

Instructions to Bidders
DATA SHEET

The following data for the supply of goods and related services shall complement / supplement the provisions in the Instruction to Bidders. In the case of a conflict between the Instruction to Bidders and the Data Sheet, the provisions in the Data Sheet shall prevail.

DS No.	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
1		Project Title:	ECO Tourism and Camping Pods Project
2		Title of Goods/Services/Work Required:	Supply and Installation of Camping Pods at 05 Camping Sites in Khyber Pakhtunkhwa
3		Country:	Pakistan
4	C.13	Language of the Bid:	<input checked="" type="checkbox"/> English
5	C.20	Conditions for Submitting Bid for Parts or sub-parts of the Total Requirements	<input checked="" type="checkbox"/> Allowed (Bidders can apply for both supply and installation of the camping pods or they can apply for supply of camping pods only. However the bid should confirm to the required technical specifications and quantities required ("35" 2-bed pods and "15" 4-bed pods)
6	C.20	Conditions for Submitting Alternative Bid	<input checked="" type="checkbox"/> Shall not be considered
7	C.22	A pre-Bid conference will be held on:	<input checked="" type="checkbox"/> Time: 3:00 PM PST Date: Thursday 16th November 2017 Venue: UNDP Country Office, 6 th Floor Serena Business Complex, Islamabad. Interested parties who wish to attend the pre-bid conference are kindly requested to send the name, CNIC number and company name to Mr. Israr Ahmad at Israr.ahmad@undp.org before Thursday 16th November 2017 by 12:00 hours (PST) in order to obtain necessary security clearance. Interested parties who wish to join the session remotely, can join our live conversion through

			skype by adding our Skype ID: undp.pakistan
8	C.21.1	Period of Bid Validity commencing on the submission date	<input checked="" type="checkbox"/> 90 days
9	B.9.5 C.15.4 b)	Bid Security	<input checked="" type="checkbox"/> Required PKR 1,000,000/- or equivalent US\$ 9,492/- The Original Bid Security should be sent to UNDP Office at the following address on or before Thursday 30th November 2017 at 12:30 pm and a scanned copy should be submitted through the e-Tendering system. <p style="text-align: center;">UNDP-ITB-2017-073 UNDP Registry, Quotation/Bids/Proposals United Nations Development Programme Serena Business Complex, 2nd Floor, Khayaban e Suharwardy, Islamabad, Pakistan Tel: 051-8355600 Fax: 051-2600254-5</p>
10	B.9.5	Acceptable forms of Bid Security	<input checked="" type="checkbox"/> Bank Guarantee (See Section 8 for template) <input checked="" type="checkbox"/> Any Bank-issued Check / Cashier's Check / Certified Check In the name of Resident Representative, UNDP Pakistan.
11	B.9.5 C.15.4 a)	Validity of Bid Security	<input checked="" type="checkbox"/> 120 days from the last day of bid submission. Bid security of unsuccessful bidders shall be returned.
12		Advanced Payment upon signing of contract	<input checked="" type="checkbox"/> Not allowed
13		Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.5% Max. No. of days of delay 20 calendar days, thereafter UNDP may exercise its right to terminate the contract/purchase order.
14	F.37	Performance Security	<input checked="" type="checkbox"/> Amount : 10% of contract amount Form: only Bank Guarantee in accordance with template included in Section 9 of the ITB.

			<p>Performance Security must be valid for one year to cover defect liability period.</p> <p>Note: Performance Security for less than one year will not be acceptable.</p>
15	C.17 C.17.2	Preferred Currency of Bid and Method for Currency conversion	<p><input checked="" type="checkbox"/> Local Currency (PKR) or</p> <p><input checked="" type="checkbox"/> United States Dollars (US\$)</p> <p>In case of US\$, the UN Rate of Exchange of bid opening date shall apply. The payment to the local vendor will be made in PKR.</p>
16	B.10.1	Deadline for submitting requests for clarifications/questions	3 days before the submission date.
17	B.10.1	Contact Details for submitting clarifications/questions	pakistan.procurement.info@undp.org
18	B.11.1	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	<p><input checked="" type="checkbox"/> Uploaded in the e-tendering online system. Once uploaded, all Prospective bidders (i.e. Bidders that have accepted the bid invitation in the system) will be notified via email that changes have occurred. It is the responsibility of the Bidders to view the respective changes and clarifications in the system</p> <p><input checked="" type="checkbox"/> Direct communication to prospective Bidders by email or fax, and Posting on the website http://www.pk.undp.org/content/pakistan/en/home/operations/procurement0.html</p>
21	C.21.1 D.24	Deadline of Bid Submission	<p>Date and Time: Thursday 30th November 2017 [12:30 PM PST OR 2:30 AM EST. Through e-tendering online system]</p> <p>PLEASE NOTE:-</p> <p>1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time.</p>

			<p>It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.</p> <p>2. Try to submit your bid a day prior to or well before the closing time. Do not wait until the last minute. If you face any issue in submitting your bid at the last minute, UNDP may not be able to assist.</p>
22	D.23.2	Manner of Submitting Bid	<input checked="" type="checkbox"/> Online bidding in E-tendering module, ONLY.
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	<input checked="" type="checkbox"/> Not Allowed
24	D. 23	Date, time and venue for Bid Opening	<p>Date and Time: Thursday 30th November 2017 3:00 PM PST OR 5:00 AM EST</p> <p>Venue: Serena Business Complex, G-5, Islamabad.</p> <p>The Public Bid Opening Report will be sent directly from the system to bidders who have successfully posted a bid. This report only displays total Bid price for each bid submitted.</p>
25		Evaluation method to be used in selecting the most responsive Bid	<input checked="" type="checkbox"/> Non-Discretionary "Pass/Fail" Criteria on the Technical Requirements; and <input checked="" type="checkbox"/> Lowest priced offer of technically qualified and responsive Bid.
26	C.15.1	Required Documents that must be Submitted to Establish Qualification of Bidders (In "Certified True Copy" form only)	<input checked="" type="checkbox"/> Duly signed Bid Submission Form; <input checked="" type="checkbox"/> Separate Bid Security @ Rs.1,000,000/- equivalent US\$ 9,492/. The original banking instrument should be sent to UNDP Office on the address as mentioned at serial number No.9. A scanned copy of the banking instrument must be uploaded in the eTendering System along with other requisite documents; <input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured; <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment

			<p>obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;</p> <p><input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation;</p> <p><input checked="" type="checkbox"/> List of previous contracts/assignments executed in the last three (3) years;</p> <p><input checked="" type="checkbox"/> POs/Delivery Notes or Challans from the Top 3 - Clients in terms of Contract Value the past three (3) years;</p> <p><input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 3 – Clients in terms of Contract Value the past three (3) years</p> <p><input checked="" type="checkbox"/> Statement that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;</p> <p><input checked="" type="checkbox"/> All information regarding any past and current litigation during the last three (3) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.</p> <p><input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past <i>three years (2014-15, 2015-16 and 2016-17)</i>;</p> <p><input checked="" type="checkbox"/> Written acceptance of the contract/PO general terms and conditions.</p> <p><input checked="" type="checkbox"/> CVs of key personal proposed for this project.</p> <p><input checked="" type="checkbox"/> Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer;</p> <p><input checked="" type="checkbox"/> Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country</p> <p><input checked="" type="checkbox"/> Plan and details of manufacturing capacity, if Bidder is a manufacturer of the goods to be supplied;</p> <p><input checked="" type="checkbox"/> Installation Manual with Pictorial description of each installation step and packaging list of all parts should be included in the camping pod catalogues. 3D views of both 2xperson as well as</p>
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			<p>4xperson camping pods should be provided in the technical proposal including furniture lay out.</p> <p><input checked="" type="checkbox"/> Work Plan or Implementation Timetable;</p>
27		Other documents that may be Submitted to Establish Eligibility	Not-Applicable
28	C.15	Structure of the Technical Bid and List of Documents to be Submitted	As mentioned in Serial No. 26 Above
29	C.15.2	Latest Expected date for commencement of Contract/Purchase Order	December 15, 2017
30	C.15.2	Maximum Expected duration of contract	<p><u>Option-1 (Supply only):</u> 90 Days after issuance of the Purchase Order.</p> <p><u>Option-2 (Supply and Installation – Turnkey solution):</u> 150 Days after issuance of the Purchase Order</p>
31		UNDP will award the contract to:	<input checked="" type="checkbox"/> One bidder only.
32	F.34	Criteria for the Award and Evaluation of Bid	<p><u>Award Criteria</u></p> <p><input checked="" type="checkbox"/> Non-discretionary “Pass” or “Fail” rating on the detailed contents of the Schedule of Requirements and Technical Specifications (Section 3);</p> <p><input checked="" type="checkbox"/> Compliance on the qualification requirements: See requirements described in Section 26 of the Bid Data Sheet:</p> <p><u>Bid Evaluation Criteria:</u></p> <p><input checked="" type="checkbox"/> Minimum five (5) years of experience in manufacturing or trading of supply and installation of camping pods and accessories; [Must meet the requirements (Y/N)]</p> <p><input checked="" type="checkbox"/> List of previous contracts/ Delivery Notes or Challans executed in last three years. Bidder should provide proof in the form of contract/PO with the name of organization and total amount; [Must meet the requirements (Y/N)]</p> <p><input checked="" type="checkbox"/> Minimum three (3) similar projects undertaken</p>

			<p>over the past 3 years [Must meet the requirements (Y/N]</p> <p><input checked="" type="checkbox"/> Written confirmation to meet the below timelines;</p> <p>a) <u>Option-1 (Supply only)</u>: 90 Days after issuance of the Purchase Order.</p> <p>b) <u>Option-2 (Supply and Installation – Turnkey solution)</u>: 150 Days after issuance of the Purchase Order [Must meet the requirements (Y/N)] ;</p> <p><input checked="" type="checkbox"/> Compliance with the Technical Requirements including specifications and design [Must meet the requirements (Y/N)];</p> <p><input checked="" type="checkbox"/> Minimum annual average turnover of US\$ 1,000,000 for the past three (3) years [Must meet the requirements (Y/N)];</p> <p><input checked="" type="checkbox"/> Current ratio of not less than 1.0 [Must meet the requirements (Y/N)]</p> <p><input checked="" type="checkbox"/> Full compliance of offered goods to the technical specification and required quality standards [Must meet the requirements (Y/N)]</p> <p><input checked="" type="checkbox"/> Appropriateness of the Implementation Timetable to Project Schedule [Must meet the requirements (Y/N)].</p>
33	E.29	Post qualification Actions	<p>If needed:</p> <p><input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted;</p> <p><input checked="" type="checkbox"/> Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;</p> <p><input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on on-going or previous contracts completed.</p> <p><input checked="" type="checkbox"/> Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder; if required;</p> <p>NOTE: In case the items delivered are not according to the requirements and are not up to the required quality, the UNDP Procuring Entity has the right to terminate the contract. The sub-</p>

			standard items will not be accepted and will not be paid for.
34		Conditions for Determining Contract Effectivity	<input checked="" type="checkbox"/> Upon receipt of signed Purchase Order/Contract and <input checked="" type="checkbox"/> Upon UNDP's receipt of valid Performance Security
35		Other Information Related to the ITB	Bidders should navigate to the below website to submit their bids: https://etendering.partneragencies.org

Section 3: Schedule of Requirements and Technical Specifications

The Bidder is required to Supply and Install (installation is optional) the following:

1. 35 Nos. Curved Roof Camping Pod for 2 Person Accommodation having dimensions: 4.26m x 2.43m x 2.62m (LXWXH) including International shipping to Karachi seaport or Islamabad airport with primary accessories (CIP Karachi/Islamabad).

2. 15 Nos. Curved Roof Camping Pod for 4 Person Accommodation having dimensions: 6.10m x 2.90m x 2.62m (LXWXH) including International shipping to Karachi seaport or Islamabad airport with primary accessories (CIP Karachi/Islamabad).

The bidder has two options for submitting bid prices

1. Bid for Supply only of camping Pods (including International shipping to Karachi seaport or Islamabad airport)
2. Bid for Supply and Installation of Camping pods at selected sites in Khyber Pakhtunkhwa Province mentioned below.

Note: Under both the options, duty/custom clearance and inland transportation to the selected sited will be the responsibility of UNDP Pakistan.

Sites for Installation of Camping Pods;

Name of Site	No. of 2 Person Camping Pod	No. of 4 Person Camping Pod
Matta, District Swat, KP Province	7	3
Kumrat, District Upper Dir, KP Province	7	3
Supatt valley, District Mansehra, KP Province	7	3
Biarri (Manur),Kaghan Valley, District Mansehra, KP Province	7	3
Palas valley Lower Kohistan District, KP Province	7	3
Total	35	15

Technical Specifications of the Camping Pods are mentioned below

Design Load and Codes:

- Dead load for roof- 4.0 psf
- Wind Load- 160 kmph (category B)
- Seismic Load- 3B
- ASTM A653 for cold rolled members
- ASTM A430 Grade 50 (or equivalent) for cladding
- ASTM 572 for Structural Steel member

Wall and Roofing

Exterior cladding of Walls and roof to be done with Metro tiles (wood shake finish and 0.5 mm thick) pressed from the best drawing quality steel fixed with self-tapping screw to the frame. Exterior cladding to be 100% water proof.

The walls and roof to be 75mm thick with 50mm glass wool/polyurethane insulation with 24

kg/m³ density. The walls to be covered with a breathable membrane on the inner side. Internal Cladding of Extra depth 25mm joinery grade first class wood fixed with self-tapping screw to the frame. Coated with high quality preservative and lacquer polished in light oak texture.

Frame;

The frame can be of the following 2 options at the discretion of the bidder;

Option1: Fully disassemble able super-strong steel frame (cold rolled) bolted to a steel box section chassis as per ASTM 653M SS, Cold formed purlins supported on the frame, Fully Galvanized as per ASTM A123 / A123M, Adjustable pod-legs for self-leveling, Thickness of frame/purlins should be as per design loads/standards and not less than 2.0mm

Options 2: Fully disassemble able frame of first grade structural wood members conforming to The International Building Code (IBC) section 2308. Adjustable pod-legs for self-leveling, Thickness of frame/purlins should be as per design loads/standards

Flooring and Front Deck

Suspended floor made from steel box or first grade structural wooden members with 25 mm Heavy Duty Laminate wood finish fixed to the steel box chassis through self-tapping screws or other arrangements. It should be water proof and insulated with glass wool of 100 mm thickness and 24 kg/m³ density

3.0m x 2.42m (LxW) Deck in front of the camping pod to be provided made Heavy Duty Laminate wood finish fixed to the steel box/ first grade structural wooden chassis through self-tapping screws or other arrangements. It should be water proof and has an inbuilt ramp on one side for wheel chair access.

Door and Window

Double glazed glass uPVC rear openable window with fly screen having

Size:- 800mm (W) x 900mm (H) in Light Oak finish texture which can also be used as fire exit.

Double glazed glass uPVC door having

Size:- 1100mm (W) x 2200mm (H) in Light Oak finish (wheelchair accessible)

Doors and Windows to be provided with heavy duty lever security locks

Electrical Fixtures

3x Internal LED Lights (7 watts)

3 x double power points with USB (multi socket that accepts British plugs, Euro, NEMA American plugs) Outside light above patio door (12 watts, Water proof) Electrical Box Water Proof

Power supply hook-up socket

All Required cables for operationalizing the above fixtures for DC as well as AC Power input

Solar

Each pod with built in solar to support 3x Internal LED Lights (7 watts)

3 x double power points with USB (multi socket that accepts British plugs, Euro, NEMA American plugs) Outside light above patio door (12 watts, Water proof) Electrical Box Water Proof

Power supply hook-up socket

Fire Safety

The material of pods must be fire retardant and each pod equipped with smoke detectors.

Sealer

Sealer is to be applied at all side-laps and end-laps of roof panels and around self-flashing windows. Sealer shall be 6 mm wide x 5 mm thick, synthetic rubber sealing strip. The product shall be composed of synthetic rubbers, plasticizers and inert fillers. The sealer shall be nontoxic, shall not absorb water, have excellent U.V. resistance and shall have superior adhesion to metals and painted surfaces at temperatures from -20 Deg. C, to +60 Deg. C.

Timeline for Delivery:**Bids having option of Supply only:**

The delivery time of the Camping Pods at Karachi seaport (for shipment through sea) or Islamabad Airport (in case of shipment by air) should not be more than 90 Days after issuance of contract/PO.

Bids having option of Supply and Installation:

The total time for delivery and installation of camping pods at selected sites should not be more than 150 Days which includes 90 days for delivery Karachi seaport (for shipment through sea) or Islamabad Airport (in case of shipment by air) and 60 days for inland transportation and installation at selected sites mentioned above.

Shipment & Packaging Requirement:

The packaging options should consider both air and sea-shipment. For in-land transportation the camping pod should be in such a dismantled state that during local transportation, a single pod (all accessories included) may be transported in a 4x4 vehicle having bed size of 5x12 ft considering the difficult access to the installation sites with no panel having length/width more than 15 foot.

Installation requirement:

Installation of Camping Pod at site should not be complicated and require minimum skill. Installation time for camping pod should be minimum and easily done by a 4-member team of persons with minimum skill. Installation Manual with Pictorial description of each installation step and packaging list of all parts should be included in the camping pod. 3d views of both 2xperson as well as 4xperson camping pods should be provided in the technical proposal including furniture lay out.

Section 3B: Related Services

Further to the Schedule of Requirements in the preceding Table, Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfillment of the requirements:

Delivery Term [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> CIP
Exact Address of Delivery Location	Karachi seaport Pakistan, if shipped by sea, or; Islamabad airport Pakistan, if shipped by air
Mode of Transport Preferred	<input checked="" type="checkbox"/> AIR <input checked="" type="checkbox"/> Sea
UNDP Preferred Freight Forwarder, if any ²	Not Applicable
Distribution of shipping documents (if using freight forwarder)	Must be provided 21 days before the arrival of goods at port documents include : 1. <u>By Sea</u> : Original signed Bill of Lading (with the word ORIGINAL written on the face of Bill of Lading) OR <u>By Air</u> : Photocopy of final Master Airway Bill & House Airway Bill 2. Invoice 3. Packing list
Delivery Date	a) <u>Option-1 (Supply only)</u> : 90 Days after issuance of the Purchase Order. b) <u>Option-2 (Supply and Installation – Turnkey solution)</u> : 150 Days after issuance of the Purchase Order
Customs, if needed, clearing shall be done by:	UNDP
Ex-factory / Pre-shipment inspection	Pre-shipment inspection at manufacturer's premises of camping pods for quality assurance as well as packaging list will be performed by UNDP and/or Govt. representative in the presence of bidder's representative. A detailed inspection will also be done once the camping pod material has reached at site, any missing/defective item will be reported to the contractor/bidder who will be liable to replace the said item at the contractor/bidder's risk and cost within 3 weeks.
Inspection upon delivery	Yes, mandatory
Installation Requirements	The supply of camping pods has to be supported by its installation (optional) as per ITB under the technical supervision and guidance of UNDP Engineer.

²A factor of the INCOTerms stipulated in the ITB. The use of a UNDP preferred courier may be considered for purposes of ensuring forwarder's familiarity with procedures and processing of documentary requirements applicable to UNDP when clearing with customs authority of the country of destination.

Testing Requirements	Not Applicable												
Scope of Training on Operation and Maintenance	Applicable (The supplier will provide training on installation, fixing and maintenance of pods to camping site staff and local contractors of UNDP)												
Commissioning	Not Applicable												
Technical Support Requirements	Not Applicable												
Payment Terms	<input checked="" type="checkbox"/> Given below;												
	<table><tr><th>Description</th><th>Payment No.</th><th>Payment percentage</th></tr><tr><td rowspan="2"><u>Option-01;</u> <u>(Supply of Pods only)</u></td><td>1</td><td>60 % of the total contract value upon successful delivery of camping pods at Karachi seaport or Islamabad airport</td></tr><tr><td>2</td><td>40 % of the total contract value upon inspection of camping pods and scrutiny of Packaging list at respective camping pod site</td></tr></table>			Description	Payment No.	Payment percentage	<u>Option-01;</u> <u>(Supply of Pods only)</u>	1	60 % of the total contract value upon successful delivery of camping pods at Karachi seaport or Islamabad airport	2	40 % of the total contract value upon inspection of camping pods and scrutiny of Packaging list at respective camping pod site		
Description	Payment No.	Payment percentage											
<u>Option-01;</u> <u>(Supply of Pods only)</u>	1	60 % of the total contract value upon successful delivery of camping pods at Karachi seaport or Islamabad airport											
	2	40 % of the total contract value upon inspection of camping pods and scrutiny of Packaging list at respective camping pod site											
	<table><tr><th>Description</th><th>Payment No.</th><th>Payment percentage</th></tr><tr><td rowspan="3"><u>Option-02;</u> <u>(Supply and Installation of Pods – Turnkey solution)</u></td><td>1</td><td>60 % of the total contract value upon successful delivery of camping pods at Karachi seaport or Islamabad airport</td></tr><tr><td>2</td><td>20 % of the total contract value upon inspection of camping pods and scrutiny of Packaging list at respective camping pod site</td></tr><tr><td>3</td><td>20% of the total contract value upon Installation of camping pods at site</td></tr></table>			Description	Payment No.	Payment percentage	<u>Option-02;</u> <u>(Supply and Installation of Pods – Turnkey solution)</u>	1	60 % of the total contract value upon successful delivery of camping pods at Karachi seaport or Islamabad airport	2	20 % of the total contract value upon inspection of camping pods and scrutiny of Packaging list at respective camping pod site	3	20% of the total contract value upon Installation of camping pods at site
Description	Payment No.	Payment percentage											
<u>Option-02;</u> <u>(Supply and Installation of Pods – Turnkey solution)</u>	1	60 % of the total contract value upon successful delivery of camping pods at Karachi seaport or Islamabad airport											
	2	20 % of the total contract value upon inspection of camping pods and scrutiny of Packaging list at respective camping pod site											
	3	20% of the total contract value upon Installation of camping pods at site											
Conditions for Release of Payment	<input checked="" type="checkbox"/> Inspection upon arrival at destination. <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with ITB requirements												
After-sale services required	Not Required												
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English												

Section 4: Bid Submission Form

(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: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to supply the goods and related services required for [insert: title of goods and services required as per ITB] in accordance with your Invitation to Bid dated Insert: bid date. We are hereby submitting our Bid for _____ which includes the Technical Bid and Price Schedule.

We hereby declare that :

- a) 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;
- b) 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;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) 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.

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Section 5: Documents Establishing the Eligibility and Qualifications of the Bidder**Bidder Information Form**Date: *[insert date (as day, month and year) of Bid Submission]*ITB No.: *[insert number of bidding process]*

Page _____ of _____ pages

1. Bidder's Legal Name <i>[insert Bidder's legal name]</i>		
2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i>		
3. Actual or intended Country/ies of Registration/Operation: <i>[insert actual or intended Country of Registration]</i>		
4. Year of Registration in its Location: <i>[insert Bidder's year of registration]</i>		
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: <i>[insert Bidder's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past two (2) 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: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List? <input checked="" type="checkbox"/> YES or <input type="checkbox"/> NO		
14. Attached are copies of original documents of: <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet <input type="checkbox"/> 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 <input type="checkbox"/> If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law.		