

**MANDATORY STATEMENTS and INFORMATION TO BE  
SUBMITTED WITH THE BID**  
*[Verpflichtende Bestätigungen und beizuschließende  
Informationen/Dokumente]*

**TECHNICAL PART**

**Please note that these Statements of Confirmation (pages 1-3)  
MUST BE DULY FILLED AND COUNTERSIGNED  
by the Bidder's authorized official  
AND ATTACHED TO THE TECHNICAL OFFER  
[bitte dem TECHNISCHEN ANGEBOT beilegen]**

The undersigned represents to UNIDO the following statements of confirmation:

| No. | MANDATORY STATEMENTS/CONFIRMATIONS  | 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 Invitation to Bid (ITB) and its Annexes/Appendices. <i>Any deviation from the Specifications of Work and Supply (Appendix 1) or other documents contained in this ITB shall be clearly expressed.</i>   | <input type="checkbox"/>   |                  |
| 2   | Bidder guarantees a response time, as follows: <ul style="list-style-type: none"> <li>- In case of standstill of the façade access system during operation: max. 2 hours</li> <li>- In case of disruption of the façade access system outside operation: max. 4 hours</li> </ul>  | <input type="checkbox"/><br><input type="checkbox"/>                             |                  |
| 3   | Adequacy of proposed guarantee in comparison with those defined in the Specifications of Work and Supply and BMS General Conditions.<br><i>(5-jährige Gewährleistung wie Leistungsverzeichnis und Leistungsbeschreibung)</i>  | <input type="checkbox"/>   |                  |
| 4   | <b>Staff qualifications:</b><br>Bidder warrants that sufficient qualified and experienced personnel shall be employed for the project.<br><br>Bidder has sufficient personnel, facilities and equipment to render the services in a professional manner.<br><br>Construction Site Manager (GU-Bauleiter) has technical education and not less than 5 years of experience in at least 3 projects of similar nature to this ITB for last 5 years. | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |                  |

|   |   |                          |  |
|---|---|--------------------------|--|
|   | Responsible site manager is able to communicate in German and English.  | <input type="checkbox"/> |  |
| 5 | Bidder has at least <b>5 years of experience</b> in the field of services specified in the Specifications of Work and Supply (Appendix 1) | <input type="checkbox"/> |  |

**Your offer MUST include:**

| No. | MANDATORY INFORMATION/DOCUMENTATION:  | Please confirm that information is provided in the bid:                          | Remarks, if any: |
|-----|---|--|------------------|
| 1   | <b>Company description, structure and number of employees</b>   | <input type="checkbox"/>   |                  |
| 2   | <b>At least 3 reference projects</b> similar (even in size and scope) to the ones described in the Specifications of Work and Supply <b>for the last 5 years</b>  | <input type="checkbox"/>   |                  |
| 3   | A copy of the <b>company's registration/incorporation</b> documents [ <i>Handelsregistereintragung, Konzession etc.</i> ]   | <input type="checkbox"/>   |                  |
| 4   | <b>Licences/Authorization</b> [ <i>Gewerbeschein, Konzession</i> ]  | <input type="checkbox"/>   |                  |
| 5   | Company/organization's <b>operating standards and control systems (ISO)</b> , if any  | <input type="checkbox"/>   |                  |
| 6   | SUB-CONTRACTORS (if any): Name(s) of the proposed <b>sub-contractor(s)</b> and/or equipment manufacturers, and the extent and nature of such sub-contracting and/or equipment supply.   | <input type="checkbox"/>   |                  |
| 7   | <b>Staff qualifications:</b><br>Organizational chart showing staff foreseen for this project and their qualification.<br><br>Evidence of appropriate certified education for all staff foreseen for project.<br><br>CVs of leading Project and Site Manager   | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |                  |
| 8   | <b>A completed certified Supplier's Financial Statement</b> (Appendix 4). 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"/>   |                  |
| 9   | <b>A certified copy of the Financial Statements</b> [ <i>Bilanzen +</i>   |  |                  |

|           |   |                          |  |
|-----------|---|--------------------------|--|
|           | <p>G&amp;V] 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.</p> <p><i>Companies/organizations from Austria may attach the <b>KSV 1870 'Unternehmensprofil Standard'</b> which includes the above requested information (Bilanzdaten as well as G+V figures (if applicable)).</i></p> | <input type="checkbox"/> |  |
| <b>10</b> | Signed page 19 of BMS General Conditions / <i>Allgemeine Vorbemerkungen BMS</i>   | <input type="checkbox"/> |  |
| <b>11</b> | Completed and signed "Statement of Confirmation" – Pages 11 and 12 of the ITB   | <input type="checkbox"/> |  |
| <b>12</b> | Signed "Confirmation of Site Visit" form (Appendix 7)   | <input type="checkbox"/> |  |
| <b>13</b> | Completed and signed Bank Information Form (Appendix 8)   | <input type="checkbox"/> |  |
| <b>14</b> | <b>TECHNICAL Bid on USB stick (incl. "Datenträger") + signed ORIGINAL and 1 copy</b>  | <input type="checkbox"/> |  |

**CONFIRMATION OF TECHNICAL PART (pages 1-3)**

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: \_\_\_\_\_

**MANDATORY STATEMENTS and INFORMATION**  
*Verpflichtende Bestätigungen und beizuschließende  
 Informationen/Dokumente*

**COMMERCIAL PART**

**Please note that these Statements of Confirmation on pages 4 - 5  
 MUST BE DULY FILLED AND COUNTERSIGNED  
 by the Bidder's authorized official  
 AND ATTACHED TO THE COMMERCIAL OFFER  
[bitte dem KAUFMÄNNISCHEN ANGEBOT beilegen]**

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 (Appendix 3) and is in agreement with its terms and conditions.  | <input type="checkbox"/>     |                  |
| 2   | Bidder will provide all necessary insurances as per the Model Contract and performance guarantee as per Model Contract, Appendix 3 ( <i>Bankgarantie und Firmenhaftpflichtversicherung</i> )  | <input type="checkbox"/>     |                  |
| 3   | Bidder's <b>offer is valid</b> for a minimum period of <b>six (6) months</b> counting from the date of the bid. Once your bid is accepted during this period, the price quoted in your bid must remain unchanged for the entire period of the resulting contract unless otherwise specified in the ITB. | <input type="checkbox"/>     |                  |

**Your offer MUST include:**

| No. | MANDATORY INFORMATION/DOCUMENTATION:   | Please confirm that information is provided in the bid: | Remarks, if any: |
|-----|--|---|------------------|
| 1   | <b>COMMERCIAL Bid on USB stick (incl. "Datenträger" + signed ORIGINAL and 1 copy</b> | <input type="checkbox"/>                                |                  |

**CONFIRMATION OF COMMERCIAL PART (pages 4 – 5)**

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: \_\_\_\_\_