

Invitation to bid (ITB)

Procurement of Certified Emission Reductions (CERs) from registered Clean Development Mechanism (CDM) projects

ITB No. UNOPS-122887-2014

Date: 22 October 2014

Invitation to bid

Procurement of Certified Emission Reductions (CERs) from registered Clean Development Mechanism (CDM) projects

ITB No. UNOPS-122887-2014

Section 1: Bid data

Bid number:	ITB UNOPS-122887-2014
Project:	Procurement of Certified Emission Reductions (CERs) from registered Clean Development Mechanism (CDM) projects
Procurement official's name:	Catherine Hellensberg
Email:	vendorQ@unops.org (for info only, do not send your offer to this email)
Telephone number:	+45-33757588
Issue date:	22 October 2014

Requests for clarifications due

Date:	Latest on 30 October 2014
Time:	15.00 Copenhagen time

UNOPS clarifications to bidders due

Date:	Latest 3 November 2014
Time:	15.00 Copenhagen time

Bid due

Date:	7 November 2014
Time:	14.00 Copenhagen time

Invitation to bid

Procurement of Certified Emission Reductions (CERs) from registered Clean Development Mechanism (CDM) projects

ITB No. UNOPS-122887-2014

Section 2: ITB letter

UNOPS plans to procure Certified Emission Reductions (CERs) from registered Clean Development Mechanism (CDM) projects as defined in accordance with these documents. UNOPS now invites sealed bids from qualified bidders for providing the requirements as defined in the UNOPS specification attached hereto. Bids must be received by UNOPS at the address specified not later than 14.00 on 7 November 2014, Copenhagen time.

This ITB is conducted in accordance with the UNOPS Procurement Manual and all other relevant directives and issuances and can be accessed by following the below link. For clarification on specific issues or to learn more details about procurement at UNOPS bidders are encouraged to consult the UNOPS Procurement Manual. In case of contradictions between this ITB and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

<http://www.unops.org/SiteCollectionDocuments/Procurement/UNOPS%20procurement%20manual%20EN.pdf>

This UNOPS ITB consists of five sections and a series of annexes which will be completed by bidders and returned with their bid:

- ITB Section 1: Bid data sheet
- ITB Section 2: ITB letter (this document)
- ITB Section 3: Instructions to bidders
- ITB Section 4: UNOPS technical specifications/statement of work
- ITB Section 5: UNOPS General Conditions of Contract (goods/services/small services)

Returnable ITB forms (mandatory): Annexes A - C must be sent as part of every ITB

Annex A	Bid/No Bid Confirmation Form
Annex B	Check List Form
Annex C	Bid Submission, Technical and Price Schedule Offer Form
Annex H	No adverse action conformation form

Returnable ITB forms (optional):

Annex D	UNGM Vendor registration form
---------	-------------------------------

Interested bidders may obtain further information by contacting this email address: vendorQ@unops.org (for information ONLY, DO NOT SEND your offer to this address)

Pre-cleared by:

Date:


Alda Garcia, Procurement Specialist
SPPG, UNOPS

Approved by:

Date:


Anna Spindler, Deputy Director, SPPG, UNOPS

Invitation to bid

Procurement of Certified Emission Reductions (CERs) from registered Clean Development Mechanism (CDM) projects

ITB No. UNOPS-122887-2014

Section 3: Instructions to bidders

1.1. Introduction

UNOPS means the United Nations Office for Project Services, (Marmorvej 51, 2100 Copenhagen, Denmark), with offices located in more than 80 countries worldwide.

Effective with the release of this ITB, all communications must be directed only to UNOPS, Catherine Hellensberg by email at vendorQ@unops.org (**clarifications ONLY, DO NOT send your offer to this email**). Bidders must not communicate with any other personnel of UNOPS regarding this ITB.

1.2. Eligibility and pre-qualification criteria

Bidders must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this invitation to bid.

Bidders must not be under a declaration of ineligibility for corrupt and fraudulent practices published by UNOPS on its website. Bidders must meet the eligibility criteria as published on the [UNOPS website](#).

When the bidder is not the manufacturer/project developer, and if so required in the UNOPS technical specifications/statement of work (section 4 of this ITB) the bidder shall be duly authorized by the manufacturer/project developer of the goods to submit this bid by completing annex J and returning it with its bid, assuring full guarantee and warranty obligations as per the contract.

The bidder must have the required and relevant experience and financial and production capability necessary to perform the contract as specified in the UNOPS technical specifications/statement of work (section 4 of this ITB)

Bidders may be disqualified if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements; and/or record of poor performance such as, not properly completing contracts, inordinate delays in completion, litigation history, financial failures etc.

1.3. Cost of bid

The bidder shall bear all costs associated with the preparation and submission of its bid. UNOPS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation process.

1.4. Content of solicitation documents

The goods required, bid procedures and contract terms are prescribed in these solicitation documents, contents of which are listed in the cover section, invitation to bid.

Bids must offer goods for the total requirement, unless otherwise permitted in the solicitation document. Bids offering only part of the goods may be rejected unless permitted otherwise in the solicitation document. The bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the solicitation documents. Failure to furnish all information required by

these documents or submission of a bid that does not comply with these documents will be at the bidder's risk and may affect the evaluation of the bid.

1.5. Clarification of solicitation documents

1.5.1. A prospective bidder requiring any clarification of the solicitation documents may notify UNOPS in writing at UNOPS mailing address or email address indicated in the ITB indicated in the ITB. UNOPS will respond in writing to any request for clarification of the solicitation documents that it receives by the due date outlined on page 1. Written copies of UNOPS response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders that have received the solicitation documents.

If the ITB has been advertised publicly, the results of any clarification exercise (including an explanation of the query but **without identifying the source of inquiry**) will be posted on the UNOPS website and UNGM.

1.6. Amendments of solicitation documents

At any time prior to the deadline for submission of bids, UNOPS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the solicitation documents by amendment.

All prospective bidders that have received the solicitation documents will be notified in writing of all amendments to the solicitation documents. For open competitions, all amendments will be posted on the UNOPS website in the tender notice.

In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bids, UNOPS may, at its discretion, extend the deadline for the submission of bid. UNOPS may, at its discretion, cancel the requirement in part or in whole.

1.7. Language of bids

The bids prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and UNOPS, shall be written in English. Supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the bid, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall rest with the bidder.

1.8. Documents comprising the bid

Bidders shall not submit more than one bid per bidder in this ITB process, with the exception of alternative offers if so provided for in ITB Section 4, UNOPS technical specifications/statement of work.

The bid prepared by the bidder shall comprise the following components:

ITB submission (on or before bid due date):

As a minimum, bidders shall complete and return the documents listed as per Section 2, page 3 as an integral part of their bid. Bidders may add additional documentation to their bids as they deem appropriate.

Failure to complete and return the below listed documents as part of the bid may result in bid rejection. If after assessing this opportunity you have made the determination not to submit your bid we would appreciate if you could return this form indicating your reasons for non-participation.

Pre-submission:

Bidders are requested to complete and return the Bid/No Bid Confirmation Form prior to the submission deadline indicating whether they do or do not intend to bid. This document can be returned to vendorQ@unops.org (DO NOT send your offer to this email, only the confirmation document).

Stand-alone document	Bid/no bid confirmation form (Annex A hereto)
----------------------	---

1.9. Bid prices

The bidder shall indicate on the appropriate bid price sheet contained in these solicitation documents the prices of the goods it proposes to supply under the contract.

Fixed price: Prices quoted by the bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected, pursuant to ITB Clause 24.

1.10. Bid currencies

All prices shall be quoted in USD or EUR.

UNOPS may accept bids submitted in another currency than stated above if the bidder confirms during clarification of bids (1.18) in writing that it will accept a contract issued in the mandatory bid currency and that for conversion the official United Nations operational rate of exchange of the day of ITB deadline as stated in the ITB letter shall apply.

Regardless of the currency of bids received, the contract will always be issued and subsequent payments will be made in the mandatory bidding currencies above.

1.11. Bid security

This point 1.11 does not apply to this ITB.

1.12. Period of validity of bids

Bids shall remain valid for (sixty 60) days after the date of bid submission prescribed by UNOPS, pursuant to the deadline clause. A bid valid for a shorter period may be rejected.

In exceptional circumstances, UNOPS may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Bid security provided shall also be suitably extended. A bidder may refuse the request without forfeiting its bid security.

1.13. **Format and signing of bids**

The bid shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the bid.

A bid shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialled by the person or persons signing the bid.

1.14. **Sealing and marking of bids**

The bidder shall send the submission email or emails, subject to size, as detailed below.

Any email should have the subject line ITB UNOPS-122887-2014 and be addressed as follows:

bids@unops.org (Bids submitted to other emails address MAY BE REJECTED. Please submit your offer to this email ONLY).

In case of bid submission by email to UNOPS, the receipt time stamp shall be the date and time when the submission has been received in the dedicated UNOPS inbox. UNOPS shall not be responsible for any delays caused by network problems etc. It is the sole responsibility of bidders to ensure that their bid is received by UNOPS in the dedicated inbox on or before the prescribed tender deadline.

1.15. **Deadline for submission of bids**

Bids must be received by UNOPS at the email address/office address specified under clause sealing and marking of **bids not later than 14.00 Copenhagen time on 7 November, 2014**. All bids will be opened shortly thereafter.

UNOPS may, at its discretion, extend this deadline for the submission of bids by amending the solicitation documents in accordance with clause Amendment of solicitation documents, in which case all rights and obligations of UNOPS and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

1.16. **Late bid**

Any bids received by UNOPS after the deadline for submission of bids prescribed by UNOPS, pursuant to clause "Deadline for submission of bids", may be rejected.

1.17. **Modification and withdrawal of bids**

The bidder may withdraw their bid after the bid's submission, provided that written notice of the withdrawal is received by UNOPS prior to the deadline prescribed for submission of bids.

The bidder's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of the clause 'Deadline for submission of bids'. No bid may be modified subsequent to the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity.

1.18. **Clarification of bids**

To assist in the examination, evaluation and comparison of bids, UNOPS may, at its discretion, ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted. UNOPS will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents in accordance with the [UNOPS Procurement Manual 8.9 Discussions with vendors](#).

1.19. Preliminary screening

UNOPS will examine the bids to determine whether they are complete, the documents have been properly signed, the bids are generally in order, and there are no computational errors in the Price Schedule.

1.20. Determination of compliance

Compliance refers to whether or not the bid substantially meets the quantitatively and qualitatively defined criteria as per the requirements and other qualification criteria as stated in the solicitation documents. If the offer complies with all the criteria specified in the solicitation documents such as pre-qualification and eligibility requirements, the offer is deemed substantially compliant. **Evaluation steps**

All bids found substantially compliant with the formal criteria under 1.19 Preliminary screening will go through subsequent evaluation as follows:

- a. Pre-qualification and eligibility criteria as outlined in the UNOPS technical specifications/statement of work as contained in this ITB are evaluated prior to technical and financial evaluation. Only bids meeting the minimum pre-qualification and eligibility criteria will be evaluated further.
- b. Technical evaluation will be conducted to establish substantial compliance. When the specifications of the item/s quoted vary in one or more significant aspect/s from the minimum required technical specifications, the bid will not be considered substantially compliant and will not be evaluated further.
- c. The prices of bids found to be substantially compliant will be compared to identify the most substantially compliant bid which represents the lowest overall costs to UNOPS.

1.21. Award criteria

Bidders must meet all the mandatory business criteria outlined in Annex C UNOPS (technical specifications/statement of work). The qualifications will be evaluated by UNOPS and bidders determined to have met all mandatory requirements will be considered for award.

UNOPS will award the contract to the technically compliant contractor who offers the lowest overall cost to UNOPS for each lot. UNOPS reserves the right to accept or reject any bid, and to annul the solicitation process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for UNOPS action.

1.23 UNOPS right to vary quantities at time of award

At the time the contract is awarded, UNOPS reserves the right to increase or decrease the quantity of goods and related services originally specified in Section 4, Technical specifications/SOW, provided this does not exceed the percentages specified in Section 4, Technical specifications/SOW, and without any change in the unit prices or other terms and conditions of the bid and the bidding documents.

1.24 Notification of award

Prior to the expiration of the period of bid validity, UNOPS will notify the successful bidder in writing by email or letter, that its bid has been accepted. The notifications of award will constitute the formation of

the contract. Please note that the bidder will be required to complete registration on the UNGM prior to the signature and finalization of the contract.

1.25 **Signing of contract**

At the same time as UNOPS notifies a successful bidder that its bid has been accepted, UNOPS will invite the bidder, provided the bidder is successfully registered on the UNGM, to sign the final version of the Contract Form provided in the solicitation documents, incorporating all agreements between the parties.

Invitation to bid

Procurement of Certified Emission Reductions (CERs) from registered Clean Development Mechanism (CDM) projects

ITB No. UNOPS-122887-2014

Section 4: UNOPS technical specifications

A. Summary of requirements

Line item/ lot N°	Description of goods	Quantity
1	CERs from CDM wind power projects	114,000
2	CERs from other CDM projects	114,000
3	CERs generated from projects with specific co-benefits for women and/or girls	6000

- CER = Certified Emission Reductions
- CDM = Clean Development Mechanism

B. Detailed technical specifications

The following requirements must be met by the CERs offered in each lot and will be part of the evaluation of offers:

All projects offered must be described in your offer and include as a minimum: project title and CDM reference number; project country; sectorial scope; project description; amount of credits available under project; generation timeframe for available credits; outline of sustainable development co-benefits; additional certification if available.

You can choose to offer CERs for item 1 only, 2 only or 3 only. You can also offer what you have available even if not for the total quantity requested as UNOPS reserves the right to procure from several suppliers to achieve the quantity requested. In which case, UNOPS will award to the lowest cost compliant offer, then to the second lowest cost compliant offer, and so on until the total amount of CERs is achieved. If the lowest cost compliant bid offers the total amount of CERs for the lot, the total amount will be purchased from only one supplier.

However, UNOPS reserves the right not to buy from all lots.

Eligibility requirements applicable to all lots:

- a. CERs generated through HFC or other industrial gas destruction projects with no additional benefits apart from reducing GHG emissions will not be considered eligible for this procurement;
- b. Large hydropower projects (greater than 20MW capacity) will only be considered eligible if they meet the guidelines of the World Commission on Dams (external verification of compliance is required).
- c. Credits should be generated not earlier than 2011.
- d. The supplier must cancel the CERs on behalf of UNOPS and its clients and send to UNOPS evidence and a screen shot of a Registry confirming the credits cancellation on behalf of UNOPS or each of its client's organisations within 5 days of receipt of the purchase order. Proof of cancellation shall be sent to UNOPS.

Specific requirements applicable to lot 1:

- Projects have to be wind power projects.

Specific requirements applicable to lot 2:

- Projects have to be from projects other than wind power.

Specific requirements applicable to lot 3:

- Projects must provide evidence of additional sustainable development co-benefits in terms of empowerment of women (for instance, through provision of and improvements in access to education and training for women; enhancement of the position of women in society; etc.)

For definition of the regions, please make reference to the UN Statistics Division:

<http://unstats.un.org/unsd/methods/m49/m49regin.htm#ftna>

Availability of CERs and price:

Bidders are required to secure the CERs offered in their bid to UNOPS.

UNOPS reserves the right to increase or decrease the quantity of CERs procured under each lot in the measure of 30%, provided the bidder can confirm the availability of CERS from the selected project or from an equivalent project at the same price.

If the lowest priced technical compliant offer does not fulfil UNOPS volume requirements, UNOPS will procure additional CERs needed from the second lowest priced technical compliant offer, and so proceed until its needs or the needs of its partners are fulfilled.

UNOPS reserves the right not to buy all lots.

Invitation to bid**Procurement of Certified Emission Reductions (CERs) from registered Clean Development Mechanism (CDM) projects****ITB No. UNOPS-122887-2014****Section 5: UNOPS General Conditions of Contract**

In the event of an order, the UNOPS General Conditions of Contract will apply. The conditions are available at: <http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx> under "Opportunities" > "Suppliers" > "How we procure" > "UNOPS General Conditions for Goods". If your company is unable to access the document, please send an email request to: catherineh@unops.org and the UNOPS General Conditions of Contract will be sent to you electronically.

ANNEX A**Invitation to bid****Procurement of Certified Emission Reductions (CERs) from registered Clean Development Mechanism (CDM) projects****ITB No. UNOPS-122887-2014****Bid/no bid confirmation form**

If after assessing this opportunity you have made the determination not to submit your bid we would appreciate if you could return this form indicating your reasons for non-participation.

Date:

To: UNOPS
Catherine HellensbergEmail: vendorQ@unops.orgFrom: _____

Subject ITB UNOPS -122887-2014

YES, we intend to submit an offer.

NO, we are unable to submit a bid in response to the above mentioned invitation to bid due to the reason(s) listed below:

- The requested products are not within our range of supply
- We are unable to submit a competitive offer for the requested products at the moment
- The requested products are not available at the moment
- We cannot meet the requested specifications
- We cannot offer the requested type of packing
- We can only offer FCA prices
- The information provided for quotation purposes is insufficient
- Your ITB is too complicated
- Insufficient time is allowed to prepare a quotation
- We cannot meet the delivery requirements
- We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.)
- We do not export
- Our production capacity is currently full
- We are closed during the holiday season
- We had to give priority to other clients' requests
- We do not sell directly but through distributors
- We have no after-sales service available
- The person handling the bids is away from the office
- Other (please provide reasons) _____
- _____
- We would like to receive future ITBs for this type of goods
- We don't want to receive ITBs for this type of goods

If UNOPS has questions to the bidder concerning this NO BID, UNOPS should contact Mr./Ms. _____, phone/email _____, who will be able to assist.

ANNEX B

Invitation to bid

Procurement of Certified Emission Reductions (CERs) from registered Clean Development Mechanism (CDM) projects

ITB No. UNOPS-122887-2014

Check list form

Bidders are requested to complete this form and return it as part of their bid submission.

Activity	Yes/No/NA	Page # in your bid	Remark
Have you duly completed all the bidding forms provided in the Instructions to bidders?			
<ul style="list-style-type: none"> Bid/no bid confirmation 			
<ul style="list-style-type: none"> Bid submission, technical and price schedule offer form 			
<ul style="list-style-type: none"> UNGM Vendor registration (desired, not required. Mandatory for the awarded bidder) <ul style="list-style-type: none"> No adverse action conformation form 			
Have you provided the required information for qualification purposes as contained in ITB document 4: UNOPS Technical specifications/ statement of works including:			
<ul style="list-style-type: none"> Financial capability related documents (if required) 			
<ul style="list-style-type: none"> Experience and technical capacity related documents 			
<ul style="list-style-type: none"> full details of the projects offered as requested in the technical specifications points A and B. 			
<ul style="list-style-type: none"> A validity period of your bid of 60 days 			

ANNEX C

Invitation to bid

Procurement of Certified Emission Reductions (CERs) from registered Clean Development Mechanism (CDM) projects

ITB No. UNOPS-122887-2014

[Procurement officials must include this mandatory document in their ITB]

Bid submission, technical and price schedule offer form Cover page

Bidders are requested to complete this form and return it as part of their bid submission.

This cover page, the specification/statement of work form and the price schedule form are an integral part of the bid submission form. Bidders are expected to return signed as part of their bid. The bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Date: (Insert date (as day, month and year) of bid submission)
ITB No.: UNOPS-2014-122887

To: (Insert complete name of procurement official)

We, the undersigned, declare that:

- a. We have examined and have no reservations to the bidding documents, including amendment No.: (Insert the number and issuing date of each amendment);
- b. We offer to supply in conformity with the bidding documents and in accordance with the delivery schedules specified in the Schedule of Requirements the following goods and related services (Insert a brief description of the goods and related services);
- c. The total price of our bid, excluding any discounts offered in item (d) below, is: (Insert the total bid price in words and figures, indicating the various amounts and the respective currencies);
- d. The discounts offered and the methodology for their application are:
Discounts: If our bid is accepted, the following discounts shall apply. (Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies.)
Methodology of application of the discounts: The discounts shall be applied using the following method: (Specify in detail the method that shall be used to apply the discounts);
- e. Our bid shall be valid for the period of time specified in Instructions to Bidders Sub-Clause 20.1, from the date fixed for the bid submission deadline in accordance with Instructions to Bidders Sub-Clause 24.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- f. If our bid is accepted, we commit to obtain a performance security in accordance with Instructions to Bidders Clause 44 and GCG Clause 12 for the due performance of the Contract;
- g. We have no conflict of interest in accordance with Instructions to Bidders Sub-Clause 4.2;
- h. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UNOPS, in accordance with Instructions to bidders Sub-Clause 4.3;
- i. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- j. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this ITB and will not engage in any such activity during the performance of any contract awarded.

Signed: (Insert signature of person whose name and capacity are shown)

In the capacity of (Insert legal capacity of person signing the Bid Submission Form)

Name: (Insert complete name of person signing the Bid Submission Form)

Duly authorized to sign the bid for and on behalf of: (Insert complete name of bidder)

Dated on _____ day of _____, _____ [insert date of signing]

Bid submission, technical and price schedule offer form

Bidders are requested to complete this form and return it as part of their bid submission.

Bidders shall fill in the enclosed forms in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules** shall reflect the list of goods and related services specified by UNOPS in the technical specifications/statement of work.

Bid prices

Bidders to submit their financial bid by completing the price schedules.

Bidders shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules** shall coincide with the List of Goods and Related Services specified by UNOPS in the technical specifications/statement of work
 Alternate bids will not be acceptable.

BID PRICES

Item no.	Description	Quantity of CERs requested	Quantity offered	Unit Price
1	CERs from CDM wind power projects	114,000		
2	CERs from other CDM projects	114,000		
4	CERs generated from projects with specific co-benefits for women and/or girls	6000		

Please refer to explanation in Section 4, points A and B.

Evaluation and comparison will be done according to these points and on unit prices.

Technical offer

Please include the list and details of the projects and CERs proposed as well as all details requested in Section 4: UNOPS Technical Specifications, points A and B.

Bidders are encouraged to include any additional information regarding the goods they offer in this section in form of free text.

The offered products are in accordance with the required specifications and technical requirements:

YES NO

Any deviations must be listed below:

ANNEX D

Invitation to bid

Procurement of Certified Emission Reductions (CERs) from registered Clean Development Mechanism (CDM) projects

ITB No. UNOPS-122887-2014

UNGM vendor registration form

As part of the bid, it is desired that the bidder goes to the United Nations Global Marketplace (UNGM) registration website: <https://www.ungm.org/Registration/RegisterSupplier.aspx> and fills out the registration. If the bidder is already registered with UNGM, please provide your UNGM registration number (_____). Please ensure that your firm's information on UNGM is current.

Bidders need to familiarize themselves with the [United Nations Supplier Code of Conduct](#). UNOPS encourages all suppliers to subscribe to the [United Nations Global Compact](#).

The bidder may still bid even if not registered with the UNGM. However, if the bidder is selected for contract award, the bidder must register on the UNGM prior to contract signature.

ANNEX H

Invitation to bid

Procurement of Certified Emission Reductions (CERs) from registered Clean Development Mechanism (CDM) projects

ITB No. UNOPS-122887-2014

(Request bidders to include if required)

No adverse action confirmation form

[Bidders are requested to complete this form and return it as part of their bid submission.]

This is to certify that (delete unwanted option):

- a. No adverse action has been taken against the bidder (Insert bidder's name) and the manufacturers (insert manufacturer's names) whose products are being offered by the bidder against this Invitation to bid, in the last 5 (five) years.
- b. The following instances of previous past performance have resulted in adverse actions taken against the bidder (insert bidder's name) and the manufacturers (insert manufacturer's names) whose products are being offered by the bidder, in the last 5 (five) years. Such adverse actions included:

(Indicate date and reasons for adverse actions and result of adverse actions; i.e. suspension or cancellation of manufacturing license by regulatory authorities, product recalls, blacklisting, debarment from bidding etc.)

Signature _____
Name _____
Designation with stamp _____
Date _____



UNOPS Headquarters
Marmorvej 51
P.O. Box 2695
2100 Copenhagen
Denmark

Tel: +45 45 33 75 00
Fax: +45 45 33 75 01