## Section IV. Bidding Forms

**Bid Submission Form**

*[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]*

ICB No.: *[insert number of bidding process]*

Invitation for Bid No.: *[insert No of IFB]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Purchaser]*

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents, including Addenda No.: *[insert the number and issuing date of each Addenda];*
2. 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];*
3. 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];*
4. 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];*

1. Our bid shall be valid for the period of time specified in ITB Sub-Clause 20.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 24.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
2. If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 44 and GCC Clause 18 for the due performance of the Contract;
3. We, including any subcontractors or suppliers for any part of the contract, have nationality from eligible countries *[insert the nationality of the Bidder, including that of all parties that comprise the Bidder, if the Bidder is a JV, and the nationality each subcontractor and supplier]*
4. We have no conflict of interest in accordance with ITB Sub-Clause 4.2;
5. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by CDEMA, or by the Purchaser’s country laws or official regulations, in accordance with ITB Sub-Clause 4.3;
6. We have (do) not have any outstanding sanctions from CDEMA or any other donor funding International Financial Institution.
7. We will use our best efforts to assist CDEMA in any investigation.
8. We hereby agree that in competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Client.
9. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the bidding process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Recipient | Address | Reason | Amount |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

(If none has been paid or is to be paid, indicate “none.”)

(k) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.

(l) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

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 *[insert date of signing]*

**Bidder Information Form**

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

ICB No.: *[insert number of bidding process]*

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|  |
| --- |
| 1. Bidder’s Legal Name: *[insert Bidder’s legal name]* |
| 2. In case of JV, legal name of each party: *[insert legal name of each party in JV]* |
| 3. Bidder’s actual or intended Country of Registration: *[insert actual or intended Country of Registration]* |
| 4. Bidder’s Year of Registration: *[insert Bidder’s year of registration]* |
| 5. Bidder’s Legal Address in Country of Registration: *[insert Bidder’s legal address in country of registration]* |
| 6. Bidder’s Authorized Representative Information  Name: *[insert Authorized Representative’s name]*  Address: *[insert Authorized Representative’s Address]*  Telephone/Fax numbers: *[insert Authorized Representative’s telephone/fax numbers]*  Email Address: *[insert Authorized Representative’s email address]* |
| 7. Attached are copies of original documents of: *[check the box(es) of the attached original documents]*   Articles of Incorporation or Registration of firm named in 1, above, in accordance with ITB Sub-Clauses 4.1 and 4.2.   * In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB Sub-Clause 4.1. * In case of government owned entity from the Purchaser’s country documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 4.5. |

**Joint Venture Partner Information Form**

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

Date: *[insert date (as day, month and year) of Bid Submission*]

ICB No.: *[insert number of bidding process]*

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|  |
| --- |
| 1. Bidder’s Legal Name: *[insert Bidder’s legal name]* |
| 2. JV’s Party legal name: *[insert JV’s Party legal name]* |
| 3. JV’s Party Country of Registration: *[insert JV’s Party country of registration]* |
| 4. JV’s Party Year of Registration: *[insert JV’s Part year of registration]* |
| 5. JV’s Party Legal Address in Country of Registration: *[insert JV’s Party legal address in country of registration]* |
| 6. JV’s Party Authorized Representative Information  Name: *[insert name of JV’s Party authorized representative]*  Address: *[insert address of JV’s Party authorized representative]*  Telephone/Fax numbers: *[insert telephone/fax numbers of JV’s Party authorized representative]*  Email Address: *[insert email address of JV’s Party authorized representative]* |
| 7. Attached are copies of original documents of: *[check the box(es) of the attached original documents]*   Articles of Incorporation or Registration of firm named in 2, above, in accordance with ITB Sub-Clauses 4.1 and 4.2.   * In case of government owned entity from the Purchaser’s country, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 4.5. |

**PRICE SCHEDULE FORMS**

*[The Bidder 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 the Purchaser in the Schedule of Requirements.]*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Price Schedule: Goods Manufactured Outside the Purchaser’s Country, to be Imported** | | | | | | | |
|  | | | (Group C bids, goods to be imported)  Currencies in accordance with ITB Sub-Clause 15 | | | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ICB No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Alternative No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Page N° \_\_\_ of \_\_\_ | |
| 1 | 2 | 3 | 4 | 5 | 6 | | 7 |
| Line Item  N° | Description of Goods | Country of Origin | Delivery Date as defined by Incoterms | Quantity and physical unit | Unit price  CIP *[insert place of destination]*  in accordance with ITB 14.6(b)(i) | | CIP Total Price per line item  (Col. 5x6) |
| *[insert # of item]* | *[insert name of good]* | *[insert country of origin of the Good]* | *[insert quoted Delivery Date]* | *[insert # of units to be supplied and name of the physical unit]* | *[insert unit price CIP per unit]* | | *[insert total CIP price per line item]* |
|  | | | | | Total Price | |  |
| Name of Bidder *[insert complete name of Bidder] Signature* of Bidder *[signature of person signing the Bid]* Date *[Insert Date]* | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Price Schedule: Goods Manufactured Outside the Purchaser’s Country, already imported** | | | | | | | | | | | | | | | |
|  | | | (Group C bids, Goods already imported)  Currencies in accordance with ITB Sub-Clause 15 | | | | | | | | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ICB No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Alternative No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Page N° \_\_\_ of \_\_\_ | | | | |
| 1 | 2 | 3 | 4 | | 5 | 6 | | 7 | | 8 | | | 9 | | 10 |
| Line Item  N° | Description of Goods | Country of Origin | Delivery Date as defined by Incoterms | Quantity and physical unit | Unit price CIP including Custom Duties and Import Taxes paid, in accordance with ITB 14.6(c)(i) | | Custom Duties and Import Taxes paid per unit in accordance with ITB 14.6(c)(ii), *[to be supported by documents]* | | Unit Price CIP net of custom duties and import taxes, in accordance with ITB 14.6 (c) (iii)  (Col. 6 minus Col.7) | | | Price CIP per line item net of Custom Duties and Import Taxes paid, in accordance with ITB 14.6(c)(i)  (Col. 5×8) | | Sales and other taxes paid or payable per item if Contract is awarded (in accordance with ITB 14.6(c)(iv) | |
| *[insert number of the item]* | *[insert name of Goods]* | *[insert country of origin of the Good]* | *[insert quoted Delivery Date]* | *[insert number of units to be supplied and name of the physical unit]* | *[insert unit CIP price per unit]* | | *[insert custom duties and taxes paid per unit]* | | *[insert unit CIP price net of custom duties and import taxes]* | | | *[ insert CIP price per line item net of custom duties and import taxes]* | | *[insert sales and other taxes payable per item if Contract is awarded]* | |
|  | | | | | | | | | | | | Total Bid Price | |  | |
| Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert date]* | | | | | | | | | | | | | | | |

**Bid-Securing Declaration**

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

Date: *[date (as day, month and year)]*

Bid No.: *[number of bidding process]*

Alternative No.: *[identification No if this is a Bid for an alternative]*

To: *[complete name of Purchaser]*

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Purchaser for the period of time of *[number of months or years]* starting on *[date],* if we are in breach of our obligation(s) under the bid conditions, because we:

1. have withdrawn our Bid during the period of bid validity specified in the Form of Bid; or
2. having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, fail or refuse to execute the Contract; or (ii) fail or refuse to furnish the Performance Security, if required, in accordance with the ITB.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Signed: *[signature of person whose name and capacity are shown]* In the capacity of *[legal capacity of person signing the Bid Securing Declaration]*

Name: *[complete name of person signing the Bid Securing Declaration]*

Duly authorized to sign the bid for and on behalf of: *[complete name of Bidder]*

Dated *[date of signing]*

Corporate Seal (where appropriate)

*[Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]*

**Manufacturer’s Authorization**

*[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so indicated in the* ***BDS.****]*

Date: *[insert date (as day, month and year) of Bid Submission]*

ICB No.: *[insert number of bidding process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: [*insert complete name of Purchaser]*

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 28 of the General Conditions of Contract, 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 *[insert date of signing]*

**List of Goods and Delivery Schedule (Lot 1)**

*[The Purchaser shall fill in this table, with the exception of the column “Bidder’s offered Delivery date” to be filled by the Bidder]*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Line Item**  **N°** | **Description of Goods** | **Quantity** | **Physical unit** | **Named place of Destination as specified in BDS** | **Delivery (as per Incoterms) Date** | | |
| **Earliest Delivery Date** | **Latest Delivery Date** | **Bidder’s offered Delivery date [*to be specified by the bidder*]** |
|  |  |  |  |  |  |  |  |
| *Lot 1* | VSAT internet connectivity for disaster response operations | *4* | *Unit* | *CDEMA Coordinating Unit Barbados.* | *Not later than 45 calendar days from the contract signing date* | *Not later than 90 calendar days from the contract signing date* |  |
|  |  |  |  |  |  |  |  |

**List of Goods and Delivery Schedule (Lot 2)**

*[The Purchaser shall fill in this table, with the exception of the column “Bidder’s offered Delivery date” to be filled by the Bidder]*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Line Item**  **N°** | **Description of Goods** | **Quantity** | **Physical unit** | **Named place of Destination as specified in BDS** | **Delivery (as per Incoterms) Date** | | |
| **Earliest Delivery Date** | **Latest Delivery Date** | **Bidder’s offered Delivery date [*to be specified by the bidder*]** |
|  |  |  |  |  |  |  |  |
| *Lot 2* | Kit for deployed teams | *20* | *Unit* | *CDEMA Coordinating Unit Barbados.* | *Not later than 45 calendar days from the contract signing date* | *Not later than 90 calendar days from the contract signing date* |  |
|  |  |  |  |  |  |  |  |

**Technical Specifications**

| **1.**  **Item Number** | **2.**  **Specifications required** | **3.**  **Specifications offered** | **4.**  **Notes, remarks,  ref to documentation** |
| --- | --- | --- | --- |
| **Lot 1 - VSAT internet connectivity for disaster response operations** | | | |
| **1** | [Required number of VSAT units = 4]   * Must be able to operate in all the CDEMA Participating States. * Fly-away design (include specifics on size and weight, and number of cases) * Auto-acquire capabilities (specify if this is fully automatic or if some manual intervention is required) * Include Long-range Wireless Access Points and must be able to setup WiFi hotspots. * Backup power device utilizing green technology. * Minimum bandwidth – 2.5 x 2.5 Mbps   + Must provide costs for 3 years and 5 years of service for the bandwidth (separately). * 3 years warranty on the equipment. * Operate in extreme conditions. |  |  |
|  | * All equipment and materials to be incorporated in the goods must be new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided for otherwise in the contract. * Provision of training to persons who will be deploying the equipment. |  |  |

| **1.**  **Item Number** | **2.**  **Specifications required** | **3.**  **Specifications offered** | **4.**  **Notes, remarks,  ref to documentation** |
| --- | --- | --- | --- |
| **Lot 2 - Kit for deployed teams** | | | |
| **1** | **Rugged Laptop computer (minimum specifications):**   * MIL-STD-810H and IP53 rated * O/S – Windows 10 Pro * Microsoft Office 2021 * Touchscreen with stylus * Memory - 16GB RAM * Hard drive - 512GB SSD * Wireless & Wired Network capability * Processor - Intel Core i5 processor or equivalent. * 3 years warranty on equipment * Additional Accessories:   + Power bank for laptop     - Provide AC output for laptop     - Charging ports for phones and similar devices     - Solar panels to recharge Power bank off-grid |  |  |
| **2** | **Satellite Phone (minimum specifications):**   * Military-grade durability (MIL-STD 810F). * Two-way SMS and short email capability. * Illuminated weather-resistant keypad. * Push to Talk (PTT) functionality. * Pre-paid airtime - 600 minutes. * Must be able to operate in all the CDEMA Participating States. |  |  |
| **3** | **GPS Hand-held device (minimum specifications)**   * Rugged and water-resistant design * Button operation * Sunlight-readable color display * 3-axis compass * Barometric altimeter * Blue tooth connectivity |  |  |
| **4** | **Ruggedized Smartphone (minimum specifications)**   * Display Type – 1920 x1080 * Screen size – 6 Inches * Camera – 16 MP * Ruggedized:   + IP68 – Dust/Waterproofing   + Mil STD-810G – Durability     - Network – Unlocked, 2G, 3G, AWS, LTE     - Operating System – Android     - RAM – 6GB     - Storage - 128GB     - Battery - 5,580 mAh     - Push to Talk (PTT) functionality. |  |  |
| **5** | **Flight-ready carrying case (minimum specifications)**   * Provide storage for deployment kit - (1) laptop, (1) satellite phone, (1) ruggedized smartphone, (1) GPS device and the associated accessories. * Ruggedized – SPS Certified IP67 * Foam inserts * Carry On – with handle and wheels * Easily secured |  |  |