

## Section III: Returnable Bidding Forms

**Note to Bidders: Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Biding Forms as instructed and return them as part of their bid submission.**

Esourcing reference: SUPPLY OF BIOSAFETY CABINET - ITB/2017/1203

This Section comprises the following Returnable Bidding Forms:

- Form A: Joint Venture Partner Information Form
- Form B: Bid Submission Form
- Form C: Price Schedule Form
- Form D: Technical Bid Form
- Form E: Manufacturer's authorisation form (For the bidder who is not manufacturer)
- Form F: Performance Statement Form
- Form G: One UNOPS Vendor Profile Form

## Form A: Joint Venture Partner Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below].

Esourcing reference no: **ITB/2017/1203**

Name of Bidder: [insert name of bidder]

Date: [insert submission date]

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

| JV / Consortium/ Association Information  |            |
|---|------------|
| <b>Name</b>   | [complete] |
| <b>Names of each partner and contact information</b><br>(address, telephone numbers, fax numbers, e-mail address)   | [complete] |
| <b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the Bidding process and, in the event a Contract is awarded, during contract execution) | [complete] |
| <b>Proposed proportion of responsibilities between partners (in %) with indication of the type of the goods/services to be delivered by each</b>                                      | [complete] |

### Signatures of all partners of the JV:

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNOPS 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 B: Bid Submission Form

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

**Subject: Supply of Biosafety Cabinet in Myanmar**

**Sourcing Reference No. ITB/2017/1203** dated [insert date]

We, the undersigned, declare that:

- a. We have examined and have no reservations to the bidding documents, including amendments No.: [Insert the number and issuing date of each amendment];
- b. We offer to supply in conformity with the bidding documents, including the UNOPS General Conditions of Contract, and in accordance with the delivery schedules specified in the Schedule of Requirements
- 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, including if applicable discounts for accelerated payment.]
  - **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 of [insert number of days which shall not be less than the specified in Section I: Bid Particulars, Period of Validity of Bids] from the date fixed for the bid submission deadline as set out in the ITB, 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, and if so requested in Section I: Bid Particulars, we commit to obtain a performance security in accordance with Instructions to Bidders Article 34 and the General Conditions of the Contract;
- g. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS;
- h. We 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.
- i. Our firm confirms that the Bidder and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
- j. We embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact;
- k. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/DP, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Bidders Article 4, Eligibility;

- I. 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.
- m. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;

I, the undersigned, certify that I am duly authorized by **[insert full name of bidder]** to sign this bid and bind **[insert full name of bidder]** should UNOPS accept this bid:

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

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

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

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

**[Stamp form of bid with official stamp of the bidder]**

## Form C: Price Schedule Form

Esourcing Reference No: **ITB/2017/1203**

Name of Bidder: **[insert name of bidder]**

Bidders shall fill in these Price Schedule Forms in accordance with the instructions indicated.

| Lot No. | Description       | Unit | Qty (a) | Manufacturer /Country of origin | Currency: USD      |                                |                         |                                     |
|---------|-------------------|------|---------|---------------------------------|--------------------|--------------------------------|-------------------------|-------------------------------------|
|         |                   |      |         |                                 | Unit price FCA (b) | Unit price CPT Yangon port (c) | Total price FCA (a)x(b) | Total price CPT Yangon port (a)x(c) |
| 1.      | Biosafety Cabinet | Each | 3       |                                 |                    |                                |                         |                                     |

I, the undersigned, certify that I am duly authorized by **[insert full name of bidder]** to sign this bid and bind **[insert full name of bidder]** should UNOPS accept this bid:

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

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

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

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

## Form D: Technical Bid Form

Esourcing references no: ITB/2017/1203

Name of Bidder: [insert name of bidder]

Bidders are required to complete the Comparative Data Tables included in Section IV: Schedule of Requirements to demonstrate compliance with UNOPS requirements and insert them below. Bidders are NOT allowed to make any change in the “UNOPS requirements” columns of the Comparative Data Tables. Such changes might disqualify your quotation.

### A. Technical specifications for Goods – Comparative Data Table

| Lot No | Description       | UNOPS minimum technical requirements   | Is quotation compliant?<br>Bidder to complete                   | Details of goods offered.<br>Bidder to complete   |
|--------|-------------------|--|---|---|
| 1      | Biosafety Cabinet | <p>The BSC shall meet the requirements of class IIA2 NSF 49 or class II EN 12469; specifically, with regard to inward airflow (<math>\geq 0.40</math> m/s according to EN 12469:2000 or <math>\geq 0.50</math> m/s per NSF 49:2004).</p> <p>External height <math>\leq 2200</math> mm including support stand, allowing an available space of at least 400 mm from the top of the BSC to the ceiling. Higher versions may be accepted, provided the 400 mm over the BSC is available to measure air velocity above the exhaust filter, and to have enough space for changing the filter and for ducting and/ or a thimble connection to outlet.</p> <p><b>Size:</b> 4 feet (120 cm)</p> <p><b>Internal working area (approximate):</b></p> <ul style="list-style-type: none"> <li>• Width 1150 mm x depth 630 mm x height 650–750 mm.</li> <li>• Inside finish: stainless steel, high quality (e.g. grade 304).</li> <li>• External housing, including screws, made of stainless steel or equivalent resistant galvanized (zinc-coated) sheet steel, subsequently powder coated and thermally hardened; minimum 80 <math>\mu</math>m thick, or other material that is hard-wearing, resistant to disinfectants and chemicals used in a TB laboratory, and abrasion resistant.</li> </ul> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p><span style="background-color: cyan;">Insert details of goods offered, including specifications and brand/model offered if applicable</span></p> |

|  |  |   |  |  |
|--|--|---|--|--|
|  |  | <ul style="list-style-type: none"> <li>• Vertically adjustable sliding window: aerosol-tight, sliding, safety glass (laminated multilayer safety glass only), thickness <math>\geq 6.7</math> mm, counterbalanced.</li> <li>• High optical transmission, but absorption of UV light; minimal reflection.</li> <li>• Working aperture: <math>\geq 170</math> mm measured from work surface to the bottom of the sash window.</li> <li>• Maximal lifting height of front window: 500 mm.</li> <li>• Single-piece working surface with integrated (V-shaped) front air grill. Alternative: Working surface as segments.</li> <li>• Noise pressure level: <math>\leq 60</math> dbA</li> </ul> <p><b>Internal fittings:</b></p> <ul style="list-style-type: none"> <li>• Two plugs, <math>230 \pm 10</math> V, AC, 50 Hz, protected with separate T5A (slow blow) fuse. Voltage and plugs adapted to those used in the country. Warning: Plugs inside the BSC may differ from the main connection to the electricity network.</li> <li>• Flicker-free, low-glare, warm-coloured light, <math>&gt;1000</math> lux.</li> <li>• Optional: ultraviolet C (UVC) light (253.7 nm wavelength); 30 W with hour counter; with interlock with white light so that the UVC light can be switched on only when the white light source is switched off.</li> <li>• Control display on the front of the BSC.</li> <li>• Electrical control or indicators.</li> <li>• Flow meter for air inflow velocity.</li> <li>• Flow indicator or meter for air downflow velocity.</li> <li>• Operating hours indicator (counter)</li> <li>• Filter and flow conditions.</li> <li>• High-efficiency particulate air (HEPA) filter (exhaust air filter); classification at least H14; conforming with EN 1822; metal framed.</li> <li>• Alarms, visible and/or audible, for any unsafe condition of the BSC (e.g. airflow, window position, hardware or software errors). Possibility to shut down alarm for cleaning and maintenance.</li> </ul> |  |  |
|--|--|---|--|--|

|  |  |  |  |  |
|--|--|--|--|--|
|  |  | <p><b>Power supply:</b></p> <ul style="list-style-type: none"> <li>• 220-240 V, AC, 50/60 Hz.</li> <li>• Power consumption (approximate): 600W</li> <li>• Conform to electrical safety standards IEC 60601–1, UL 61010–1, EN 61010–1</li> <li>• Protection class (in accordance with EN 60529).</li> <li>• Designed not to interfere with circuit radio (in accordance with EN 55014)</li> </ul> <p><b>Air downflow velocity:</b> NSF 49–2002:<br/>Requires compliance with the manufacturer’s set points, or downflow velocity with a deviation of &lt;0.025 m/s from a nominal set point. ▪ EN 12469:<br/>Airflow velocity should be between 0.25 and 0.50 m/s and is defined by the manufacturer according to the construction. Additionally, no individual measurement should differ by more than 20% of the value requested by the manufacturer within the limits given.</p> <p><b>Air circulation volume flow:</b><br/>700–1200 m<sup>3</sup>/h</p> <p><b>Influx air velocity:</b></p> <ul style="list-style-type: none"> <li>• According to NSF 49, the average airflow velocity at front aperture should be 0.51 m/s for class A2.</li> <li>• Exhaust volume airflow/fresh airflow inward: 300–600 m<sup>3</sup>/h</li> <li>• Blower system to be able to maintain the airflow within a minimum window (narrow limits) on voltage fluctuations. Data to be available on request.</li> <li>• Uninterrupted power supply (UPS) For BSC; battery pack should last 20 minutes.</li> </ul> <p><b>Accessories</b></p> <ul style="list-style-type: none"> <li>• Table or support frame (support stand) for a working height of 78 ± 2 cm, adjustable at least at three points (feet) to level. A telescopic support stand is advisable for a flexible use.</li> <li>• Ergonomic laboratory chair, designed for infectious laboratory areas: adjustable height to suit different users, seat range approximately 400–490 mm adjustable-angle back rest (no arm rest) ▪ caster wheels (five)</li> </ul> |  |  |
|--|--|--|--|--|

|  |  |  |  |  |
|--|--|--|--|--|
|  |  | <p>all metal parts chrome plated disinfected with alcohol-containing disinfectants.</p> <ul style="list-style-type: none"> <li>• Air duct construction thimble exhaust air from the BSC. The air duct to be made for the BSC offered and fit precisely.</li> <li>• Depending on the ventilation system for the containment room, a motorised flap in the hood and a trigger for the external ventilator or equivalent regulatory device may be needed.</li> <li>• All standard accessories, consumables and parts required for the proper installation, operation and maintenance of the BSC to be included in the offer by the supplier and to be specified and quantified.</li> </ul> <p><b>Standard maintenance tools</b></p> <ul style="list-style-type: none"> <li>• All standard accessories, consumables and parts required to operate the equipment, including all standard tools and cleaning equipment, to be included in the offer.</li> <li>• Bidders to specify the quantity of every item included in their offer (including items not specified above). If special tools are needed (e.g. to change filters), they must be provided.</li> </ul> |  |  |
|--|--|--|--|--|

**NOTE:** Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers, if any, specified in the above technical specification, are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Purchaser's satisfaction, that the product offered ensure substantial equivalence or are superior in performance to those specified in the Schedule of Requirements.

| Quality Assurance Requirements  | Is quotation compliant?<br>Bidder to complete            |
|---|--|
| <p>The manufacturer must have a management system certified to ISO 9001.<br/>The manufacturer must have a management system certified to ISO 13485/CE or other equivalent quality management system of one of the founder members of GHTF countries.</p>  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>The manufacturer shall individually test each BSC before shipment.<br/>The test report to be provided to the purchaser, with a duplicate fixed to the BSC. The tests to be performed with research-grade instruments for valid calibration according to test methods outlined in EN 12469 or NSF 49. The test report to contain at least data on:</p> <ul style="list-style-type: none"> <li>▪ inflow air velocity</li> <li>▪ downflow air velocity</li> <li>▪ filter leak scan for both filters to document filters' efficiency and integrity.</li> </ul> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>One set of operation, maintenance and service manuals, written in English.</p>   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Installation, Maintenance and Training Requirement  | Is quotation compliant?<br>Bidder to complete            |
| <p>The bidder must arrange for the equipment to be installed by certified or qualified personnel and will provide prerequisites for installation to be communicated to the purchaser in advance, in detail.</p>   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>The bidder to also provide user training (including how to use and maintain the equipment) and a comprehensive maintenance plan.</p>   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>The supplier/manufacturer shall have an agent in Myanmar capable and experienced to carry out the after sales service and preventive maintenance and repair during the warranty period of 2 years.</p>   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p><b>On-site testing:</b> The supplier shall demonstrate the satisfactory performance of the equipment after installation to the National TB control Programme.</p>  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| List of related services  | Is quotation compliant?<br>Bidder to complete            |
| <p>The supplier is required to provide any or all of the following services:</p>  |  |
| <p>a) Performance or supervision of the on-site assembly and/or start-up of the supplied Goods. This shall be carried out at the time of Installation and commission of Equipment.</p>  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>b) Furnishing of tools required for maintenance of the supplied Goods along with each equipment.</p>   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>c) Furnishing of detailed operations and maintenance manual for each appropriate unit of supplied Goods along with each equipment.</p>   | <input type="checkbox"/> Yes <input type="checkbox"/> No |

|  |  |
|--|--|
| <b>Warranty</b>  | <b>Is quotation compliant?<br/>Bidder to complete</b>    |
| Minimum two years.   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Packaging and Labelling Specifications</b>  | <b>Is quotation compliant?<br/>Bidder to complete</b>    |
| a) Should be standard as per the regulations applicable.<br>b) Special packaging and notification is required for easily breakable material.<br>c) All Labelling and packaging inserts shall be in English.<br>d) Should be strong enough for transport and to resist any mishandling. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Defect</b>  | <b>Is quotation compliant?<br/>Bidder to complete</b>    |
| On reception, in case of the detection of a defective product either in the quality of a product or in any other aspects such as packaging, the Supplier will be requested to replace the complete batch at its own cost.  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Complaints</b>  | <b>Is quotation compliant?<br/>Bidder to complete</b>    |
| Any complaint from UNOPS or the NTP will be handled by the Supplier according to its internal standard operating procedures, and pursuant to the provisions relating to provisions as set out in the General Conditions.   | <input type="checkbox"/> Yes <input type="checkbox"/> No |

## Delivery requirements — Comparative Data Table

| UNOPS Requirements                        |  | Is quotation compliant? Bidder to complete               | If No, Provide comments |
|---|--|--|-------------------------|
| <b>Delivery time</b>                      | 100% quantity within 60 days of acceptance of the contract.                                      | <input type="checkbox"/> Yes <input type="checkbox"/> No |                         |
| <b>Delivery place and Incoterms rules</b> | CPT Yangon Port (Incoterms 2010)   | <input type="checkbox"/> Yes <input type="checkbox"/> No |                         |
| <b>Consignee details</b>                  | UNOPS Myanmar (MMOC)<br>No. 12(O), Pyithu Lane, 7 Mile,<br>Mayangone Township<br>Yangon, Myanmar | <input type="checkbox"/> Yes <input type="checkbox"/> No |                         |

The offered goods and related services (if applicable) are in accordance with the required specifications and requirements specified in **Section II: Schedule of Requirements**.

Yes  No

ANY DEVIATION MUST BE LISTED BELOW:

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I, the undersigned, certify that I am duly authorized by **[insert full name of bidder]** to sign this bid and bind **[insert full name of bidder]** should UNOPS accept this bid:

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

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

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

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

## Form E: Manufacturer's Authorisation Form

A letter issued by the manufacturer authorizing the applicant to participate in this particular ITB must be submitted with the bid in the format provided in this Form.

To be eligible for delivery of goods, the bidder must be either the manufacturer of the offered goods or a sole representative of the manufacturer to the United Nations. Should offers for a particular make and model be received from more than one appointed representative, UNOPS reserves the right to select only one.

ITB reference no: **[insert ITB reference No.]**

Name of Bidder: **[insert name of bidder]**

Date: **[insert submission date]**

To: UNOPS

### WHEREAS

We **[insert complete name of manufacturer]**, who are official manufacturers of **[insert type of goods manufactured]**, having factories at **[insert full address of manufacturer's factories]**, do hereby authorize **[insert complete name of bidder]** to submit a bid the purpose of which is to provide the following goods, manufactured by us **[insert name and or brief description of the goods]**, and to subsequently negotiate and sign the contract.

We hereby extend our full guarantee and warranty in accordance with Clause 4.5 of the General Conditions of Contract for the Provision of Goods, with respect to the goods offered by the above firm.

Signed: **[insert signature(s) of authorized representative(s) of the manufacturer]**

Name: **[insert complete name(s) of authorized representative(s) of the manufacturer]**

Title: **[insert title]**

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ **[insert date of signing]**

## Form F: Performance Statement Form

Esourcing references No: **ITB/2017/1203**

Name of Bidder: **[insert name of bidder]**

Date: **[insert submission date]**

| Order placed by (Full address of purchaser) | Order no & date | Description & quantity of ordered items | Value of Order | Date of completion of Delivery |        |
|---|-----------------|---|----------------|--------------------------------|--------|
|   |                 |   |                | As per Contract                | Actual |
|   |                 |   |                |                                |        |
|   |                 |   |                |                                |        |
|   |                 |   |                |                                |        |
|   |                 |   |                |                                |        |

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

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

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

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

