

Section V: Returnable Bidding Forms

Note to Bidders: The following returnable forms are part of this RFQ 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 fill out **ALL** sections and forms. Please complete the Returnable Bidding Forms as instructed and return them to the email address: amuzulu@awf.org with a copy to procurement@awf.org and smuchatibaya@awf.org

This Section comprises the following Returnable Bidding Forms:

- Form A: Checklist Form
- Form B: Joint Venture Partner Information Form
- Form C: Bid Submission Form
- Form D: Qualification Form
- Form E: Technical Bid Form
- Form F: Price Schedule Form
- Form G: No Adverse Action Confirmation Form

Form A: Checklist Form

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

Name of Bidder:		Date	
		:	
RFQ reference:			

Before submitting your Bid, please ensure compliance with the instructions included in Section I: RFQ Particulars, Article 22, Bid Submission.

Activity	Yes/No/NA	Page # in your bid	If NO provide comment
Have you duly completed all the relevant Returnable Bidding Forms?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		
● Form A: Checklist Form	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		
● Form B: Joint Venture Information Form	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		
● Form C: Bid Submission Form	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		
● Form D: Eligibility and Qualification Form	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		
● Form E: Technical Bid Form	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		
● Form F: Price Schedule Form	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		
● Form G: No Adverse Action Confirmation Form	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		
● Have you provided the required documents to establish compliance with the qualification criteria established in Section IV?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		
● Copy of audited financial statements for last five years	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		
● Project data sheets showing relevant assignments	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		

Form B: Joint Venture Partner Information Form

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

Name of Bidder:		Date	
		:	
RFQ reference:			

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

JV / Consortium/ Association Information	
Name	
Names of each partner and contact information (address, telephone numbers, fax numbers, e-mail address)	
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)	
Proposed proportion of responsibilities between partners (in %) with indication of the type of the goods/services to be delivered by each	

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 AWF 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 C: 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.

Date: [Insert submission date]

Subject: Invitation to Bid (RFQ) For the Supply, Delivery and Installation of Radio Equipment to Chewore Safari area Chirundu- Zimbabwe, AWF_CITES_RFQ_ [insert date]

We, the undersigned, declare that:

- a. We have examined and have no reservations to the bidding documents, including amendments No.: [Insert the number and issuing date of each amendment];
- b. We offer to supply in conformity with the bidding documents, and in accordance with the delivery schedules specified in the Schedule of Requirements
- c. 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];
- d. 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];
- e. Our bid shall be valid for the period of time of [insert number of days which shall not be less than the 90 calendar days 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 RFQ, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- f. 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;
- g. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with AWF;
- h. 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;

- i. 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;
- j. We embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact;
- k. Our firm, its affiliates or subsidiaries – including any subcontractors or suppliers for any part of the contract – has not been declared ineligible by AWF, nor is included in the suspended/ineligibility list of the UN/DP, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 4, Eligibility;
- l. We have not offered and will not offer fees, gifts and/or favors of kind in exchange for this RFQ and will not engage in any such activity during the performance of any contract awarded;
- m. 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 AWF accept this bid:

Name : _____

Title : _____

Date : _____

Signature: _____

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

Form D: Qualification Form

Name of Bidder:		Date:	
RFQ reference			

If JV/Consortium/Association, to be completed by each partner.

History of Non- Performing Contracts

<input type="checkbox"/> Non-performing contracts did not occur during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Form E: Technical Bid Form

Name of Bidder:		Date	
RFQ reference			

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

A. Technical specifications for Goods – Comparative Data Table

Item no.	Quantity	Description	Is bid Compliant? Bidder to Complete	Details of goods offered. Bidder to complete
1	74	One Man tent, ultra-light (maximum 3kg, of color: forest green, brown, Camouflage or similar) with waterproof seams, poles made of light alloy, Rainfly with full coverage , Sturdy materials and tent bottom to seal out water at ground level.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	60	Army Green Military-style backpack or an equivalent with removable pockets, compression straps, durable materials with waterproof inside, cordura fabric or an equivalent of at least 60 liters.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

3	13	Leather Army boots or an equivalent of different sizes as follows: <ul style="list-style-type: none"> • Size 5- One (1) pair • Size 6- One (1) pair • Size 7- One (1) pair • Size 8- Three (3) pairs • Size 9- Three (3) Pairs • Size 10-Three (3) pairs • Size 11- One (1) pair 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4	60	Plain black leather boots of different sizes as Follows: <ul style="list-style-type: none"> • Size 5- Three (3) pairs • Size 6- Three (3) pairs • Size 7- Four (4) pairs • Size 8- Fourteen (14) pairs • Size 9- Nineteen (19) Pairs • Size 10-Fourteen (14) pairs • Size 11- Two (2) pairs • Size 12- One (1) pair 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5	60	Nutria Canvas security boot or equivalent of different sizes as follows: <ul style="list-style-type: none"> • Size 5- Three (3) pairs • Size 6- Three (3) pairs • Size 7- Four (4) pairs • Size 8- Fourteen (14) pairs • Size 9- Nineteen (19) Pairs • Size 10-Fourteen (14) pairs • Size 11- Two (2) pairs • Size 12- One (1) pair 	<input type="checkbox"/> Yes <input type="checkbox"/> No	

6	60	Ponchos with a hoodie made of 100% Waterproof Polyester or Nylon or similar Material; Lightweight; suitable for adults; Dimensions at least at least 55*39" (L x W); Multi-function. Can be closed for added protection from rain or be opened and spread out to utilize and maximize its coverage as a tarp. Colour: military or camouflage	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7	13	Blue Berets	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8	60	Army green Overalls or an equivalent, 100% Waterproof Polyester or Nylon or similar Material; Lightweight; suitable for adults; of the following sizes: <ul style="list-style-type: none"> • Small-4pieces • Medium-20 pieces • Large-30pieces • Extra Large-6pieces 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9	60	Double green Mosquito nets covering at least a 3x6 Bed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10	60	Army Green Sleeping bags or an equivalent, light, moisture resistant, with Zipper, breathable Fabric with a summer season rating of 30 Degrees or higher.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11	Other Requirements	Delivery of all the above Supplies to AWF, Harare Office, Zimbabwe	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		Bidder shall deliver the goods within thirty (30) calendar from Contract signature date	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		Quotations should be valid for a minimum of 90 days from submission deadline date.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Form F: Price Schedule Form

Name of Bidder:		Date	
		:	
RFQ reference			

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

Bid Summary

Bidder's Total prices Delivery at Place (DAP) Port-au-Prince (Price of goods DAP + Related Services if applicable)	[insert amount and currency]
Total Price of Goods DAP	[insert amount and currency]

Cost Breakdown

Item no.	Description	Quantity (a)	Unit price (b) \$	Total price (a)x(b) \$
1	One-man dome shaped Army green Polyester ranger tent with minimum dimensions of: Base Size: 7'9" L x 3'8" W and Center Height: 41" One Man tent, ultra-light (maximum 3kg, of color: forest green, brown, Camouflage or similar) with waterproof seams, poles made of light alloy, Rainfly with full coverage , Sturdy materials and tent bottom to seal out water at ground level.	74		
2	Army Green Military-style backpack or an equivalent with removable pockets, compression straps, durable materials with waterproof inside, cordura fabric or an equivalent of at least 60 liters.	60		
3	Leather Army boots or an equivalent of different sizes as follows: <ul style="list-style-type: none"> • Size 5- One (1) pair • Size 6- One (1) pair • Size 7- One (1) pair • Size 8- Three (3) pairs • Size 9- Three (3) Pairs • Size 10-Three (3) pairs • Size 11- One (1) pair 	13		

4	<p>Plain black leather boots of different sizes as Follows:</p> <ul style="list-style-type: none"> • Size 5- Three (3) pairs • Size 6- Three (3) pairs • Size 7- Four (4) pairs • Size 8- Fourteen (14) pairs • Size 9- Nineteen (19) Pairs • Size 10-Fourteen (14) pairs • Size 11- Two (2) pairs • Size 12- One (1) pair 	60		
5	<p>Nutria Canvas security boot or equivalent of different sizes as follows:</p> <ul style="list-style-type: none"> • Size 5- Three (3) pairs • Size 6- Three (3) pairs • Size 7- Four (4) pairs • Size 8- Fourteen (14) pairs • Size 9- Nineteen (19) Pairs • Size 10-Fourteen (14) pairs • Size 11- Two (2) pairs • Size 12- One (1) pair 	60		
6	<p>Ponchos with a hoodie made of 100% Waterproof Polyester or Nylon or similar Material; Lightweight; suitable for adults; Dimensions at least at least 55*39" (L x W); Multi-function. Can be closed for added protection from rain or be opened and spread out to utilize and maximize its coverage as a tarp. Color: military or camouflage.</p>	60		
7	Blue Berets	13		
8	<p>Army green Overalls or an equivalent, 100% Waterproof Polyester or Nylon or similar Material; Lightweight; suitable for adults; of the following sizes:</p> <ul style="list-style-type: none"> • Small-4pieces • Medium-20 pieces • Large-30pieces • Extra Large-6pieces 	60		
9	Double green Mosquito nets covering at least a 3x6 Bed	60		
10	Army Green Sleeping bags or an equivalent, light, moisture resistant, with Zipper, breathable Fabric with a summer season rating of 30Degrees or higher.	60		
11	Delivery of all the above equipment to AWF Offices in Harare, Zimbabwe.			

Bidder's delivery data

Country of origin of offered products					
FCA point(s) of delivery for offered products					
Shipment dimensions of offered products (Including package)		Gross weight	Total volume	Containers (if applicable)	
				Number	Size
	Total				

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 AWF accept this bid:

Name : _____

Title : _____

Date : _____

Signature: _____

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

Yes No

ANY DEVIATION MUST BE LISTED BELOW:

List of subcontractors or suppliers

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.

(A) [Full legal name and address of subcontractors]

(B) _____

(C) _____

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 AWF accept this bid:

Name : _____

Title : _____

Date : _____

Signature: _____

Form G: No Adverse Action Confirmation Form

Name of Bidder:		Date	
		:	
RFQ reference:			

This is to certify that:

- a. 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 RFQ, in the last 5 (Five) years.
- b. 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.]

Name : _____

Title : _____

Date : _____

Signature: _____