

**MANDATORY STATEMENTS and INFORMATION TO BE  
SUBMITTED WITH THE BID**

*[Verpflichtende Bestätigungen und beizuschließende  
Informationen/Dokumente]*

Please note that these Statements of Confirmation for the technical and  
the commercial part (pages 1-4)  
**MUST BE DULY FILLED AND COUNTERSIGNED**  
by the Bidder's authorized official

**TECHNICAL PART**

The undersigned represents to UNIDO the following statements of confirmation:

No.	MANDATORY STATEMENTS:	Please confirm by checking the box as appropriate:	Remarks, if any:
1	Company/organization's ability and readiness to execute an eventual contract in accordance with the Request for Proposal (RFP) and its Annexes/Appendices. <i>Any deviation from the Terms of Reference (Appendix 1) or other documents contained in this RFP shall be clearly expressed.</i>	<input type="checkbox"/>	
2	<b>Practical experience of at least 5 years</b> in consultancy services as described in the Terms of Reference.	<input type="checkbox"/>	
3	Responsible Site Manager is able to communicate in German and English	<input type="checkbox"/>	
4	Bidder confirms that mandatory site visit (on-site or online) took place	<input type="checkbox"/>	

**Request for Proposal (RFP) No. 1100145900/CZ/mp**  
**Your offer MUST include:**

**APPENDIX 6**

No.	<b>MANDATORY INFORMATION/DOCUMENTATION:</b>	Please confirm that information is provided in the bid:	Remarks, if any:
1	Company description, structure and number of employees	<input type="checkbox"/>	
2	At least 3 reference projects (incl. short project summary) for the last 5 years (incl. contact details).	<input type="checkbox"/>	
3	A copy of the company's registration/incorporation documents [ <i>Handelsregistereintragung, Konzession etc.</i> ]	<input type="checkbox"/>	
4	Licences/Authorization [ <i>Gewerbeschein, Konzession</i> ]	<input type="checkbox"/>	
5	Company/organization's recognized Quality Control System/Standards (e.g. ISO 9001, similar)  GEFMA444 certification or equivalent	<input type="checkbox"/>  YES/NO	
6	<b>Staff qualifications:</b> Organizational chart showing Site Manager and responsible key personnel.  CVs of Site Manager and key personnel indicating experience in similar projects.	<input type="checkbox"/>  <input type="checkbox"/>	
7	Estimated timeline for implementation of the project.  Bidder guarantees availability of resources required to meet the timeline.	<input type="checkbox"/>  YES/NO	
8	SUB-CONTRACTORS, if any: Name(s) of the proposed sub-contractor(s) and/or equipment manufacturers, if any, and the extent and nature of such sub-contracting and/or equipment supply.	<input type="checkbox"/>	
9	A completed certified Supplier's Financial Statement (the form is enclosed herewith for completion as <u>Appendix 4</u> ). Certification shall be normally provided by your bank, insurance company or any other authority customarily providing such certification according to the laws of your country. <i>Note: The Bid submitted without certified Financial Statement runs the risk of being rejected.</i>	<input type="checkbox"/>	
10	A certified copy of the Financial Statements [ <i>Bilanzen + G&amp;V</i> ] for the last 2-3 years of business and information regarding all claims, arbitration and other pending legal action concerning your company/organization, including the amounts of any pending claims, arbitration and other pending legal action of claims.	<input type="checkbox"/>	

	<i>Companies/organizations may also attach a rating report (e.g the KSV 1870 'Unternehmensprofil Standard', Creditreform or similar) which shall include the above requested information (Bilanzdaten as well as G+V figures (if applicable)).</i>		
11	Signed page 8 of the Request for Proposal - "Statement of Confirmation"	<input type="checkbox"/>	

### COMMERCIAL PART

The undersigned represents to UNIDO the following statements of confirmation:

No.	MANDATORY STATEMENTS:	Please check as appropriate:	Remarks, if any:
1	Bidder has carefully reviewed the Model Contract and Annexes to it and is in agreement with its terms and conditions.	<input type="checkbox"/>	
2	Bidder confirms acceptance of UNIDO payment terms (30 days net after receipt of invoice and acceptance of services + withholding of 7% of Invoice(s) amount, if deemed required by UNIDO)	<input type="checkbox"/>	
3	Bidder will provide all necessary insurances as per Section 6.00 of the Model Contract and performance guarantee as per paragraph 3.06 of the Model Contract, Appendix 3 ( <i>Bankgarantie und Firmenhaftpflichtversicherung</i> )	<input type="checkbox"/>	
4	Bidder's offer is valid for 6 months. Once your bid is accepted during this period, the price quoted in your proposal must remain unchanged for the entire period of the resulting contract unless otherwise specified in the RFP.	<input type="checkbox"/>	
5	BID FORM (Appendix 7) uploaded in excel AND signed pdf format	<input type="checkbox"/>	

**CONFIRMATION OF TECHNICAL AND COMMERCIAL PART**

Registered office or other Address of the Bidder:

Postal Address:

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Signature of authorized official of Bidder or person otherwise authorized to sign the proposal on behalf of the Bidder:

Name (print): \_\_\_\_\_

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

Title/Position: \_\_\_\_\_

Place (City and Country): \_\_\_\_\_

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