Section III: Returnable Bidding Forms

**eSourcing Reference**: **ITB/2019/8588**

**Name of Bidder**: **[insert here]**

**UNGM No.: [insert here]**

**Note to Bidders:** The following returnable forms are part of this ITB and **MUST BE COMPLETED AND RETURNED BY BIDDERS** as part of their Bid. Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Biding Forms as instructed and return them as part of your bid by **UPLOADING THEM AGAINST THEIR SPECIFIC DOCUMENT CHECKLIST IN THE UNOPS ESOURCING SYSTEM**.

This Section comprises the following Returnable Bidding Forms:

* **Form A:** Joint Venture Partner Information Form
* **Form B:** Bid Submission Form
* **Form C:** Price Schedule Form
* **Form D:** Technical Bid Form
* **Form E:** Performance Statement Form
	+ **Form F:** No Adverse Action Confirmation Form

Form A: Joint Venture Partner Information Form

The Bidder shall fill in this Form in accordance with the instructions indicated below.

**ITB Reference No:**  **ITB/2019/8588**

**Name of Bidder:** **[insert here]**

**Date: [insert Submission Date here]**

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

|  |
| --- |
| **JV / Consortium/ Association Information** |
| **Name** | [complete] |
| **Names of each partner and contact information**(address, telephone numbers, fax numbers, e-mail address) | [complete] |
| **Name of leading** partner (with authority to bind the JV, Consortium, Association during the Bidding process and, in the event a Contract is awarded, during contract execution) | [complete] |
| **Proposed proportion of responsibilities between partners (in %) with indication of the type of the goods/services to be delivered by each** | [complete] |

**Signatures of all partners of the JV:**

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNOPS for the fulfillment 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 B: Bid Submission Form

Bidders are requested to complete this form, **sign it and return it as part of their bid submission**. 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.

**ITB Reference No:**  **ITB/2019/8588**

**Name of Bidder:** **[insert here]**

**Date: [insert Submission Date here]**

**Subject: Bid for the Supply of Pipes, Fittings and Bulk Water Meters in El-Fasher and Zalengei, Darfur; Republic of Sudan,** ITB Case No. **ITB/2019/8588,** dated **[insert date]**

We, the undersigned, declare that:

* 1. We have examined and have no reservations to the bidding documents, including amendments No.: [Insert the number and issuing date of each amendment];
	2. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract, and in accordance with the delivery schedules specified in the Schedule of Requirements
	3. The total price of our bid, excluding any discounts offered in item (d) below, is: [Insert the total bid price in words and figures, indicating the various amounts and the respective currencies];
	4. The discounts offered and the methodology for 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 Requirements 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];
	1. Our bid shall be valid for the period of time of **[insert number of days which shall not be less than the specified in the Tender Particulars section, Period of Validity of Bids]** from the date fixed for the bid submission deadline as set out in the ITB, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
	2. If our bid is accepted, and if so requested in the Tender Particulars section, we commit to obtain a performance security in accordance with Instructions to Bidders Article 34 and the General Conditions of Contract;
	3. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS;
	4. We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
	5. Our firm confirms that the Bidder and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
	6. We embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact;
	7. Our firm, its affiliates or subsidiaries – including any subcontractors or suppliers for any part of the contract – has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/PD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 4, Eligibility;
	8. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this ITB and will not engage in any such activity during the performance of any contract awarded;
	9. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

I, the undersigned, certify that I am duly authorized by [**insert full name of bidder**] to sign this bid and bind [**insert full name of bidder**] should UNOPS accept this bid:

**Full Name:**

**Designation:**

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

**Date Signed:**       **Company Seal:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [*Stamp form of bid with official stamp of the bidder*]

Form C: Price Schedule Form

**ITB Reference No:**  **ITB/2019/8588**

**Name of Bidder:** **[insert here]**

**Date: [insert Submission Date here]**

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

|  |  |
| --- | --- |
| **The financial proposal/Quotation must be submitted in:** | **US$** |

**BID SUMMARY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **Item Description**  | **Curr.** |  |  |
|   | **ITEMS FOR EL-FASHER**  |  |  |   |
| **1.1** | **HDPE Pipes** | **USD** | [Inset here] |  |
| **1.4** | **HDPE Tees for Junctions** | **USD** | [Inset here] |  |
| **1.6** | **HDPE Reducers** | **USD** | [Inset here] |  |
| **1.11** | **Waltman type Flowmeters** | **USD** | [Inset here] |  |
| **2.2** | **Double flange Valves** | **USD** | [Inset here] |  |
| **Sub Total for El-Fasher [ A ]**  | **[insert here]** |
|   | **ITEMS FOR ZELENGEI**  |  |  |   |
| **1.1** | **HDPE Pipes** | **USD** | [Inset here] |  |
| **1.2** | **HDPE Stub flanges** | **USD** | [Inset here] |  |
| **1.3** | **HDPE Bends** | **USD** | [Inset here] |  |
| **1.4** | **HDPE Tees for Junctions** | **USD** | [Inset here] |  |
| **1.5** | **HDPE Tees Cross for Junctions** | **USD** | [Inset here] |  |
| **1.6** | **HDPE Reducers** | **USD** | [Inset here] |  |
| **1.7** | **End Caps** | **USD** | [Inset here] |  |
| **1.8** | **PPR Tapping Saddles** | **USD** | [Inset here] |  |
| **1.9** | **Double orfice Air valves** | **USD** | [Inset here] |  |
| **1.10** | **DI dismentaling Joints** | **USD** | [Inset here] |  |
| **1.11** | **Waltman type Flowmeters** | **USD** | [Inset here] |  |
| **2.2** | **Double flange Valves** | **USD** | [Inset here] |  |
| **2.3** | **Flange Adapters** | **USD** | [Inset here] |  |
| **Sub Total for Zalengei [ B ]**  | **[insert here]** |
| **GRAND CONTRACT AMOUNT [ A + B ]** | **[insert here]** |

***NOTE: Returnable PRICE SCHEDULE FORM in both excel and pdf form MUST be submitted***

I, the undersigned, certify that I am duly authorized by [**insert full name of bidder**] to sign this bid and bind [**insert full name of bidder**] should UNOPS accept this bid:

**Full Name:**

**Designation:**

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

**Date Signed:**       **Company Seal:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [*Stamp form of bid with official stamp of the bidder*]

Form D: Technical Bid Form

**ITB Reference No:**  **ITB/2019/8588**

**Name of Bidder:** **[insert here]**

**Date: [insert Submission Date here]**

Bidders are required to complete the **Comparative Data Tables** included in Section II: Schedule of Requirements to demonstrate compliance with UNOPS requirements and insert them below. **Bidders are NOT allowed to make any change in the “UNOPS requirements”** columns of the Comparative Data Tables. Such changes might disqualify your bid.

**1.1 BRIEF DESCRIPTION OF BIDDER AS AN ENTITY:**

Provide a brief description of the organization, including the year and country of incorporation, and types of activities undertaken

***[Insert response here]***

 **Bidder Information Summary Form:**

| **No.** | **Description** | **Detail** |
| --- | --- | --- |
| **1** | **Bidder’s Legal Name**  | [insert Bidder’s legal name here] |
| **2** | **Type of Business Formation:** | [ ]  Sole Proprietorship [ ]  Partnership [ ]  Limited Labiality Company (Plc) [ ]  Share Company (Corporations) [ ]  Government Owned  |
| **3** | **Country of Registration:** | [insert here] |
| **4** | **UNGM Registration ID:** | [insert here] |
| **5** | **Year of Establishment:** | [insert here] |
| **6** | **Country/ies of Operation:** | [insert here] |
| **7** | **No. of Staff:** | [insert here] |
| **8** | **Latest Credit Rating (if any):**  | [insert here] |
| **9** | **Contract Signatory in case of Award:** | **Full Name:** [insert here]**Designation:** [insert here]**Phone:** [insert here]**Email:** [insert here] |
| **10** | **Legal Business Address:** | **Specific Address:** [insert here]**Telephone:** [insert here]**Email:** [insert here]**Website:** [insert here]**Skype:** [insert here]**County/Province:** [insert here]**District:** [insert here]**P.O. Box:** [insert here]**City:** [insert here]**Country:** [insert here] |

**1.2 FINANCIAL CAPACITY:**

* General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details)
* Provide a brief description of the organization / firm financial standing which clearly indicate its strength to Technical Panel who will appraise the bid.
* Provide tabular summary of the respective Audited Financial and/or its equivalent Statements (Income Statement and Balance Sheet) in the last two (2) years as per the format hereunder. The Current Ratio should be equal or more than one (01 to qualify.
* Please convert the currency into **US$** if the audit statement is in different currency. You may use the UN Official Rate of Exchange (UNORE) of the respective audit report date. It can be accessed at https://treasury.un.org/operationalrates/OperationalRates.php

***[Insert response here]***

| **Item** |  **Descriptions**  | **Year: \_\_\_\_\_\_****In US$** | **Year: \_\_\_\_\_\_****In US$** |
| --- | --- | --- | --- |
| **a.**  | **Current Assets**  |  |  |
| b.  | Fixed Assets (Property, Plant & Equipment - PPE)  |  |  |
| **c.**  | **Total Assets [a + b]**  |  |  |
| **d.** | **Current Liabilities**  |  |  |
| e.  | Long-term Liabilities  |  |  |
| **f.**  | **Total Liabilities/debt [d + e]** |  |  |
| **g.**  | **Equity [c - f]** |  |  |
| **h.** | **Capital Employed and Liabilities [f + g]** |  |  |
| i. | Net Sales (Revenue)  |  |  |
| j. | Total Expenses (Selling and Administration)  |  |  |
| **k.** | **Profit before Tax** **[i - j]** |  |  |
| l. | Profit tax |  |  |
| **m.** | **Profit after Tax (Net Profit) [k - l]** |  |  |
|  | **Current Ratio [a ÷ d]** |  |  |

**Annual Sales Turnover:**

* Sales turnover represents the value of total sales provided to customers during a specified time period, which is usually one (1) year. ***The amount includes only revenue that is generated from daily operations, not non-operating revenue***.
* For this ITB, however, kindly indicate the sales turnover for the past five (5) years in the table hereunder.
* Minimal average Sales Turnover over the past five (05) years of 250,000 is required to quality for this tender.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Fiscal Year**  | **Annual Sales Turnover****in US$** | **Remark (if any)** |
| 1 | 2017 |  |  |
| 2 | 2016 |  |  |
| 3 | 2015 |  |  |
| 4 | 2014 |  |  |
| 5 | 2013 |  |  |
| **Total Sales over the last five (5) years [a]** |  |  |
| **Average Sales Turnover [a ÷ 5]** |  |  |

**1.3 RELEVANCE OF SPECIALISED KNOWLEDGE, TRACK RECORD AND EXPERIENCE:**

* Relevance of specialised knowledge and experience on similar engagements done in the region/country
* Provide the following information regarding corporate experience within the last five (5) years which are related or relevant to those required for this Contract in the table hereunder.

***[Insert response here]***

| **No** | **Description of services/goods** | **Country** | **Total amount of Contract in US$** | **Contract Identification and Title and****Contact details of Client (Mandatory)****(Name, Address, telephone, email, fax)** | **Year project was undertaken** |
| --- | --- | --- | --- | --- | --- |
| 1 |  |  |  | **Name:** **xxxx****Title: xxxx****Telephone:** **xxxx****Fax (if any):** **xxxx****Email: xxxx****Business Address:** **xxxx****xxxx** |  |
| 2 |  |  |  | **Name:** **xxxx****Title: xxxx****Telephone:** **xxxx****Fax (if any):** **xxxx****Email: xxxx****Business Address:** **xxxx****xxxx** |  |
| 3 |  |  |  | **Name:** **xxxx****Title: xxxx****Telephone:** **xxxx****Fax (if any):** **xxxx****Email: xxxx****Business Address:** **xxxx****xxxx** |  |
| 4 |  |  |  | **Name:** **xxxx****Title: xxxx****Telephone:** **xxxx****Fax (if any):** **xxxx****Email: xxxx****Business Address:** **xxxx****xxxx** |  |
| 5 |  |  |  | **Name:** **xxxx****Title: xxxx****Telephone:** **xxxx****Fax (if any):** **xxxx****Email: xxxx****Business Address:** **xxxx****xxxx** |  |
| 6 |  |  |  | **Name:** **xxxx****Title: xxxx****Telephone:** **xxxx****Fax (if any):** **xxxx****Email: xxxx****Business Address:** **xxxx****xxxx** |  |
| 7 |  |  |  | **Name:** **xxxx****Title: xxxx****Telephone:** **xxxx****Fax (if any):** **xxxx****Email: xxxx****Business Address:** **xxxx****xxxx** |  |
| 8 |  |  |  | **Name:** **xxxx****Title: xxxx****Telephone:** **xxxx****Fax (if any):** **xxxx****Email: xxxx****Business Address:** **xxxx****xxxx** |  |

***Note: Please be sure the focal persons’ email addresses are* CORRECT, ACTIVE AND ARE WILLING TO REPLY *for formal reference request from UNOPS***

**1.4 TECHNICAL SPECIFICATIONS FOR GOODS/SERVICE – COMPARATIVE DATA TABLE**

| **Item No** | **UNOPS Minimum Technical Requirements** | **Is bid compliant?** Bidder to complete | **Bidder Clarification** If Bidder Cannot Comply, indicate the reason(s) |
| --- | --- | --- | --- |
| **1** | **HDPE Pipes** | [ ]  Yes [ ]  No |  |
| **2** | **HDPE Stub flanges** | [ ]  Yes [ ]  No |  |
| **3** | **HDPE Bends** | [ ]  Yes [ ]  No |  |
| **4** | **HDPE Tees for Junctions** | [ ]  Yes [ ]  No |  |
| **5** | **HDPE Tees Cross for Junctions** | [ ]  Yes [ ]  No |  |
| **6** | **HDPE Reducers** | [ ]  Yes [ ]  No |  |
| **7** | **End Caps** | [ ]  Yes [ ]  No |  |
| **8** | **PPR Tapping Saddles** | [ ]  Yes [ ]  No |  |
| **9** | **Double orfice Air valves** | [ ]  Yes [ ]  No |  |
| **10** | **DI dismantling Joints** | [ ]  Yes [ ]  No |  |
| **11** | **Waltman type Flowmeters** | [ ]  Yes [ ]  No |  |
| **12** | **Supply of DI materials-** | [ ]  Yes [ ]  No |  |
| **13** | **Double flange Valves** | [ ]  Yes [ ]  No |  |
| **14** | **Flange Adapters** | [ ]  Yes [ ]  No |  |

**Note:** ***Click*** *on the respective Check Box of your choice.*

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in **Section II: Schedule of Requirements**.

 [ ]  **Yes** [ ]  **No**

**ANY DEVIATION MUST BE LISTED BELOW:**

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

**List of subcontractors or suppliers (if any)**

Bidder must identify the names of all subcontractors/suppliers who will be providing good/services under this contract and the type of work being subcontracted, if applicable.

1. \_[Full legal name and address of subcontractors]\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1.5 DELIVERY REQUIREMENTS –– COMPARATIVE DATA TABLE**

|  |  |  |
| --- | --- | --- |
| **UNOPS Requirements** | **Is bid compliant?** Bidder to complete | **Details** Bidder to complete |
| **Delivery time** | Bidder shall deliver the goods 12 weeks after Contract signature. | [ ]  **Yes** [ ]  **No** | Insert details  |
| **Delivery place and Incoterms rules** | DAP as per Incoterms 2010 | [ ]  **Yes** [ ]  **No** | Insert details  |
| **UNOPS Right to vary requirements** | At the time the Contract is awarded, UNOPS reserves the right to vary the quantity of the goods and associated services specified above, provided this does not exceed **+/- 20%**, without any change in the unit prices or other terms and conditions of the ITB. | [ ]  **Yes** [ ]  **No** | Insert details  |

**Note:** ***Click*** *on the respective Check Box of your choice.*

**1.6 Inspections and Tests**

UNOPS or its representative shall inspect and/or test any or all item of the goods to confirm their conformity to the contract, prior to dispatch from the manufacturer’s premises. Such inspection and clearance will not prejudice the right of the consignee to inspect and test the goods on receipt at destination.

If the goods fail to meet the laid down specifications, the supplier shall take immediate steps to remedy the deficiency or replace the defective goods to the satisfaction of the purchaser.

I, the undersigned, certify that I am duly authorized by [**insert full name of bidder**] to sign this bid and bind [**insert full name of bidder**] should UNOPS accept this bid:

**Full Name:**

**Designation:**

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

**Date Signed:**       **Company Seal:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [*Stamp form of bid with official stamp of the bidder*]

Form E: Performance Statement Form

**ITB Reference No:**  **ITB/2019/8588**

**Name of Bidder:** **[insert here]**

**Date: [insert Submission Date here]**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Order placed by (Full address of purchaser)** | **Order no & date** | **Description & quantity of ordered items** | **Value of Order** | **Date of completion of Delivery** | **Remarks indicating reasons of late delivery, if any** | **Was the supplies of goods satisfactory?** |
| **As per Contract** | **Actual** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Full Name:**

**Designation:**

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

**Date Signed:**       **Company Seal:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [*Stamp form of bid with official stamp of the bidder*]

Form F: No Adverse Action Confirmation Form

**ITB Reference No:**  **ITB/2019/8588**

**Name of Bidder:** **[insert here]**

**Date: [insert Submission Date here]**

This is to certify that [delete unwanted option]:

* 1. No adverse action has been taken against the Bidder **[insert Bidder’s name]** and the manufacturers **[insert manufacturer’s names]** whose products are being offered by the Bidder against this ITB, in the last 5 (Five) years.
	2. The following instances of previous past performance have resulted in adverse actions taken against the Bidder [insert Bidder’s name] and the manufacturers [insert manufacturer’s names] whose products are being offered by the Bidder, in the last 5 (Five) years. Such adverse actions included:

[Indicate date and reasons for adverse actions and result of adverse actions; i.e. suspension or cancellation of manufacturing license by regulatory authorities, product recalls, blacklisting, debarment from bidding etc.]

**Full Name:**

**Designation:**

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

**Date Signed:**       **Company Seal:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [*Stamp form of bid with official stamp of the bidder*]