# 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   **(and attach cost breakdown in attached Excel sheet)** |  |

## Form A: Bid Submission Form

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

We, the undersigned, offer to supply the goods and related services required for [Insert Title of goods and services] in accordance with your Invitation to Bid No. [Insert ITB Reference Number] 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 * Certificate of Incorporation/ 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, if any * Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder * Export Licenses, if applicable * Local Government permit to locate and operate in assignment location, if applicable * Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| 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.

|  |  |  |
| --- | --- | --- |
| **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: | [Insert ITB Reference Number] | | |

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       USD  Year       USD  Year       USD |
| **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: | [Insert ITB Reference Number] | | |

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. Previous experience (attach list of previous clients, contracts, scope of work)
  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 and services, keeping in mind the appropriateness to local conditions and project environment.
  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. Schedule of packing, transportation and delivery from warehouse to final delivery sites, including mode of shipping
  5. Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

**COMPLIANCE SHEET**

**(Please fill in table with your response and indicate the brands, descriptions, weight/volume of offers)**

| **MINIMUM TECHNICAL SPECIFICATIONS** | **Yes, we comply**  **(indicate brand proposed, description, weight, volume)** | **No, we cannot comply**  **(list discrepancies)** | **Delivery Date**  **(indicate if you can comply with delivery within 3 weeks after issuance of PO; and delivery date)** | **Comments** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| ***Canned Tuna in oil***   * ***Declared Net Weight: 140 to 160g*** * ***Packaging: Small tin can*** * ***Shelf Life: At least 6 months from delivery date*** * ***Must be FDA-registered and Halal Certified.*** * ***Packaging must be properly labelled, in good condition without any rusts, leaks, dents, cracks, bulges and swelling.*** |  |  |  |  |
| ***Sardines in regular tomato sauce***   * ***Declared Net Weight: 140 to 160g*** * ***Packaging: Small tin can*** * ***Shelf Life: At least 6 months from delivery date*** * ***Must be FDA-registered and Halal Certified.*** * ***Packaging must be properly labelled, in good condition, properly sealed and secured, without any rusts, leaks, dents, cracks, bulges and swelling or any form of damage or tampering*** |  |  |  |  |
| ***Sardines in Spicy tomato sauce***   * ***Declared Net Weight: 140 to 160g*** * ***Packaging: Small tin can*** * ***Shelf Life: At least 6 months from delivery date*** * ***Must be sourced from reputable supplier FDA-registered and Halal Certified.*** * ***Packaging must be properly labelled, in good condition, properly sealed and secured, without any rusts, leaks, dents, cracks, bulges and swelling or any form of damage or tampering*** |  |  |  |  |
| ***Brown Sugar***   * ***Light brown to dark brown in color*** * ***Fine or slightly coarse texture*** * ***Free from stones or other contaminants*** * ***Net weight: 1kg*** * ***Packaging Material: PP or LDPE*** * ***Shelf Life: At least 6 months from delivery date*** * ***Must be FDA-registered and Halal Certified.*** * ***Packaging must be properly labelled, clean and in good condition, properly sealed and secured, without holes, punctured, weak sealing or any form of damage or tampering*** |  |  |  |  |
| ***Instant Black Coffee (ready-mix)***   * ***Plain, either arabica, robusta, A & R blend or barako,*** * ***Declared Net Weight: 90 to 110g*** * ***Packaging Material: Econopack or Laminated Pouch*** * ***Shelf Life: At least 6 months from delivery date*** * ***Must be FDA-registered and Halal Certified.*** * ***Packaging must be properly labelled, clean and in good condition, properly sealed and secured, without holes, punctured, weak sealing or any form of damage or tampering*** |  |  |  |  |
| ***Powdered Milk***   * ***Plain, Full Cream*** * ***For all ages*** * ***Declared Net Weight: 300 to 350g*** * ***Packaging Material: Econopack or Laminated Pouch*** * ***Shelf Life: At least 6 months from delivery date*** * ***Must be FDA-registered and Halal Certified.*** * ***Packaging must be properly labelled, clean and in good condition, properly sealed and secured, without holes, punctured, weak sealing or any form of damage or tampering*** |  |  |  |  |
| ***Cooking Oil – either corn, coconut or palm, vegetable oil, no pork or lard***   * ***Declared Net weight: 1 L*** * ***Packaging Material: refill pack or PETE bottle*** * ***Shelf Life: At least 6 months from delivery date*** * ***Must be FDA-registered and Halal Certified.*** * ***Packaging must be properly labelled, clean and in good condition, properly sealed and secured, without holes, punctured, weak sealing or any form of damage or tampering*** |  |  |  |  |
| ***Soy sauce***   * ***Brown to dark brown in color*** * ***Declared Net Weight: 1 L*** * ***Packaging Material: refill pack or PETE bottle*** * ***Shelf Life: At least 6 months from delivery date*** * ***Must be FDA-registered and Halal Certified.*** * ***Packaging must be properly labelled, clean and in good condition, properly sealed and secured, without holes, punctured, weak sealing or any form of damage or tampering*** |  |  |  |  |
| ***Vinegar***   * ***White, cane vinegar*** * ***Declared Net Weight: 1 L*** * ***Packaging Material: refill pack or PETE bottle*** * ***Shelf Life: At least 6 months from delivery date*** * ***Must be FDA-registered and Halal Certified.*** * ***Packaging must be properly labelled, clean and in good condition, properly sealed and secured, without holes, punctured, weak sealing or any form of damage or tampering*** |  |  |  |  |
| ***Cracker***   * ***Light plain cracker*** * ***Declared Net weight: 25 to 35g X 10 pieces per pack)*** * ***Shelf Life: At least 4 months from delivery date.*** * ***Must be FDA-registered and Halal Certified.*** * ***Packaging must be properly labelled, clean and in good condition, properly sealed and secured, without holes, punctured, weak sealing or any form of damage or tampering*** |  |  |  |  |
| ***Instant Noodles***   * ***Chicken, seafood or beef flavors only*** * ***Declared Net weight: 45 to 65 g*** * ***Packaging: in packs Shelf Life: At least 4 months from delivery date*** * ***Must be FDA-registered and Halal Certified.*** * ***Packaging must be properly labelled, clean and in good condition, properly sealed and secured, without holes, punctured, weak sealing or any form of damage or tampering*** |  |  |  |  |
| ***70% Ethyl or Isopropyl Alcohol***   * ***Declared net contents: 490 to 510 mL*** * ***Packaging Material: in plastic bottle with tamper proof seal*** * ***Must be FDA-registered.*** * ***No signs of damage or tampering*** |  |  |  |  |
| ***Washable Cloth Face Mask with filter***   * ***Quantity: 5pcs/pack*** * ***3-layer fabric adult face mask- free size*** * ***Inner layer: cotton*** * ***Middle layer (filter): non-woven fabric*** * ***Outer layer: polyester or cotton blend*** * ***Packaging must be in good condition, properly sealed and secured without any signs of tampering.*** |  |  |  |  |
| ***Antibacterial or germicidal bar soap***   * ***Plain or in other variants*** * ***Declared net weight:125 to 145 g*** * ***Packaging: Individually packed in pouch or box*** * ***Must be DTI registered or patented Packaging must be in good condition, properly sealed and secured without any signs of tampering.*** |  |  |  |  |
| ***Toothpaste***   * ***Any flavor with fluoride; white, green or red paste*** * ***Declared net contents: 190 to 210g*** * ***Packaging: in tube or tube in box*** * ***Must be FDA-registered.*** * ***Packaging must be in good condition, properly sealed and secured without any signs of tampering.*** |  |  |  |  |
| ***Sanitary napkins for women with wings***   * ***Regular pads with wings*** * ***Packaging: 8 pads per pack*** * ***Must be DTI registered/ patented*** * ***Packaging must be in good condition, properly sealed and secured without any signs of tampering.*** |  |  |  |  |
| Packing  Including sack bag/eco bag (55x65x25cm or bigger to fit all goods per pack in the packing list); Contents must be secure—bag handles must be tied or have a ribbon to make sure goods do not fall out |  |  |  |  |
| Delivery and Unloading to indicated sites |  |  |  |  |
| Delivery within 3 weeks after issuance of Purchase Order |  |  |  |  |
| ***All food items must have Food and Drug Administration (FDA) registration and Halal certification.*** |  |  |  |  |
|  |  |  |  |  |
| ***All food items must be properly labelled with best before and expiry dates legibly printed on the packaging. Must have a remaining shelf life of at least 6 months at the time of delivery except for biscuits which is at least 4 months.*** |  |  |  |  |
| ***Packaging must be in good condition, properly sealed and secured, free from dust and dirt, without any leaks, dents, cracks, holes, or any form of damage or tampering. Canned products must not have bulging or swelling ends.*** |  |  |  |  |
| ***Alcohol, soap and toothpaste must be branded and registered with the Food and Drug Administration (FDA)*** |  |  |  |  |
| ***Sanitary napkins must be registered with Department of Trade (DTI) or patented*** |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 within 3 weeks after issuance of PO to indicated sites, including unloading of goods** |  |  |  |

## FORM F: Price Schedule Form

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

The Bidder is required to prepare the Price Schedule following the EXCEL SHEET ATTACHED. 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.

Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be listed separately.

**Currency of the Bid:** [Insert Currency]

**Price Schedule**

**A separate Excel sheet is uploaded for bidders to input the price quotations for each item per lot.**

**Please indicate below a summary of your bid.**

|  |  |
| --- | --- |
| **LOT Number** | **TOTAL BID PRICE**  **(VAT-Exclusive)** |
| Lot 1: Northern Mindanao- Marawi City (4,040 packs) |  |
| Lot 2: Western Mindanao- Zamboanga City (1,550 packs) |  |
| Lot 3: South Central Mindanao- Maguindanao (2,000 packs) |  |

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

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

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

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

*[insert: address and email address]*