

## Section V: Returnable Bidding Forms

Note to Offerors: Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Bidding Forms as instructed and return them as part of their Proposal submission

This Section comprises the following Returnable Bidding Forms:

- Form A: Checklist Form
- Form B: Offeror Information Form
- Form C: Joint Venture Information Form
- Form D: Proposal Submission Form
- Form E: Technical Proposal Form
- Form F: Financial Proposal Form
- Form G: Format for Resume of Key Personnel Form
- Form H: Performance Statement Form
- Form I: No Adverse Action Confirmation Form
- Form J: Statement of Exclusivity and Availability

## Form A: Checklist Form

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

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
[RFQ/ITB] reference:	[Insert ITB Reference Number]		

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

Activity	Yes/No/NA	Page # in your bid	If NO provide comment
<b>Have you duly completed all the relevant Returnable Bidding Forms?</b>	<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: Offeror Information Form	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		
• Form C: Joint Venture Information Form	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		
• Form D: Proposal Submission Form	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		
• Form E: Technical Proposal Form	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		
• Form F: Financial Proposal Form	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		
• Form G: Format for resume of Key Personnel Form	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		
• Form H: Performance Statement Form	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		
• Form I: No Adverse Action Confirmation Form	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		
• Form J: Statement of Exclusivity and Availability	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		

## Form B: Offeror Information Form

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

Name of Offeror:	[Insert Name of Offeror]	Date:	Select date
[RFQ/ITB] reference:	[Insert ITB Reference Number]		

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

<b>Full legal name of offeror</b>	[complete]
<b>What year was your firm/organization established?</b>	[complete]
<b>Address of registered office</b>	[complete]
<b>Has your firm/organization ever filed or petitioned for bankruptcy? (If YES, explain in details the reasons why, filing date and current status)</b>	[complete]

## Form C: Joint Venture Partner Information Form

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

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
[RFQ/ITB] reference:	[Insert ITB Reference Number]		

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

JV / Consortium/ Association Information	
<b>Name</b>	[complete]
<b>Names of each partner and contact information</b> (address, telephone numbers, fax numbers, e-mail address)	[complete]
<b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the Bidding process and, in the event a Contract is awarded, during contract execution)	[complete]
<b>Proposed proportion of responsibilities between partners (in %) with indication of the type of the goods/services to be delivered by each</b>	[complete]

**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 D: Proposal Submission Form

Offerors are requested to complete this form, sign it and return it as part of their proposal submission. The offeror 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: xxx

### **SUBJECT: REQUEST FOR QUOTATIONS (RFQ) FOR A FIBRE GLASS BOAT WITH A SEATING CAPACITY OF 10 PEOPLE TO AWF HARARE, ZIMBABWE**

#### **RFP REFERENCE No: AWFZimb03/2022**

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. Our bid shall be valid for the period of time of **[insert number of days - not be less than the 90 calendar days]** from the date fixed for the proposal submission deadline as set out in the RFP, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- d. If our proposal 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;
- e. 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;
- f. 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;
- g. 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;
- h. We embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact;
- i. Our firm, its affiliates or subsidiaries – including any subcontractors or suppliers for any part of the contract – has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/PD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 4, Eligibility;
- j. We have not offered and will not offer fees, gifts and/or favors of kind in exchange for this ITB and will not engage in any such activity during the performance of any contract awarded;
- k. 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 E: Technical Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
[RFQ/ITB] reference	[Insert ITB Reference Number]		

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.

Technical Proposal Evaluation sections:

Item	Description	Quantity	Is bid Compliant? Bidder to Complete	Details of goods offered. Bidder to complete
1.	A fibre glass boat of at least 6m in length with the following specifications:	Sum	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	a) Beam should be at least 1.65m		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	b) Hull material: Fibre glass		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	c) Deck material: Fibre glass		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	d) Horse power requirements: 60/115 HP (Min/Max)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	e) Weight (boat only): 400-800kg		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	f) Seating Capacity: at least 8 people		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	g) Deck Space: at least 8 m <sup>2</sup>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	h) Integral motor mount: Yes		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	i) At least 50 liters fuel capacity		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	j) Hull design: Semi-deep V Maximum-configuration		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	k) Areas of operation: Boat must be able to operate in swamps,		<input type="checkbox"/> Yes <input type="checkbox"/> No	

	lakes, rivers, estuaries and shallow waters.			
	l) At least one helm seat or bench		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	m) At least one electric bilge pump		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	n) Included as standard: Buoyancy and console		<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.	<b>Other Requirements</b>			
	a) Delivery to be within 120 days of contract signing		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	b) Quotation Validity of at least 90 days from the submission deadline date		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	c) Training on operations and maintenance of the Boat		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	d) Minimum of one (1) year warranty		<input type="checkbox"/> Yes <input type="checkbox"/> No	

I, the undersigned, certify that I am duly authorized by [**insert full name of Offeror**] to sign this RFQ and bind [**insert full name of Offeror**] should AWF accept this Proposal:

Name : \_\_\_\_\_

Title : \_\_\_\_\_

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

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



## Form F: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
[RFQ/ITB] reference	[Insert ITB Reference Number]		

The Proposer is required to prepare the Financial Proposal following the below format and be submitted in an envelope separate from the rest of the RFQ as indicated in the Instruction to Offerors. The financial proposal must be submitted in [USD].

**Table 1: Cost breakdown per deliverable/output**

Item	Description	Quantity (A)	Unit price (B)\$	Total Cost =(A) X (B)
<b>1.</b>	A fibre glass boat of at least 6m in length with the following specifications:			
	a) Beam should be at least 1.65m			
	b) Hull material: Fibre glass			
	c) Deck material: Fibre glass			
	d) Horse power requirements: 60/115 HP (Min/Max)			
	e) Weight (boat only): 400-800kg			
	f) Seating Capacity: at least 8 people			
	g) Deck Space: at least 8 m <sup>2</sup>			
	h) Integral motor mount: Yes			
	i) At least 50 litres fuel capacity			
	j) Hull design: Semi-deep V Maximum-configuration			
	k) Areas of operation: Boat must be able to operate in swamps, lakes, rivers, estuaries and shallow waters.			
	l) At least one helm seat or bench			
	m) At least one electric bilge pump			
	n) Included as standard: Buoyancy and console			
<b>2.</b>	<b>Other Requirements</b>			
	a) Delivery to be within 120 days of contract signing			
	b) Quotation Validity of at least 90 days from the submission deadline date			

	c) Training on operations and maintenance of the Boat			
	d) Minimum of one (1) year warranty			

**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:

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The discounts offered, if applicable, and the methodology for their application are:

- **Discounts:** If our proposal 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];

### List of subcontractors or suppliers

Offeror 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 Offeror] to sign this Proposal and bind [insert full name of Offeror] should AWF accept this Proposal:

Name : \_\_\_\_\_

Title : \_\_\_\_\_

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

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

## Form G: Format for Resume of Proposed Key Personnel

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
[RFQ/ITB] reference	[Insert ITB Reference Number]		

<b>Position</b>	[Insert]
<b>Name of Personnel</b>	[Insert]
<b>Title</b>	[Insert]
<b>Years with Firm</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/Qualifications</b>	[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]
<b>Professional certifications</b>	[Provide details of professional certifications relevant to the scope of services] <ul style="list-style-type: none"> <li>Name of institution: [Insert]</li> <li>Date of certification: [Insert]</li> </ul>
<b>Employment Record/Experience</b>	[Starting with present position, list in reverse order, every employment held. List all positions held by personnel since graduation, giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]
<b>References</b>	[Provide names, addresses, phone and email contact information for two (2) references] <p>Reference 1:</p> <p>Reference 2:</p>

I, the undersigned, certify to the best of my knowledge and belief, this bio-data is accurate.

\_\_\_\_\_  
Signature of Personnel (individual) or firm representative

\_\_\_\_\_  
Date (Day/Month/Year)

## Form H: Performance Statement Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
[RFQ/ITB] reference	[Insert ITB Reference Number]		

Order placed by [Full address of purchaser]	Order no. & date	Description & quantity of ordered items	Value of order	Date of completion of delivery		Remarks indicating reasons of late delivery, if any	Was the supply of goods satisfactory?
				As per Contract	Actual		

Name : \_\_\_\_\_

Title : \_\_\_\_\_

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

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

## Form 1: No Adverse Action Confirmation Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
[RFP] reference:	[Insert ITB Reference Number]		

This is to certify that **[delete unwanted option]**:

- a. No adverse action has been taken against the Bidder **[insert Offeror's name]** and the manufacturers **[insert manufacturer's names]** whose products are being offered by the Offeror 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 Offeror, 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 : \_\_\_\_\_

## Form J: Statement of Exclusivity and Availability

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
[RFQ] reference:	[Insert ITB Reference Number]		

I, the undersigned, hereby declare that I agree to participate exclusively with the Offeror [insert Offeror name] in the above-mentioned RFQ. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included in the event that this request for quotations is successful, namely:

From	To
[start of period 1]	[end of period 1]
[start of period 2]	[end of period 2]
[etc.]	

I confirm that I am not engaged in other projects in a position for which my services are required during the periods where my services are required under this RFQ.

By making this declaration, I understand that I am not allowed to present myself as a candidate to any other Offeror submitting a proposal for this RFQ. I am fully aware that if I do so, I will be excluded from this RFQ, the proposals may be rejected, and I may also be subject to exclusion from other AWF tender procedures and contracts.

Furthermore, should this proposal be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or *force majeure*, I may be subject to exclusion from AWF other tenders and contracts and that the notification of award of contract to the Offeror may be rendered null and void.

Name : \_\_\_\_\_

Title : \_\_\_\_\_

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

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