

Annex 1: 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.

Insert an X where applicable	Description
<input type="checkbox"/>	YES , we intend to submit a bid.
<input type="checkbox"/>	NO . We are unable to submit a competitive offer for the requested goods/services at the moment

If you selected NO above, please state the reason(s) below:

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

If WHO has questions to the Bidder concerning this NO BID, WHO should contact Mr./Ms.

(_____), phone (_____), email (_____), who will be able to assist.

Annex 2: Bid Checklist Form

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

ITB reference no: ETH/PROC/ITB/003/2018

Name of Bidder: _____

Submission Date: [_____]

Before submitting your Bid, please ensure compliance with the instructions included in Section I: ITB Particulars,

Activity	Yes/No/NA	Page # in your bid	If NO provide comment
Have you duly completed all the Returnable Bidding Forms?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		
• Annex 2: Checklist Form	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		
• Annex 3: Information about bidder	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		
• Annex 4: Technical Proposal	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		
• Annex 5 : Commercial Proposal	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		
• Annex 6: Self-Declaration form	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		
• Annex 7: Confidentiality undertaking	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		
Have you provided the required documents to establish compliance with the evaluation criteria established in Section III?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		
• Copy of audited financial statements of the	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA		

