## Form B: Bidder Information Form

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| **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
* Valid Business Operation License
* Quality Certificate (e.g., ISO, Nutrient Content, Organic etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any
* Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney.
* Export Licenses, if applicable
* Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country
* Last three years Audited Financial Statement (Income Statement and Balance Sheet) including Auditor’s Report for the past five years.
* List and value of projects, for similar requirement, performed for the last 5 years plus client’s contact details who may be contacted for further information on those contracts;
* Analytical report of Fertilizer (issued within 1 year)
* Sample photo of fertilizer and package.
* 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 (including Implementation plan and Technical compliance sheet)
* Form F: Price Schedule Form
* Form G: Bid Security
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*[insert: address and email address]*