \_\_\_\_\_

Order No. & Date	Client	Contact person/phone	Description & quantities of ordered items	Value of order (USD)	Date of completion		Satisfactory completion
					As per contract	Actual	

To be attached: Documentary evidence (client's letter or certificate) in support of satisfactory completion of above orders.

\_\_\_\_\_  
Signature and seal of the Bidder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Countersigned by and seal of Chartered Accountant

\_\_\_\_\_  
Date



### 5. Product Item Overview Form

Item No.	Description and minimum /mandatory specifications <i>[Detailed description to be completed by UNFPA]</i>	Description of items offered and Bidder's statements on deviations (To be completed by the Bidder)	Compliant? (Y/N) (To be completed by UNFPA during evaluation)
1	[...]		
2	[...]		
3	[...]		
...			

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

## 6. Price Schedule Form

<b>BIDDER'S TOTAL PRICES (Price &amp; Currency to be entered by Bidder):</b>	
TOTAL FIRM FCA PRICE	
TOTAL FIRM <b>CPT/CFR</b> [ <i>delete unwanted option,</i> ] PRICE	
TOTAL PRICE FOR SERVICES ( <i>if applicable</i> )	
FREIGHT COST PER 20/40 FT CONTAINER ( <i>if applicable</i> )	

<b>BIDDER'S PRICES FOR GOODS (Price &amp; Currency to be entered by Bidder):</b>						
ITEM/ LOT	DESCRIPTION OF THE GOODS	QTY (a)	CURRENCY:			
			UNIT PRICE FCA (b)	UNIT PRICE <b>CPT</b> (c)	TOTAL PRICE FCA (a)x(b)	TOTAL PRICE <b>CPT</b> (a)x(c)
1.						
2.	<i>Insert more rows if necessary</i>					
3.	<i>or delete if too many</i>					
4.						
5.						

<b>BIDDER'S PRICES FOR SERVICES (Price &amp; Currency to be entered by Bidder):</b>					
ITEM/ LOT	DESCRIPTION OF THE SERVICES	COUNTRY OF ORIGIN	QUANTITY AND PHYSICAL UNIT (a)	UNIT PRICE (b)	TOTAL PRICE PER SERVICE (a)x(b)
1.	e.g. Comprehensive Annual Maintenance Contract				
2.	<i>Insert more rows if necessary</i>				
3.	<i>or delete if too many</i>				
4.					
5.					

<b>BIDDER'S DELIVERY DATA</b>					
Country of origin of offered products:	Item 1				
	Item 2	<i>Insert more rows in each section if necessary</i>			
	Item 3	<i>or delete if too many</i>			
FCA point(s) of delivery for offered products:	Item 1				
	Item 2				
	Item 3				
Delivery time (FCA from date of order):	Item 1				
	Item 2				
	Item 3				
Shipment dimensions of offered products (including package):		Gross weight	Total volume	<i>Containers (if applicable):</i>	
				<i>Number</i>	<i>Size</i>
	Item 1				
	Item 2				
	Item 3				
	Total				

**BIDDER'S SIGNATURE AND CONFIRMATION OF THE ITB**

PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UNFPA **WITHIN THE REQUIRED BID VALIDITY PERIOD**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE.

*Exact name and address of company*

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

PHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

EMAIL ADDRESS OF CONTACT PERSON \_\_\_\_\_

OTHER EMAIL ADDRESSES \_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED SIGNATURE DATE

\_\_\_\_\_  
NAME OF AUTHORIZED SIGNATORY (TYPE OR PRINT)

\_\_\_\_\_  
FUNCTIONAL TITLE OF SIGNATORY

\_\_\_\_\_  
WEB SITE

## SECTION VI: Contract Forms

### 1. Bank Guarantee for Advance Payment

*No advance payment shall be made.*

### 2. Performance Security

*No Performance Security shall be requested.*

### 3. Contract Forms

The following sample contract forms are available on the [UNFPA procurement website](#):

- 1) Purchase Order
- 2) Contract for Professional Services
- 3) Long Term Agreement

Explanation: A purchase order represents a commitment of funds from UNFPA to the supplier. It will be issued for all goods and services purchased under this procurement procedure.



## PURCHASE ORDER

#### Dispatch via Print

<b>PO Number</b>	<b>Date</b>	<b>Revision</b>	<b>Page</b>
<b>Payment Terms</b>	<b>Freight/INCOTERMS</b>		<b>Ship Via</b>
<b>Buyer</b>	<b>Phone</b> Tel: Fax:	<b>Currency</b>	
<b>Approver</b>			

### United Nations Population Fund

Marmorvej 51  
P.O.Box 2530  
Copenhagen 2100  
Denmark  
Tel: 0045 4533 5000

#### Vendor:

#### Address:

#### Ship To:

**Bill To:** Marmorvej 51  
P.O. Box 2530  
Copenhagen 2100  
Denmark  
Tel: 0045 4533 5000

Ln-Sch	Item	Description	Quantity	UOM	Due Date	Unit Price	Line Total
--------	------	-------------	----------	-----	----------	------------	------------

1-1

2-1

3-1

4-1

**Total PO Amount USD**

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NOTE: This Purchase Order is governed by SNU General Terms and Conditions, according to Section IV of this bid document or found at <http://www.unfpa.org/resources/unfpa-general-conditions-contract>