Section 4: Bid Submission Form[[1]](#footnote-1)

*(This should be written in the Letterhead of the Bidder. Except for indicated fields, no changes may be made in this template.)*

Insert: Location

Insert: Date

To: **UNDP Lebanon, Procurement Unit**

Dear Sir/Madam:

 We, the undersigned, hereby offer to supply the goods and related services required for **Supply of Hygiene Kits on Long Term Agreement (LTA) basis** in accordance with your Invitation to Bid dated March 14, 2017. We are hereby submitting our Bid, which includes the Technical Bid and Price Schedule.

We hereby declare that:

1. All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification;
2. We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
3. We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
4. We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby fully accept the Schedule of Requirements and Technical Specifications describing the duties and responsibilities required of us in this ITB, and the General Terms and Conditions of UNDP’s Standard Contract for this ITB.

We agree to abide by this Bid for *[insert: period of validity as indicated in Data Sheet].*

 We undertake, if our Bid is accepted, to initiate the supply of goods and provision of related services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this Bid, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

 We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Contact Details:

*[Please mark this letter with your corporate seal, if available]*

Section 5: Documents Establishing the Eligibility and Qualifications of the Bidder

Bidder Information Form[[2]](#footnote-2)

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

ITB No.: LEB/CO ITB/28/17

Page \_\_\_\_\_\_\_\_of \_\_\_\_\_\_\_\_ pages

|  |
| --- |
| 1. Bidder’s Legal Name *[insert Bidder’s legal name]*  |
| 2. In case of Joint Venture (JV), legal name of each party: *[insert legal name of each party in JV]* |
| 3. Actual or intended Country/ies of Registration/Operation: *[insert actual or intended Country of Registration]* |
| 4. Year of Registration in its Location: *[insert Bidder’s year of registration]* |
| 5. Countries of Operation | 6. No. of staff in each Country | 7.Years of Operation in each Country |
| 8. Legal Address/es in Country/ies of Registration/Operation:*[insert Bidder’s legal address in country of registration]* |
| 9. Value and Description of Top three (3) Biggest Contract for the past five (5) years |
| 10. Latest Credit Rating (Score and Source, if any)  |
| 11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.  |
| 12. 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]* |
| 13. Are you in the UNPD List 1267.1989 or UN Ineligibility List? [ ]  YES or [ ]  NO |
| 14. Attached are copies of original documents of: [ ]  All eligibility document requirements listed in the Data Sheet[ ]  If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered[ ]  If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law. |

Joint Venture Partner Information Form (if Registered)[[3]](#footnote-3)

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

ITB No.: LEB/CO ITB/28/17

Page \_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_ pages

|  |
| --- |
| 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. Year of Registration: *[insert Party’s year of registration]* |
| 5. Countries of Operation | 6. No. of staff in each Country | 7.Years of Operation in each Country |
| 8. Legal Address/es in Country/ies of Registration/Operation: *[insert Party’s legal address in country of registration]* |
| 9. Value and Description of Top three (3) Biggest Contract for the past five (5) years |
| 10. Latest Credit Rating (if any): Click here to enter text. |
| 1. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved. Click here to enter text.
 |
| 13. JV’s Party Authorized Representative InformationName: *[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]* |
| 14. Attached are copies of original documents of:*[check the box(es) of the attached original documents]*[ ]  All eligibility document requirements listed in the Data Sheet[ ]  Articles of Incorporation or Registration of firm named in 2.[ ]  In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law. |

Section 6: Technical Bid Form[[4]](#footnote-4)

|  |
| --- |
| **Supply of Hygiene Kits on Long Term Agreement (LTA) basis****Reference: LEB/CO ITB/28/17** |

|  |  |
| --- | --- |
| **Name of Bidding Organization / Firm:** |  |
| **Country of Registration:**  |  |
| **Name of Contact Person for this Bid:** |  |
| **Address:** |  |
| **Phone / Fax:** |  |
| **Email:** |  |

|  |
| --- |
| **SECTION 1: EXPERTISE OF FIRM/ ORGANISATION** |
| *This section should fully explain the Bidder’s resources in terms of personnel and facilities necessary for the performance of this requirement.* 1.1 Brief Description of Bidder as an Entity: Provide a brief description of the organization / firm submitting the Bid, its legal mandates/authorized business activities, the year and country of incorporation, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the delivery of goods and/or performance of related services, indicating the status/result of such litigation/arbitration.1.2. Financial Capacity:Based on the latest Audited Financial Statement (Income Statement and Balance Sheet) describe the financial capacity (liquidity, stand-by credit lines, etc.) of the bidder to engage into the contract. Include any indication of credit rating, industry rating, etc.1.3. Track Record and Experiences: Provide the following information regarding corporate experience within at least the last five (5) years which are related or relevant to those required for this Contract.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of project** | **Client** | **Contract Value** | **Period of activity** | **Types of activities undertaken** | **Status or Date Completed** | **References Contact Details (Name, Phone, Email)** |
|  |  |  |  |  |  |  |
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| --- |
| **SECTION 2 - SCOPE OF SUPPLY, TECHNICAL SPECIFICATIONS, AND RELATED SERVICES** |
| *This section should demonstrate the Bidder’s responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the specifications.*2.1. Scope of Supply: Please provide a detailed description of the goods to be supplied, indicating clearly how they comply with the technical specifications required by the ITB (see below table); describe how the organisation/firm will supply the goods and any related services, keeping in mind the appropriateness to local conditions and project environment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/ Specification of Goods** | **Source/ Manufacturer** | **Country of Origin** | **Qty** | **Quality Certificate/ Export Licences, etc. (indicate all that applies and if attached)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*A supporting document with full details may be annexed to this section*2.2. Technical Quality Assurance Mechanisms: The bid shall also include details of the Bidder’s internal technical and quality assurance review mechanisms, all the appropriate quality certificates, export licenses and other documents attesting to the superiority of the quality of the goods and technologies to be supplied. 2.3. Reporting and Monitoring: Please provide a brief description of the mechanisms proposed for this project for reporting to the UNDP and partners, including a reporting schedule. 2.4. Subcontracting: Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. 2.5. Risks / Mitigation Measures: Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.2.6 Implementation Timelines: The Bidder shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing. 2.7. Partnerships (Optional): Explain any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged. 2.8. Anti-Corruption Strategy (Optional): Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.2.9 Statement of Full Disclosure: This is intended to disclose any potential conflict in accordance with the definition of “conflict” under Section 4 of this document, if any.2.10 Other: Any other comments or information regarding the bid and its implementation.  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION 3: PERSONNEL**3.1 Management Structure: Describe the overall management approach toward planning and implementing the contract. Include an organization chart for the management of the contract, if awarded.3.2 Staff Time Allocation: Provide a spreadsheet will be included to show the activities of each personnel involved in the implementation of the contract. Where the expertise of the personnel is critical to the success of the contract, UNDP will not allow substitution of personnel whose qualifications had been reviewed and accepted during the bid evaluation. (If substitution of such a personnel is unavoidable, substitution or replacement will be subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution).3.3 Qualifications of Key Personnel. Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in area of expertise relevant to the Contract. Please use the format below:

|  |  |
| --- | --- |
| **Name:** |  |
| **Role in Contract Implementation:** |  |
| **Nationality:**  |  |
| **Contact information:** |  |
| **Countries of Relevant Work Experience:** |  |
| **Language Skills:**  |  |
| **Education and other Qualifications:** |  |
| **Summary of Experience:** *Highlight experience in the region and on similar projects.*  |
| Relevant Experience (From most recent): |
| **Period: From – To** | **Name of activity/ Project/ funding organisation, if applicable:** | **Job Title and Activities undertaken/Description of actual role performed:**  |
| *e.g. June 2010-January 2011* |  |  |
| *Etc.* |  |  |
| *Etc.*  |  |  |
| **References (minimum of 3):** | *Name**Designation**Organization**Contact Information – Address; Phone; Email; etc.* |
| **Declaration:**I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of the Nominated Team Leader/Member Date Signed |
|  |

 |

Section 7: Price Schedule Form[[5]](#footnote-5)

The Bidder is required to prepare the Price Schedule as indicated in the Instruction to Bidders.

The Price Schedule must provide a detailed cost breakdown of all goods and related services to be provided, from unit price to lot prices. Separate figures must be provided for each functional grouping or category, if any.

Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be listed separately.

**The proposed unit price should include the cost of the carton box, packaging and labeling of the UNDP logo(s) on the box.**

1. **Household Hygiene Kit**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item ID** | **Item**  | **Unit and Description**  | **Quantity per kit** | **Unit Price in USD** | **Total Price in in USD** |
| 1 | Toilet paper  | Pack of 4 rolls (double ply; minimum 39 meters; minimum sheet size 10 x 12 cm) | 2 |  |  |
| 2 | Paper tissue | Box of minimum 300 tissues (double ply; minimum 19.5 x 20 cm) | 2 |  |  |
| 3 | Toothbrush  | Piece (medium size - soft) | 2 |  |  |
| 4 | Laundry powder  | Bag of 2 kg (moisture and rip and tear resistant) | 1 |  |  |
| 5 | Liquid dish detergent  | Bottle of 1 Liter (with cap seal) | 1 |  |  |
| 6 | Scouring sponge | Piece (minimum 10 x 7 x 3 cm) | 2 |  |  |
| 7 | All-purpose cleaner (for floors, windows, fixed surfaces) | Bottle of 2 Liters (with cap seal) | 1 |  |  |
| 8 | Toothpaste  | Piece 100ml | 1 |  |  |
| 9 | Sanitary napkins  | Pack of minimum 10 Pieces | 3 |  |  |
| 10 | Individual soap  | Piece (125g) | 4 |  |  |
| 11 | Shampoo | Bottle of 1 Liter (with cap seal) | 1 |  |  |
| 12 | Garbage bags  | Pack of minimum 20 Pieces (medium size) | 2 |  |  |
| 13 | Band aid  | Box (minimum 10 strips) | 1 |  |  |
| 14 | Bath towel | Piece (Cotton; minimum 140 cm x 90 cm) | 1 |  |  |
| 15 | Hand towel | Cotton (minimum 40 x 60 cm) | 1 |  |  |
| **Subtotal Price in USD for One Household Hygiene Kit (DAP, exclusive of VAT)** |  |
| ***VAT (if applicable)*** |  |
| **Total Price in USD for One Household Hygiene Kit (DAP, inclusive of VAT)** |  |

1. **Baby Kits (0 – 3 months) up to kg 4 weight**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item ID** | **Item**  | **Unit and Description** | **Quantity per kit** | **Unit Price in USD** | **Total Price in in USD** |
| 1 | Diapers  | Pack (220 pieces) | 1 |  |  |
| 2 | Sudocrem (Baby care cream) | 250 gr | 1 |  |  |
| 3 | Powder talc  | 100 gr Talc Shall comply for the following functions in cosmetics: abrasive, absorbent, anticaking agent, bulking agent, opacifying agent, skin protectant, and slip modifier approved by FDA or other similar certifying authorities | 1 |  |  |
| 4 | Baby underwear  | Cotton | 1 |  |  |
| 5 | Baby bathing soap  | 125gr  | 2 |  |  |
| **Subtotal Price in USD for One Baby Kit (0 – 3 months) (DAP, exclusive of VAT)** |  |
| ***VAT (if applicable)*** |  |
| **Total Price in USD for One Baby Kit (0 – 3 months) (DAP, inclusive of VAT)** |  |

1. **Baby Kits (3 – 6 months) weight between kg 4 - 9**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item ID** | **Item**  | **Unit and Description** | **Quantity per kit** | **Unit Price in USD** | **Total Price in in USD** |
| 1 | Diapers  | Pack (220 pieces) | 1 |  |  |
| 2 | Sudocrem (Baby care cream) | 250 gr | 1 |  |  |
| 3 | Powder talc  | 100 gr | 1 |  |  |
| 4 | Baby underwear  | Cotton | 1 |  |  |
| 5 | Baby bathing soap  | 125gr | 2 |  |  |
| **Subtotal Price in USD for One Baby Kit (3 – 6 months) (DAP, exclusive of VAT)** |  |
| ***VAT (if applicable)*** |  |
| **Total Price in USD for One Baby Kit (3 – 6 months) (DAP, inclusive of VAT)** |  |

1. **Baby Kits (6 - 12 months) weight between kg 9 - 13**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item ID** | **Item**  | **Unit and Description** | **Quantity per kit** | **Unit Price in USD** | **Total Price in in USD** |
| 1 | Diapers  | Pack (180 pieces) | 1 |  |  |
| 2 | Sudocrem (Baby care cream) | 250 gr | 1 |  |  |
| 3 | Powder talc  | 100 gr Talc Shall comply for the following functions in cosmetics: abrasive, absorbent, anticaking agent, bulking agent, opacifying agent, skin protectant, and slip modifier approved by FDA or other similar certifying authorities | 1 |  |  |
| 4 | Baby underwear  | Cotton | 1 |  |  |
| 5 | Baby bathing soap  | 125gr | 2 |  |  |
| **Subtotal Price in USD for One Baby Kit (6 – 12 months) (DAP, exclusive of VAT)** |  |
| ***VAT (if applicable)*** |  |
| **Total Price in USD for One Baby Kit (6 – 12 months) (DAP, inclusive of VAT)** |  |

1. **Baby Kits (12 months – 24 months) weight between kg 13 - 18**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item ID** | **Item**  | **Unit and Description** | **Quantity per kit** | **Unit Price in USD** | **Total Price in in USD** |
| 1 | Diapers  | Pack (160 pieces) | 1 |  |  |
| 2 | Sudocrem (Baby care cream) | 250 gr | 1 |  |  |
| 3 | Powder talc  | 100 gr Talc Shall comply for the following functions in cosmetics: abrasive, absorbent, anticaking agent, bulking agent, opacifying agent, skin protectant, and slip modifier approved by FDA or other similar certifying authorities | 1 |  |  |
| 4 | Baby underwear  | Cotton | 1 |  |  |
| 5 | Baby bathing soap  | 125gr | 2 |  |  |
| **Subtotal Price in USD for One Baby Kit (12 – 24 months) (DAP, exclusive of VAT)** |  |
| ***VAT (if applicable)*** |  |
| **Total Price in USD for One Baby Kit (12 – 24 months) (DAP, inclusive of VAT)** |  |

Section 8: FORM FOR BID SECURITY

*(This must be finalized using the official letterhead of the Issuing Bank. Except for indicated fields, no changes may be made in this template.)*

|  |  |
| --- | --- |
|  |  |

To: UNDP

 *[Insert contact information as provided in Data Sheet]*

WHEREAS [*name and address of Contractor*] (hereinafter called “the Bidder”) has submitted a Bid to UNDP dated Click here to enter a date. , to deliver goods and execute related services for *[indicate ITB title]* (hereinafter called “the Bid”):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

1. Fails to sign the Contract after UNDP has awarded it;
2. Withdraws its Bid after the date of the opening of the Bid;
3. Fails to comply with UNDP’s variation of requirement, as per ITB Section F.3; or
4. Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of USD 20,000.00 (US Dollars Twenty Thousand Only), such sum being payable in the types and proportions of currencies in which the Price Bid is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid*] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid until 30 days after the date of validity of the bids.

### SIGNATURE AND SEAL OF THE GUARANTOR BANK

Date .......................................................................................................................

Name of Bank .........................................................................................................

Address .................................................................................................................

1. *No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.* [↑](#footnote-ref-1)
2. *The Bidder shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.* [↑](#footnote-ref-2)
3. *The Bidder shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.* [↑](#footnote-ref-3)
4. *Technical Bids not submitted in this format may be rejected.*  [↑](#footnote-ref-4)
5. *No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.* [↑](#footnote-ref-5)