**Please submit this document with the required information, with the Quotation / Bid Documents.**

1. **Documents Provided with this Solicitation:** *(To be listed by UNFPA Procurement Focal Point - PFP)*
2. Request for Quotation (RFQ)
3. **Applicable Procurement Regulations to be followed by the Bidders:** *(To be specified by UNFPA PFP)*

|  |  |
| --- | --- |
| **Description** | **Applicability** |
| [UNFPA General Conditions –Low value Contracts](https://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts)  For contract/purchase order values below USD 100,000, covering goods and/or services | Yes |
| [UNFPA General Conditions – Goods](https://www.unfpa.org/resources/unfpa-general-conditions-goods)  For contract/purchase order values equal to or greater than USD 100,000, covering goods | N/A |
| [UNFPA General Conditions – Services](https://www.unfpa.org/resources/unfpa-general-conditions-services)  For contract/purchase order values equal to or greater than USD 100,000 covering services | N/A |
| [UNFPA General Conditions – Mixed Goods and Services](https://www.unfpa.org/resources/unfpa-general-conditions-mixed-goods-and-services)  For contract/purchase order values equal to or greater than USD 100,000 covering mixed goods and services | N/A |

1. **Basic Information of the Business Incorporation / Registration**

|  |  |
| --- | --- |
| Registered Name of the Business |  |
| Type of Business Registration | Choose an item. |
| Date of Business Registration |  |
| Validity of the Business Registration | Choose an item. |
| Name(s) of Proprietor (for sole proprietorship), Partners (for partnership), or Directors (for companies or others) |  |
| Banking Information | Choose an item. |
| Other information / Comments |  |

1. **Documents Required with the Bid Submission. Please attach a copy of these documents:**

*(UNFPA Procurement Focal Point to indicate items that are required)*

|  |  |  |
| --- | --- | --- |
| **Description** | **UNFPA to indicate Required Items** | **Bidder to tick if attached** |
| Business Registration Certificate | Required |  |
| Company Profile | Required |  |
| Proof of Prior Work | Optional |  |
| References of Prior Work / Testimonials | Optional |  |
| CV’s / Profiles of Project Personnel | Required |  |
| Most recent audited accounts | Optional |  |
| General Quotation or Bid with Technical and Price Proposal – UNFPA Format | Not Required |  |
| General Quotation or Bid with Technical and Price Proposal – Supplier Format | Not Required |  |
| Technical Proposal / Bid – UNFPA Format | Not Required |  |
| Technical Proposal / Bid – Bidder’s Format | Required |  |
| Price Quotation – UNFPA Format | Required |  |
| Certifications (UNFPA to list required certifications) | Not Required |  |
| Others – Specify | Optional |  |

**IMPORTANT** - Attach the Technical and Price Quotations/Bids as instructed in Section III of the RFQ / Bid Document.

Name of the Authorized Person of the Bidder:

Signature: