

**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"/>	
7.	Company/organization's acceptance to provide all necessary insurances and performance guarantee of the Model Contract, Appendix 4, as well as of the Terms of Reference, Appendix 1 (paragraph 9). <i>Any deviation from the requirements stated therein shall be clearly expressed.</i>	<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, including those of sub-Contractors or associated group of Companies, where applicable.	<input type="checkbox"/>	
2	Company description, structure and number of employees.	<input type="checkbox"/>	
3	In case of sub-Contractors or associated group of Companies, a letter of intent signed by all legal entities/companies and indicating the Contractor (representative/leader Company) both during the bidding process and the execution of the Contract. <i>Please note that the Contract will be signed with the Contractor (leading company) only, whereas all the other companies will be regarded as sub-contractors</i>	<input type="checkbox"/>	
4	Company description, structure and number of employees , evidence of relevant practical experience of at least 5 years in works/services with at least seven (7) relevant project/contract references similar to those constituting the object of this RFP , including information on the size of the executed projects, scope of the performed work as well as and contact information (company/Client name, reference person, phone number, e-mail address).	<input type="checkbox"/>	
5	Evidence of Company/organization's operating standards and control systems (please 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"/>	

6	Explanation of your understanding of the work to be performed and the services to be provided and your overall operational plan for the execution of the work of work described in the ToR, Appendix 1, including specifications of the offered oil, in accordance with the requirements and format of Appendix 3.a (Technical Offer form) ;	<input type="checkbox"/>	
7	The General Work Plan , as indicated the Terms of Reference, Appendix 1.	<input type="checkbox"/>	
8	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"/>	
9	Sub-Contractors: Name(s) and qualifications of the proposed sub-contractor(s) (possibly including description of activities, number of personal employed, references to the clients and completed projects) , if any, and the extent and nature of such sub-contracting and/or equipment supply.	<input type="checkbox"/>	
10	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 as well as sub-Contractors or associated group of Companies, where applicable, including the amounts of any pending claims, arbitration and other pending legal action of claims.	<input type="checkbox"/>	
11	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"/>	
12	Signed " Statement of Confirmation " as provided in the last page of the Instructions for the preparation and submission of proposal, concerning your company/organization as well as sub-Contractors or associated group of Companies, where applicable.	<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	<p>Your best firm fixed price in United States Dollars (USD) to complete the proposed work.</p> <p><i>Note: The proposals not expressed in USD will be converted to this currency, using the United Nations Rate of exchange prevailing on the date of opening and the resulting USD price will be used for price comparison and in the contract.</i></p>	<input type="checkbox"/>	
2	<p>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.b (Commercial Offer Form) to this RFP.</p> <p><i>Note: discounts, if any, to UNIDO and the terms of such discounts shall be indicated separately.</i></p>	<input type="checkbox"/>	
4	<p>If possible, your cash-flow estimate related to the execution of the work under the contract</p>	<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: _____