

## Form B: Bidder Information Form

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Does your organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues</b>	[Complete]
<b>Is your company a member of the UN Global Compact</b>	[Complete]
<b>Contact person that UNDP may</b>	Name and Title: [Complete]

<p><b>contact for requests for clarifications during Bid evaluation</b></p>	<p>Telephone numbers: [Complete] Email: [Complete]</p>
<p><b>Please attach the following documents:</b></p>	<ul style="list-style-type: none"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured- -(Must be attached) <b>for LOT 01 &amp; 02</b></li> <li>▪ Certificate of Incorporation/ Business Registration or Trade license (Updated Trade License 2018-2019) - -(Must be attached) <b>for LOT 01 &amp; 02</b></li> <li>▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder- -(Must be attached) <b>for LOT 01 &amp; 02</b></li> <li>▪ Certificate or Evidence of of VAT or BIN by Regulatory authority (Must be attached) for <b>LOT 01 &amp; 02</b></li> <li>▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any <b>for LOT 01 &amp; 02</b></li> <li>▪ Certification or authorization to act as Agent/Reseller/ dealer on behalf of the Manufacturer, or Power of Attorney. (Must be attached)- <b>Only LOT-02</b></li> <li>▪ Dealer or Distribution or Reseller certification from local agent or Manufacture- <b>Only for LOT-01 (Photocopier)</b> <i>(This criterion would not be considered in LOT-02)</i></li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country- (Must be attached) for <b>LOT 01 &amp; 02</b></li> <li>▪ Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past two (2) years (2017-2018) and (2016-2017) (Must be attached) for <b>LOT 01 &amp; 02</b></li> <li>▪ Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value the past five (5) years (Must attached relevant Purchase order/ Work Order with bidding proposal). - (Must be attached) for <b>LOT 01 &amp; 02</b></li> </ul>

- Minimum three (05) years of experience as a firm to deal with same nature of business. (Must attached relevant Purchase order/ Work Order with bidding proposal)- (Must be attached) for **LOT 01 & 02**
- Full compliance of Bid to the Technical Requirements **Section 5a-** - (Must be attached) for **LOT 01 & 02**
- Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.- -(Must be attached) for **LOT 01 & 02**