

Section 5: Documents Establishing the Eligibility and Qualifications of the Proposer

Proposer Information Form²

TO BE PRINTED OUT ON COMPANY LETTER HEAD

Date: [insert date (as day, month and year) of Proposal Submission]

RFP No.: **RFP-YEM-0027-2015- LOT** ____.

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1. Proposer's Legal Name [insert Proposer's legal name]		
2. In case of Joint Venture (JV), legal name of each party: [insert legal name of each party in JV]		
3. Actual or intended Country/ies of Registration/Operation: Insert actual Country of Registration and Registration Number		
4. Year of Registration: [insert Proposer's year of registration]		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: [insert Proposer's legal address in country of registration]		
9. Value and Description of Top three (3) Biggest Contract for the past three (3) Years:		
10. Latest Credit Rating (if any)		
10. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved. (If applicable).		
12. Proposer's Authorized Representative Information Name: [insert Authorized Representative's name] Address: [insert Authorized Representative's name] Telephone/Fax numbers: [insert Authorized Representative's name] Email Address: [insert Authorized Representative's name]		
Website:		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List ? <input type="checkbox"/> YES or <input type="checkbox"/> NO		

² The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

14. Attached are copies of original documents of:

- ☐ All eligibility document requirements listed in the Data Sheet
- ☐ If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered
- ☐ If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law.

15. Bank Details:

Account name:	
Bank account number:	
Bank code:	
SWIFT Code:	
Bank name:	
Bank address:	
Name(s) of signatory(ies):	
Position(s) of signatory(ies):	

Corresponding bank (where applicable)

Account name:	
Bank account no:	
Bank code:	
SWIFT code:	
Bank name:	
Bank address:	
Routing information:	

Partners or Joint Ventures of the Company Participating in the Project

(If you are partnered with more than one entity please use this form once for each partner)

TO BE PRINTED OUT ON COMPANY LETTER HEAD

Date: *[insert date (as day, month and year) of Proposal Submission]*

RFP No.: **RFP-YEM-0027-2015- LOT ____**.

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1. Proposer's Legal Name:		
2. Partner Party legal name:		
3. Partner Party Country and Number of Registration:		
4. Year of Registration:		
5. Countries of Operation	6. No. of staff – Permanent and Non-permanent	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Party's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any)		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved. If applicable.		
12. JV's Party Authorized Representative Information Name: <i>[insert name of JV's Party authorized representative]</i> Address: <i>[insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[insert email address of JV's Party authorized representative]</i>		
13. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2. <input type="checkbox"/> In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law.		

Declaration of NO Conflict of Interest Form

To be provided with the offer and to be signed by the Principal of a Firm

TO BE PRINTED OUT ON COMPANY LETTER HEAD

Location:

Date:.....

To: UNDP Yemen Procurement Unit

Dear Sirs:

Subject: LONG TERM AGREEMENT (LTA) FOR THE PROVISION OF CONSULTANCY AND SUPPORT PERSONNEL SERVICES TO FACILITATE THE IMPLEMENTATION OF UNDP YEMEN PROJECTS, REF: RFP-YEM-0027-2015

Declaration for NO Conflict of Interest

I/We hereby certify that there is not any actual or potential conflict of interest or unfair advantage at this time, in us providing the Offer Submission or performing the Services required.

In providing the Offer, our company has no knowledge of or the ability to avail ourselves of confidential information (other than confidential information which may have been disclosed by UNDP Yemen to the Proponents in the normal course of inviting for the Request for Proposal (RFP) where the confidential information would be relevant to the Services required or the RFP evaluation process.

Name:

Signature:

Position:

Date:

Company
Stamp

Declaration of Litigation and Arbitration History Form

To be provided with the offer and to be signed by the Principal of a Firm

TO BE PRINTED OUT ON COMPANY LETTER HEAD

Location:

Date:.....

To: UNDP Yemen Procurement Unit

Dear Sirs:

Subject: LONG TERM AGREEMENT (LTA) FOR THE PROVISION OF CONSULTANCY AND SUPPORT PERSONNEL SERVICES TO FACILITATE THE IMPLEMENTATION OF UNDP YEMEN PROJECTS, REF: **RFP-YEM-0027-2015**

Declaration of Litigation and Arbitration History

I/We hereby certify that *[insert name of company (ies)]* have never been involved in any Litigation or Arbitration and not aware of any litigation or Arbitration to be instituted at this stage.

Name:

Signature:

Position:

Date:

Company
Stamp

Note: If above is incorrect please provide full details of Litigation or Arbitration

Declaration by the Applicant Form

TO BE PRINTED OUT ON COMPANY LETTER HEAD

Location:

Date:.....

To: UNDP Yemen Procurement Unit

Dear Sirs:

Subject: LONG TERM AGREEMENT (LTA) FOR THE PROVISION OF CONSULTANCY AND SUPPORT PERSONNEL SERVICES TO FACILITATE THE IMPLEMENTATION OF UNDP YEMEN PROJECTS, REF: **RFP-YEM-0027-2015**

Declaration by the Applicant

I, the undersigned, being the person responsible in the applicant organization for this RFP, certify that the information given in this Request for Proposal is correct.

Name:

Signature:

Position:

Date:

Company
Stamp