# Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

**Technical Bid:**

|  |  |
| --- | --- |
| **Have you duly completed all the Returnable Bidding Forms?** |  |
| * Form A: Bid Submission Form |  |
| * Form B: Bidder Information Form |  |
| * Form C: Joint Venture/Consortium/ Association Information Form |  |
| * Form D: Qualification Form |  |
| * Form E: Format of Technical Bid/Bill of Quantities |  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?** |  |

**Price Schedule:**

|  |  |
| --- | --- |
| * Form F: Price Schedule Form |  |

## Form A: Bid Submission Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | ITB-UNDP-UNCITY CPH-2019-Cleaning Supplies | | |

We, the undersigned, offer to supply the goods and related services required for provision of cleaning supplies in accordance with your Invitation to Bid No. ITB-UNDP-UNCITY CPH-2019-Cleaning Supplies and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

Our attached Price Schedule is for the sum of [Insert amount in words and figures and indicate currency].

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

1. is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
2. have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
3. have no conflict of interest in accordance with Instruction to Bidders Clause 4;
4. do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
5. 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;
6. undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and weembrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the UNDP.

We offer to supply the goods and related services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Schedule of Requirements and Technical Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should UNDP accept this Bid.

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

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

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

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

[*Stamp with official stamp of the Bidder*]

## Form B: Bidder Information Form

|  |  |
| --- | --- |
| **Legal name of Bidder** | [Complete] |
| **Legal address** | [Complete] |
| **Year of registration** | [Complete] |
| **Bidder’s Authorized Representative Information** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Are you a UNGM registered vendor?** | Yes  No If yes, [insert UGNM vendor number] |
| **Are you a UNDP vendor?** | Yes  No If yes, [insert UNDP vendor number] |
| **Countries of operation** | [Complete] |
| **No. of full-time employees** | [Complete] |
| **Quality Assurance Certification (e.g. ISO 9000 or Equivalent)** *(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **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):* | [Complete] |
| **Does your Company have a written Statement of its Environmental Policy?** *(If yes, provide a Copy)* | [Complete] |
| **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** | [Complete] |
| **Is your company a member of the UN Global Compact** | [Complete] |
| **Contact person that UNDP may contact for requests for clarifications during Bid evaluation** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Please attach the following documents:** | * Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured * Business Registration * 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 * Trade name registration papers, if applicable * Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any * Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder’s practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures * Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder * Product details of all the items |

## Form C: Joint Venture/Consortium/Association Information Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | ITB-UNDP-UNCITY CPH-2019-Cleaning Supplies | | |

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

|  |  |  |
| --- | --- | --- |
| **No** | **Name of Partner and contact information** *(address, telephone numbers, fax numbers, e-mail address)* | **Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed** |
| 1 | [Complete] | [Complete] |
| 2 | [Complete] | [Complete] |
| 3 | [Complete] | [Complete] |

|  |  |
| --- | --- |
| **Name of leading partner**  (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution) | [Complete] |

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture ***OR***  JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP 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: Eligibility and Qualification Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | ITB-UNDP-UNCITY CPH-2019-Cleaning Supplies | | |

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

**History of Non- Performing Contracts**

|  |  |  |  |
| --- | --- | --- | --- |
| Non-performing contracts did not occur during the last 3 years | | | |
| 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)

|  |  |  |  |
| --- | --- | --- | --- |
| No litigation history for the last 3 years | | | |
| 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: |  |

**Previous Relevant Experience**

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name & Country of Assignment** | **Client & Reference Contact Details** | **Contract Value** | **Period of activity and status** | **Types of activities undertaken** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Bidders may also attach their own Project Data Sheets with more details for assignments above.*

Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

**Financial Standing**

|  |  |
| --- | --- |
| **Annual Turnover for the last 3 years** | Year       DKK  Year       DKK  Year       DKK |
| **Latest Credit Rating (if any), indicate the source** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial information**  (in US$ equivalent) | **Historic information for the last 3 years** | | |
|  | Year 1 | Year 2 | Year 3 |
|  | *Information from Balance Sheet* | | |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* | | |
| Total / Gross Revenue (TR) |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |
| Net Profit |  |  |  |
| Current Ratio |  |  |  |

 Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

* 1. Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
  2. Historic financial statements must be audited by a certified public accountant;
  3. Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## Form E: Format of Technical Bid

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | ITB-UNDP-UNCITY CPH-2019-Cleaning Supplies | | |

The Bidder’s Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

**SECTION 1: Bidder’s qualification, capacity and expertise**

* 1. General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
  2. Relevance of specialized knowledge and experience on similar engagements done in the region/country.
  3. Quality assurance procedures and risk mitigation measures.
  4. Organization’s commitment to sustainability.

**SECTION 2: Scope of Supply, Technical Specifications, and Related Services**

This section should demonstrate the Bidder’s responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

* 1. A detailed description of how the Bidder will deliver the required goods, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
  2. Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
  3. The bid shall also include details of the Bidder’s internal technical and quality assurance review mechanisms.
  4. Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
  5. Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Goods and services to be Supplied and**  **Technical Specifications** | **Your response** | | | | |
| **Compliance with technical specifications** | | **Delivery Date**  *(confirm that you comply with delivery within 1 week of ordering)* | **Quality Certificates** *(indicate all that apply and attach)* | **Comments** |
| **Yes, we comply** | **No, we cannot comply**  *(indicate discrepancies)* |
| **CAMPUS 1** | | | | | | |
| **1** | Glass cleaner |  |  |  |  |  |
| **2. a** | Strong lime scale remover |  |  |  |  |  |
| **2. b** | Strong lime scale remover |  |  |  |  |  |
| **3** | Filter salt |  |  |  |  |  |
| **4. a** | Toilet cleaner |  |  |  |  |  |
| **4. b** | Toilet cleaner |  |  |  |  |  |
| **5** | Toilet brush with bowl |  |  |  |  |  |
| **6** | Duster |  |  |  |  |  |
| **7** | Wool duster |  |  |  |  |  |
| **8** | Sweeping tray |  |  |  |  |  |
| **9** | Mop Feeder |  |  |  |  |  |
| **10. a** | Plastic Bag Roll |  |  |  |  |  |
| **10. b** | Plastic bag Roll |  |  |  |  |  |
| **10. c** | Plastic Bag Roll |  |  |  |  |  |
| **11. a** | Bio Bin Bags |  |  |  |  |  |
| **11. b** | Bio Bin Bags |  |  |  |  |  |
| **11. c** | Bio Bin Bags |  |  |  |  |  |
| **12** | Kitchen rolls |  |  |  |  |  |
| **13** | Sanitary hygiene disposal bags |  |  |  |  |  |
| **14** | Toilet paper |  |  |  |  |  |
| **15** | Dishwashing brush |  |  |  |  |  |
| **16** | Hand Towels |  |  |  |  |  |
| **17** | Cleaning cloth |  |  |  |  |  |
| **18** | Scouring sponge |  |  |  |  |  |
| **19** | Disposable Hygiene Mop Roll |  |  |  |  |  |
| **20** | Universal cloth |  |  |  |  |  |
| **21** | Narrow vacuum cleaner brush nozzle |  |  |  |  |  |
| **21** | Wide vacuum cleaner brush nozzle |  |  |  |  |  |
| **23** | Steel Cleaner |  |  |  |  |  |
| **24** | Vacuum cleaner bags |  |  |  |  |  |
| **25** | Floor and Surface Wipes |  |  |  |  |  |
| **26** | Wheels and axel for vacuum cleaner brush nozzles |  |  |  |  |  |
| **27. a** | Flat mop heads |  |  |  |  |  |
| **27. b** | Flat mop heads |  |  |  |  |  |
| **28** | Computer Cleaning kit |  |  |  |  |  |
| **29** | Miracle sponge |  |  |  |  |  |
| **30** | Scouring Stick |  |  |  |  |  |
| **31** | Alcohol free Waterless handwash disinfectant |  |  |  |  |  |
| **32** | Floor clothes |  |  |  |  |  |
| **33** | Cream Hand Soap |  |  |  |  |  |
| **34** | Cream Hand Soap refill |  |  |  |  |  |
| **35** | Red Scouring Pad |  |  |  |  |  |
| **36** | Paper Towels |  |  |  |  |  |
| **37. a** | Gloves |  |  |  |  |  |
| **37. b** | Gloves |  |  |  |  |  |
| **37. c** | Gloves |  |  |  |  |  |
| **38** | Soap flakes |  |  |  |  |  |
| **39** | Universal disinfectant |  |  |  |  |  |
| **40** | Cleaner (Grundrens) |  |  |  |  |  |
| **41** | Sanitary Cleaner |  |  |  |  |  |
| **42** | Mop Head |  |  |  |  |  |
| **43** | Dishwashing Machine Rise Aid |  |  |  |  |  |
| **44** | Toilet seat cleaner |  |  |  |  |  |
| **45** | Dishwashing liquid |  |  |  |  |  |
| **46** | Paper bags |  |  |  |  |  |
| **47** | Spray bottle heads |  |  |  |  |  |
| **48** | Universal floor cleaning |  |  |  |  |  |
| **49** | Dishwashing tablets |  |  |  |  |  |
| **50** | Universal Cleaning |  |  |  |  |  |
| **51** | Scouring sponges |  |  |  |  |  |
| **52** | Hand disinfection |  |  |  |  |  |
| **53** | Citric acid |  |  |  |  |  |
| **54** | Vacuum Cleaners |  |  |  |  |  |
| **55** | Hand Crème |  |  |  |  |  |
| **CAMPUS 2: MAIN BUILDING** | | | | | | |
| **56** | Glass cleaner |  |  |  |  |  |
| **57** | Strong lime scale remover |  |  |  |  |  |
| **58** | Toilet cleaner |  |  |  |  |  |
| **59** | Toilet brush with bowl in pieces |  |  |  |  |  |
| **60** | Wool duster |  |  |  |  |  |
| **61. a** | Plastic Bag Rolls |  |  |  |  |  |
| **61. b** | Plastic Bag Rolls |  |  |  |  |  |
| **62** | Sanitary hygiene disposal bags |  |  |  |  |  |
| **63** | Toilet paper rolls |  |  |  |  |  |
| **64** | Hand Towel bags |  |  |  |  |  |
| **65** | Steel Cleaner |  |  |  |  |  |
| **66** | Cream Hand Soap |  |  |  |  |  |
| **67** | Red Scouring Pad pieces |  |  |  |  |  |
| **68. a** | Gloves |  |  |  |  |  |
| **68. b** | Gloves |  |  |  |  |  |
| **68. c** | Gloves |  |  |  |  |  |
| **69** | Toilet seat cleaner boxes |  |  |  |  |  |
| **70** | Dishwashing liquid |  |  |  |  |  |
| **71** | Paper bags |  |  |  |  |  |
| **72** | Universal floor cleaning |  |  |  |  |  |
| **73** | Universal Cleaning |  |  |  |  |  |
| **74** | Scouring sponges |  |  |  |  |  |
| **75** | Cream Soap |  |  |  |  |  |
| **76** | Cream soap in pump bottle |  |  |  |  |  |
| **77** | Hand Disinfectant |  |  |  |  |  |
| **CAMPUS 2: PAVILION** | | | | | | |
| **78** | Strong lime scale remover |  |  |  |  |  |
| **79. a** | Toilet cleaner |  |  |  |  |  |
| **79. b** | Toilet cleaner |  |  |  |  |  |
| **80** | Toilet brush with bowl |  |  |  |  |  |
| **81** | Wool duster |  |  |  |  |  |
| **82. a** | Plastic Bag rolls |  |  |  |  |  |
| **82. b** | Plastic Bag rolls |  |  |  |  |  |
| **83** | Sanitary hygiene disposal bags |  |  |  |  |  |
| **84** | Toilet paper rolls |  |  |  |  |  |
| **85. a** | Narrow vacuum cleaner brush nozzle piece |  |  |  |  |  |
| **85. b** | Wide vacuum cleaner brush nozzle piece |  |  |  |  |  |
| **86** | Vacuum cleaner bags |  |  |  |  |  |
| **87** | Cream Hand Soap |  |  |  |  |  |
| **88** | Cream Hand Soap refill |  |  |  |  |  |
| **89. a** | Gloves |  |  |  |  |  |
| **89. b** | Gloves |  |  |  |  |  |
| **90** | Dishwashing liquid |  |  |  |  |  |
| **91** | Paper bags |  |  |  |  |  |
| **92** | Universal floor cleaning |  |  |  |  |  |
| **93** | Universal Cleaning |  |  |  |  |  |
| **94** | Scouring sponges |  |  |  |  |  |
| **95** | Center feed Paper |  |  |  |  |  |
| **96** | Hand Disinfectant |  |  |  |  |  |
| **97** | Toilet Seat Cleaner |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Related services and requirements**  *(based on the information provided in Section 5b)* | **Compliance with requirements** | | **Details or comments**  **on the related requirements** |
| **Yes, we comply** | **No, we cannot comply**  *(indicate discrepancies)* |
| Delivery Time |  |  |  |
|  |  |  |  |

**SECTION 3: Management Structure and Key Personnel**

* 1. Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
  2. Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the scope of goods and/or services.

**Format for CV of Proposed Key Personnel**

|  |  |
| --- | --- |
| **Name of Personnel** | [Insert] |
| **Position for this assignment** | [Insert] |
| **Nationality** | [Insert] |
| **Language proficiency** | [Insert] |
| **Education/ Qualifications** | *[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]* |
| [Insert] |
| **Professional certifications** | *[Provide details of professional certifications relevant to the scope of goods and/or services]* |
| * Name of institution: [Insert] * Date of certification: [Insert] |
| **Employment Record/ Experience** | *[List all positions held by personnel (starting with present position, list in reverse order), 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.]* |
| [Insert] |
| **References** | *[Provide names, addresses, phone and email contact information for two (2) references]* |
| Reference 1:  [Insert]  Reference 2:  [Insert] |

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Personnel Date (Day/Month/Year)

## FORM F: Price Schedule Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | ITB-UNDP-UNCITY CPH-2019-Cleaning Supplies | | |

The Bidder is required to prepare the Price Schedule following the below format. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any.

**Currency of the Bid:** DKK

**Price Schedule**

**LOT 1: Campus 1 Only**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item #** | **Description** | **Unit Price (excl. VAT)**  *(A)* | **Expected quantity per year**  *(B)* | **Total Price per year**  *(C = A x B)* |
| **1** | Glass cleaner |  | **250** |  |
| **2. a** | Strong lime scale remover |  | **144** |  |
| **2. b** | Strong lime scale remover |  | **144** |  |
| **3** | Filter salt |  | **200** |  |
| **4. a** | Toilet cleaner |  | **306** |  |
| **4. b** | Toilet cleaner |  | **400** |  |
| **5** | Toilet brush with bowl |  | **24** |  |
| **6** | Duster |  | **12** |  |
| **7** | Wool duster |  | **20** |  |
| **8** | Sweeping tray |  | **12** |  |
| **9** | Mop Feeder |  | **10** |  |
| **10. a** | Plastic Bag Roll |  | **2,500** |  |
| **10. b** | Plastic bag Roll |  | **350** |  |
| **10. c** | Plastic Bag Roll |  | **400** |  |
| **11. a** | Bio Bin Bags |  | **2,000** |  |
| **11. b** | Bio Bin Bags |  | **1,200** |  |
| **11. c** | Bio Bin Bags |  | **700** |  |
| **12** | Kitchen rolls |  | **6,300 rolls** |  |
| **13** | Sanitary hygiene disposal bags |  | **25** |  |
| **14** | Toilet paper |  | **25,000** |  |
| **15** | Dishwashing brush |  | **12** |  |
| **16** | Hand Towels |  | **1,224 (approx. 3 pallets / month with 34 bags)** |  |
| **17** | Cleaning cloth |  | **700** |  |
| **18** | Scouring sponge |  | **36** |  |
| **19** | Disposable Hygiene Mop Roll |  | **8** |  |
| **20** | Universal cloth |  | **480** |  |
| **21** | Narrow vacuum cleaner brush nozzle |  | **2** |  |
| **21** | Wide vacuum cleaner brush nozzle |  | **12** |  |
| **23** | Steel Cleaner |  | **12** |  |
| **24** | Vacuum cleaner bags |  | **18** |  |
| **25** | Floor and Surface Wipes |  | **6** |  |
| **26** | Wheels and axel for vacuum cleaner brush nozzles |  | **30** |  |
| **27. a** | Flat mop heads |  | **120** |  |
| **27. b** | Flat mop heads |  | **120** |  |
| **28** | Computer Cleaning kit |  | **120** |  |
| **29** | Miracle sponge |  | **48** |  |
| **30** | Scouring Stick |  | **48** |  |
| **31** | Alcohol free Waterless handwash disinfectant |  | **60** |  |
| **32** | Floor clothes |  | **120** |  |
| **33** | Cream Hand Soap |  | **60** |  |
| **34** | Cream Hand Soap refill |  | **1440** |  |
| **35** | Red Scouring Pad |  | **10** |  |
| **36** | Paper Towels |  | **24** |  |
| **37. a** | Gloves |  | **160** |  |
| **37. b** | Gloves |  | **120** |  |
| **37. c** | Gloves |  | **160** |  |
| **38** | Soap flakes |  | **12** |  |
| **39** | Universal disinfectant |  | **12** |  |
| **40** | Cleaner (Grundrens) |  | **6** |  |
| **41** | Sanitary Cleaner |  | **24** |  |
| **42** | Mop Head |  | **48** |  |
| **43** | Dishwashing Machine Rise Aid |  | **240** |  |
| **44** | Toilet seat cleaner |  | **6** |  |
| **45** | Dishwashing liquid |  | **650** |  |
| **46** | Paper bags |  | **2,000** |  |
| **47** | Spray bottle heads |  | **32** |  |
| **48** | Universal floor cleaning |  | **32** |  |
| **49** | Dishwashing tablets |  | **14,400** |  |
| **50** | Universal Cleaning |  | **12** |  |
| **51** | Scouring sponges |  | **400** |  |
| **52** | Hand disinfection |  | **36** |  |
| **53** | Citric acid |  | **96 Or 192** |  |
| **54** | Vacuum Cleaners |  | **5** |  |
| **55** | Hand Crème |  | **12** |  |
| Delivery Cost (approximately 30 deliveries a year) | |  | **30** |  |
| Any other costs | |  |  |  |
| **Grand Total** | | | |  |

**LOT 2: Campus 1 and Campus 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item #** | **Description** | **Unit Price (excl. VAT)**  *(A)* | **Expected quantity per year**  *(B)* | **Total Price per year**  *(C = A x B)* |
| **CAMPUS 1** | | | | |
| **1** | Glass cleaner |  | **250** |  |
| **2. a** | Strong lime scale remover |  | **144** |  |
| **2. b** | Strong lime scale remover |  | **144** |  |
| **3** | Filter salt |  | **200** |  |
| **4. a** | Toilet cleaner |  | **306** |  |
| **4. b** | Toilet cleaner |  | **400** |  |
| **5** | Toilet brush with bowl |  | **24** |  |
| **6** | Duster |  | **12** |  |
| **7** | Wool duster |  | **20** |  |
| **8** | Sweeping tray |  | **12** |  |
| **9** | Mop Feeder |  | **10** |  |
| **10. a** | Plastic Bag Roll |  | **2,500** |  |
| **10. b** | Plastic bag Roll |  | **350** |  |
| **10. c** | Plastic Bag Roll |  | **400** |  |
| **11. a** | Bio Bin Bags |  | **2,000** |  |
| **11. b** | Bio Bin Bags |  | **1,200** |  |
| **11. c** | Bio Bin Bags |  | **700** |  |
| **12** | Kitchen rolls |  | **6,300 rolls** |  |
| **13** | Sanitary hygiene disposal bags |  | **25** |  |
| **14** | Toilet paper |  | **25,000** |  |
| **15** | Dishwashing brush |  | **12** |  |
| **16** | Hand Towels |  | **1,224 (approx. 3 pallets / month with 34 bags)** |  |
| **17** | Cleaning cloth |  | **700** |  |
| **18** | Scouring sponge |  | **36** |  |
| **19** | Disposable Hygiene Mop Roll |  | **8** |  |
| **20** | Universal cloth |  | **480** |  |
| **21** | Narrow vacuum cleaner brush nozzle |  | **2** |  |
| **21** | Wide vacuum cleaner brush nozzle |  | **12** |  |
| **23** | Steel Cleaner |  | **12** |  |
| **24** | Vacuum cleaner bags |  | **18** |  |
| **25** | Floor and Surface Wipes |  | **6** |  |
| **26** | Wheels and axel for vacuum cleaner brush nozzles |  | **30** |  |
| **27. a** | Flat mop heads |  | **120** |  |
| **27. b** | Flat mop heads |  | **120** |  |
| **28** | Computer Cleaning kit |  | **120** |  |
| **29** | Miracle sponge |  | **48** |  |
| **30** | Scouring Stick |  | **48** |  |
| **31** | Alcohol free Waterless handwash disinfectant |  | **60** |  |
| **32** | Floor clothes |  | **120** |  |
| **33** | Cream Hand Soap |  | **60** |  |
| **34** | Cream Hand Soap refill |  | **1440** |  |
| **35** | Red Scouring Pad |  | **10** |  |
| **36** | Paper Towels |  | **24** |  |
| **37. a** | Gloves |  | **160** |  |
| **37. b** | Gloves |  | **120** |  |
| **37. c** | Gloves |  | **160** |  |
| **38** | Soap flakes |  | **12** |  |
| **39** | Universal disinfectant |  | **12** |  |
| **40** | Cleaner (Grundrens) |  | **6** |  |
| **41** | Sanitary Cleaner |  | **24** |  |
| **42** | Mop Head |  | **48** |  |
| **43** | Dishwashing Machine Rise Aid |  | **240** |  |
| **44** | Toilet seat cleaner |  | **6** |  |
| **45** | Dishwashing liquid |  | **650** |  |
| **46** | Paper bags |  | **2,000** |  |
| **47** | Spray bottle heads |  | **32** |  |
| **48** | Universal floor cleaning |  | **32** |  |
| **49** | Dishwashing tablets |  | **14,400** |  |
| **50** | Universal Cleaning |  | **12** |  |
| **51** | Scouring sponges |  | **400** |  |
| **52** | Hand disinfection |  | **36** |  |
| **53** | Citric acid |  | **96 Or 192** |  |
| **54** | Vacuum Cleaners |  | **5** |  |
| **55** | Hand Crème |  | **12** |  |
| **CAMPUS 2: MAIN BUILDING** | | | | |
| **56** | Glass cleaner |  | **48** |  |
| **57** | Strong lime scale remover |  | **6** |  |
| **58** | Toilet cleaner |  | **36** |  |
| **59** | Toilet brush with bowl in pieces |  | **48** |  |
| **60** | Wool duster |  | **3** |  |
| **61. a** | Plastic Bag Rolls |  | **400** |  |
| **61. b** | Plastic Bag Rolls |  | **600** |  |
| **62** | Sanitary hygiene disposal bags |  | **2** |  |
| **63** | Toilet paper rolls |  | **4320** |  |
| **64** | Hand Towel bags |  | **120** |  |
| **65** | Steel Cleaner |  | **3** |  |
| **66** | Cream Hand Soap |  | **27** |  |
| **67** | Red Scouring Pad pieces |  | **4** |  |
| **68. a** | Gloves |  | **2** |  |
| **68. b** | Gloves |  | **20** |  |
| **68. c** | Gloves |  | **20** |  |
| **69** | Toilet seat cleaner boxes |  | **5** |  |
| **70** | Dishwashing liquid |  | **80** |  |
| **71** | Paper bags |  | **100** |  |
| **72** | Universal floor cleaning |  | **3** |  |
| **73** | Universal Cleaning |  | **1** |  |
| **74** | Scouring sponges |  | **20** |  |
| **75** | Cream Soap |  | **27** |  |
| **76** | Cream soap in pump bottle |  | **72** |  |
| **77** | Hand Disinfectant |  | **24** |  |
| **CAMPUS 2: PAVILION** | | | | |
| **78** | Strong lime scale remover |  | **36** |  |
| **79. a** | Toilet cleaner |  | **6** |  |
| **79. b** | Toilet cleaner |  | **24** |  |
| **80** | Toilet brush with bowl |  | **36** |  |
| **81** | Wool duster |  | **6** |  |
| **82. a** | Plastic Bag rolls |  | **440** |  |
| **82. b** | Plastic Bag rolls |  | **300** |  |
| **83** | Sanitary hygiene disposal bags |  | **2** |  |
| **84** | Toilet paper rolls |  | **66** |  |
| **85. a** | Narrow vacuum cleaner brush nozzle piece |  | **2** |  |
| **85. b** | Wide vacuum cleaner brush nozzle piece |  | **6** |  |
| **86** | Vacuum cleaner bags |  | **3** |  |
| **87** | Cream Hand Soap |  | **144** |  |
| **88** | Cream Hand Soap refill |  | **18** |  |
| **89. a** | Gloves |  | **13** |  |
| **89. b** | Gloves |  | **20** |  |
| **90** | Dishwashing liquid |  | **200** |  |
| **91** | Paper bags |  | **100** |  |
| **92** | Universal floor cleaning |  | **2** |  |
| **93** | Universal Cleaning |  | **1** |  |
| **94** | Scouring sponges |  | **30** |  |
| **95** | Centerfeed Paper |  | **185** |  |
| **96** | Hand Disinfectant |  | **32** |  |
| **97** | Toilet Seat Cleaner |  | **96** |  |
| **Delivery Cost (approximately 30 deliveries a year)** | |  | **30** |  |
| **Any other costs** | |  |  |  |
| **Grand Total** | | | |  |

Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of authorised signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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