

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

**Please note that these Statements of Confirmation
MUST BE DULY FILLED AND COUNTERSIGNED
by the Bidder's authorized official**

**TECHNICAL PART (to be included in the Technical Proposal
envelope)**

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 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	Company/organization's ability to start work promptly, including indication of the date of availability of their staff, and the minimum notice required before starting the work.	<input type="checkbox"/> [state date/minimum notice]
3	Company/organization's ability to assign to the project sufficient number of capable and experienced personnel from the organization and confirmation that the Company/organization's capacity, in terms of qualified manpower resources, is adequate to implement the project within the period of time indicated in the Terms of Reference, Appendix 1.	<input type="checkbox"/>	
4	Company/organization Proposal's validity for a minimum period of six (6) months counting from the date of the RFP submission deadline. <i>The price quoted in the Commercial Proposal must remain unchanged for the entire period of the resulting contract unless otherwise specified in this RFP.</i>	<input type="checkbox"/>	
5	Company/organization has carefully reviewed the Model Contract and Annexes to it and is in agreement with its terms and conditions. <i>Any deviation from the Model Contract and/or its Annexes (Appendix 4) shall be</i>	<input type="checkbox"/>	

	<i>clearly expressed.</i>		
6.	Company/organization's acceptance of UNIDO payment terms of 30 days after receipt of Invoice and acceptance of the good/services provided.	<input type="checkbox"/>	

Your Technical Offer MUST include:

No.	MANDATORY INFORMATION/DOCUMENTATION:	Please confirm that information is provided in the bid:	Remarks, if any:
1	A copy of the company's registration/incorporation documents.	<input type="checkbox"/>	
2	A description of your company/organization including information such as structure and number of employees, qualification, main areas of activity and practical experience (see Terms of Reference), printed brochures and catalogues relevant to the services being procured.	<input type="checkbox"/>	
3	Relevant references to the requirements similar to those constituting the object of this RFP as per Terms of Reference requirements, including size of the executed projects and scope of the performed work. In your proposal you should provide at least three (3) current major client references (maximum one page per project/contract), with information regarding contract value, duration and type of work and services provided and contact information	<input type="checkbox"/>	
4	Company/organization's operating standards and control systems (indicate if certificates of adherence to international quality standards such as ISO 9000 and ISO 9001 or similar are available and enclose copies thereof), if applicable	<input type="checkbox"/>	
5	An explanation of your understanding of the work to be performed with detailed description of the resources that will be made available by the Contractor to deliver the requested services, including description of the methodology/approach to the activities outlined in the Terms of Reference (Appendix 1)	<input type="checkbox"/>	
6	The General Work Plan , as well as an organizational chart to indicate supervision and control mechanisms, including including a Deliverables submission schedule , for the implementation and entire duration of the contract	<input type="checkbox"/>	

7	Proposed key staff: names, titles and assignments (functions) as well as the detailed curriculum vitae of the key staff assigned for this contract, as requested in the Terms of Reference, Appendix 1. The CVs of the key staff should be completed in the most precise detail possible, with particular reference to practical experience of each of the proposed staff.	<input type="checkbox"/>	
8	The names and qualifications (including description of activities, number of personnel employed, references to the clients and completed projects, accreditations and quality standards, if applicable) of the proposed sub-contractor(s), if any, and description of the extent and nature of such sub-contracting	<input type="checkbox"/>	
9	A certified copy of the Financial Statements for the last 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"/>	
10	A completed certified UNIDO’s Financial Statement and Certification form (the form is enclosed herewith for completion as Appendix 5). 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"/>	
11	Signed page 11 of the Appendix 1 - “Statement of Confirmation”	<input type="checkbox"/>	

CONFIRMATION OF TECHNICAL PART (to be included in the Technical Proposal envelope)

Registered office or other Address of the Bidder:

Postal Address:

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: _____

COMMERCIAL PART (to be included in the Commercial Proposal envelope)

Your Commercial Offer **MUST** include:

No.	MANDATORY INFORMATION/DOCUMENTATION:	Please confirm that information is provided in the bid:	Remarks, if any:
1	Your best firm fixed price in United States Dollars (USD) to complete the proposed work.	<input type="checkbox"/>	
2	Cost breakdown of the firm, fixed price above, as well as a detailed cost breakdown highlighting the costs foreseen to perform the different activities, divided by main categories in accordance with the instructions in Appendix 3 to this RFP. <i>Note: discounts, if any, to UNIDO and the terms of such discounts shall be indicated separately.</i>	<input type="checkbox"/>	
3	If possible, your cash-flow estimate related to the execution of the work under the contract	<input type="checkbox"/>	

CONFIRMATION OF COMMERCIAL PART (to be included in the Commercial Proposal envelope)

Registered office or other Address of the Bidder:

Postal Address:

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: _____