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INVITATION TO BID

Procurement of 9 Semi Trailer Hauler Trucks (LOT 1) and 3 Backhoe Loaders (LOT 2)

ITB No.: UNDP-TUR-ITB(MC2)-2018/03

Project: UNDP Turkey - Syria Crisis and Resilience Response Project - C2 Municipal Service Delivery

Country: TURKEY

Issued on: 11 May 2018

Contents

Section 1. Letter of Invitation	4
Section 2. Instruction to Bidders	5
GENERAL PROVISIONS	5
1. Introduction.....	5
2. Fraud & Corruption, Gifts and Hospitality	5
3. Eligibility.....	5
4. Conflict of Interests.....	6
B. PREPARATION OF BIDS	6
5. General Considerations	6
6. Cost of Preparation of Bid	7
7. Language	7
8. Documents Comprising the Bid.....	7
9. Documents Establishing the Eligibility and Qualifications of the Bidder	7
10. Technical Bid Format and Content.....	7
11. Price Schedule	7
12. Bid Security	7
13. Currencies.....	8
14. Joint Venture, Consortium or Association	8
15. Only One Bid.....	9
16. Bid Validity Period	9
17. Extension of Bid Validity Period	9
18. Clarification of Bid (from the Bidders)	10
19. Amendment of Bids	10
20. Alternative Bids	10
21. Pre-Bid Conference	10
C. SUBMISSION AND OPENING OF BIDS.....	11
22. Submission.....	11
Hard copy (manual) submission	11
Email and eTendering submissions	11
23. Deadline for Submission of Bids and Late Bids.....	11
24. Withdrawal, Substitution, and Modification of Bids	12
25. Bid Opening	12
D. EVALUATION OF BIDS.....	12

26. Confidentiality	12
27. Evaluation of Bids	12
28. Preliminary Examination	13
29. Evaluation of Eligibility and Qualification	13
30. Evaluation of Technical Bid and prices	13
31. Due diligence	13
32. Clarification of Bids	14
33. Responsiveness of Bid	14
34. Nonconformities, Reparable Errors and Omissions	14
E. AWARD OF CONTRACT	15
35. Right to Accept, Reject, Any or All Bids	15
36. Award Criteria	15
37. Debriefing	15
38. Right to Vary Requirements at the Time of Award	15
39. Contract Signature	15
40. Contract Type and General Terms and Conditions	15
41. Performance Security	15
42. Bank Guarantee for Advanced Payment	15
43. Liquidated Damages	16
44. Payment Provisions	16
45. Vendor Protest	16
46. Other Provisions	16
Section 3. Bid Data Sheet	17
Section 4. Evaluation Criteria	21
Section 5a: Schedule of Requirements and Technical Specifications	23
Section 5b: Other Related Requirements	39
Section 6: Returnable Bidding Forms / Checklist	42
Form A: Bid Submission Form	43
Form B: Bidder Information Form	44
Form C: Joint Venture/Consortium/Association Information Form	46
Form D: Eligibility and Qualification Form	47
Form E: Format of Technical Bid	49
FORM F: Price Schedule Form	55
FORM G: Form of Bid Security	56

Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

This ITB includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet:

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Schedule of Requirements and Technical Specifications
- Section 6: Returnable Bidding Forms
 - o Form A: Bid Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Bid
 - o Form F: Price Schedule
 - o Form G: Form of Bid Security

If you are interested in submitting a Bid in response to this ITB, please prepare your Bid in accordance with the requirements and procedure as set out in this ITB and submit it by the Deadline for Submission of Bids set out in Bid Data Sheet.

Please acknowledge receipt of this ITB by sending an email to umit.alsac@undp.org, indicating whether you intend to submit a Bid or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the ITB. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this ITB.

UNDP looks forward to receiving your Bid and thank you in advance for your interest in UNDP procurement opportunities.

Issued by



Name: Murat OZERDEN
Title: Procurement Officer
Date: **May 10, 2018**

Approved by:



Name: Usame Yalcin
Title: Assistant Resident Representative
Date: **May 10, 2018**

Section 2. Instruction to Bidders

GENERAL PROVISIONS

1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this ITB, including any amendments made in writing by UNDP. This ITB is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this ITB.</p> <p>1.3 UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p> <p>1.4 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP:</p> <p>(a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</p> <p>(b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP</p>

		<p>whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the goods and/or services requested under this ITB; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their Bid their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this ITB; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the Bid or Bids affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this ITB, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>	

B. PREPARATION OF BIDS

5. General Considerations	<p>5.1 In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify</p>
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	the UNDP accordingly.
6. Cost of Preparation of Bid	6.1 The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	7.1 The Bid, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
8. Documents Comprising the Bid	8.1 The Bid shall comprise of the following documents and related forms which details are provided in the BDS: <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Bid; c) Price Schedule; d) Bid Security, if required by BDS; e) Any attachments and/or appendices to the Bid.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Bid Format and Content	10.1 The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB. 10.2 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by the Purchaser, at no expense to the UNDP. If not destroyed by testing, samples will be returned at Bidder's request and expense, unless otherwise specified. 10.3 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS. 10.4 When applicable and required as per Section 5, the Bidder shall certify the availability of spare parts for a period of at least five (5) years from date of delivery, or as otherwise specified in this ITB.
11. Price Schedule	11.1 The Price Schedule shall be prepared using the Form provided in Section 6 of the ITB and taking into consideration the requirements in the ITB. 11.2 Any requirement described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.
12. Bid Security	12.1 A Bid Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for a minimum of thirty (30) days after the final date of validity of the Bid. 12.2 The Bid Security shall be included along with the Bid. If Bid Security is required

	<p>by the ITB but is not found in the Bid, the offer shall be rejected.</p> <p>12.3 If the Bid Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Bid.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their bid and the original of the Bid Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Bid Security may be forfeited by UNDP, and the Bid rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or; b) In the event the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or ii. to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Bids are quoted in different currencies, for the purposes of comparison of all Bids:</p> <ul style="list-style-type: none"> a) UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bids; and b) In the event that UNDP selects a Bid for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one Bid.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by</p>

	<p>UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Bid	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>15.2 Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this ITB; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of another Bidder regarding this ITB process; e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
16. Bid Validity Period	<p>16.1 Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Bid Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing, and shall be considered integral to the Bid.</p> <p>17.2 If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.</p>

	17.3 The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.
18. Clarification of Bid (from the Bidders)	<p>18.1 Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Bids, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Bids	<p>19.1 At any time prior to the deadline of Bid submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
20. Alternative Bids	<p>20.1 Unless otherwise specified in the BDS, alternative Bids shall not be considered. If submission of alternative Bid is allowed by BDS, a Bidder may submit an alternative Bid, but only if it also submits a Bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative Bid.</p> <p>20.2 If multiple/alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid"</p>
21. Pre-Bid Conference	21.1 When appropriate, a pre-bid conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to ITB.

c. SUBMISSION AND OPENING OF BIDS

22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Bid comprising the documents and forms in accordance with requirements in the BDS. The Price Schedule shall be submitted together with the Technical Bid. Bid can be delivered either personally, by courier, or by electronic method of transmission as specified in the BDS.</p> <p>22.2 The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Bid shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>(b) The Technical Bid and Price Schedule must be sealed and submitted together in an envelope, which shall:</p> <ol style="list-style-type: none"> Bear the name of the Bidder; Be addressed to UNDP as specified in the BDS; and Bear a warning not to open before the time and date for Bid opening as specified in the BDS. <p>If the envelope with the Bid is not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Bid.</p>
Email and eTendering submissions	<p>22.5 Electronic submission through email or eTendering, if allowed as specified in the BDS, shall be governed as follows:</p> <ol style="list-style-type: none"> Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS; Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivered as per the instructions in BDS. <p>22.6 Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</p>
23. Deadline for Submission of Bids and Late Bids	<p>23.1 Complete Bids must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognise the actual date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Bid that is received after the deadline for the</p>

	submission of Bids.
24. Withdrawal, Substitution, and Modification of Bids	<p>24.1 A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Bid by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Bid by Cancelling, Editing, and re-submitting the Bid directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Bid as needed. Detailed instructions on how to cancel or modify a Bid directly in the system are provided in the Bidder User Guide and Instructional videos.</p> <p>24.4 Bids requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened.</p>
25. Bid Opening	<p>25.1 UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members.</p> <p>25.2 The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.</p> <p>25.3 In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened.</p>

D. EVALUATION OF BIDS

26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Bids or contract award decisions may, at UNDP's decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Bids	<p>27.1 UNDP will conduct the evaluation solely on the basis of the Bids received.</p> <p>27.2 Evaluation of Bids shall be undertaken in the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination including Eligibility Arithmetical check and ranking of bidders who passed preliminary examination by price.

	<ul style="list-style-type: none"> c) Qualification assessment (if pre-qualification was not done) a) Evaluation of Technical Bids b) Evaluation of prices <p>Detailed evaluation will be focussed on the 3 - 5 lowest priced bids. Further higher priced bids shall be added for evaluation if necessary</p>
28. Preliminary Examination	<p>28.1 UNDP shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Bid at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required; d) They are able to comply fully with the UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical Bid and prices	<p>30.1 The evaluation team shall review and evaluate the Technical Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the BDS and other ITB documents. When necessary, and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.</p>
31. Due diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on

	<p>on-going or completed contracts, including physical inspections of previous works, as deemed necessary;</p> <p>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</p> <p>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
32. Clarification of Bids	<p>32.1 To assist in the examination, evaluation and comparison of Bids, UNDP may, at its discretion, request any Bidder for a clarification of its Bid.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Bids, in accordance with the ITB.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bids.</p>
33. Responsiveness of Bid	<p>33.1 UNDP's determination of a Bid's responsiveness will be based on the contents of the bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, specifications and other requirements of the ITB without material deviation, reservation, or omission.</p> <p>33.2 If a bid is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Bid is substantially responsive, UNDP may waive any non-conformities or omissions in the Bid that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</p> <p>34.3 For the bids that have passed the preliminary examination, UNDP shall check and correct arithmetical errors as follows:</p> <p>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall</p>

be rejected.

E. AWARD OF CONTRACT

35. Right to Accept, Reject, Any or All Bids	35.1 UNDP reserves the right to accept or reject any bid, to render any or all of the bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the period of Bid validity, UNDP shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification, and has offered the lowest price.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request for a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future Bids for UNDP procurement opportunities. The content of other Bids and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of goods and/or services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 A performance security, if required in the BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within a maximum of fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's standard practice to not make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per the BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at

	https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	<p>43.1 If specified in the BDS, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per Contract.</p>
44. Payment Provisions	<p>44.1 Payment will be made only upon UNDP's acceptance of the goods and/or services performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of goods and/or services issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of the contract.</p>
45. Vendor Protest	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

The following data for the goods and/or services to be procured shall complement, supplement, or amend the provisions in the Invitation to Bid In the case of a conflict between the Instructions to Bidders, the Bid Data Sheet, and other annexes or references attached to the Bid Data Sheet, the provisions in the Bid Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Bid	English
2		Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	Allowed. Bidders can submit bids for either LOT1 or LOT2 or both LOT1 and LOT2. However Bidders are not allowed to submit a Bid only for a part of any LOT. Those bidders who submit bids for both lots should fill out the price schedule form separately for each of these two lots.
3	20	Alternative Bids	Shall not be considered
4	21	Pre-Bid conference	Will not be conducted
5	16	Bid Validity Period	90 days
6	12	Bid Security	<p>LOT1: Required in the amount of USD 30,000.00</p> <p>LOT 2: Required in the amount of USD 4,000.00</p> <p>Acceptable Forms of Bid Security</p> <ul style="list-style-type: none"> ▪ Bank Guarantee (See Section 6 for template) ▪ Any Bank-issued Check / Cashier's Check / Certified Check <p>Validity: 120 days from the last day of Bid submission. Bid Security of unsuccessful Bidders shall be returned.</p>
7	42	Advanced Payment upon signing of contract	Not Allowed
8	43	Liquidated Damages	Will be imposed as follows:

			Percentage of contract price per day of delay: 0.5% Max. number of days of delay 20 , after which UNDP may terminate the contract.
9	41	Performance Security	Required in the amount of 10% of the total contract amount.
10	13	Currency of Bid	United States Dollar
11	18	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline
12	18	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Murat OZERDEN, Procurement Officer Address: Yildiz Kule, Yukari Dikmen Mah. Turan Gunes Blv. No:106 06550, Cankaya/Ankara E-mail address: tr.procurementunit@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the following websites: www.undp.org www.ungm.org www.devbusiness.com www.un.org.tr www.tr.undp.orgdevbusiness.com www.un.org.tr
14	23	Deadline for Physical Submission of Bids to UNDP Premises in Yildiz Kule	June 01, 2018; 17:30
14	22	Allowable Manner of Submitting Bids	Courier/Hand Delivery
15	22	Bid Submission Address	Venue: United Nations Development Programme UNDP Turkey - Syria Crisis and Resilience Response Project Yildiz Kule 16 th Floor, Yukari Dikmen Mah. Turan Gunes Blv. No:106 06550, Cankaya/Ankara <u>UNDP-TUR-ITB(MC2)-2018/03</u>

16	22	Electronic submission (email or eTendering) requirements	Not Applicable
17	25	Date, time and venue for the opening of bid	Date and Time: June 4, 2018 10:00 AM Venue: United Nations Development Programme UNDP Turkey - Syria Crisis and Resilience Response Project Yildiz Kule, Yukari Dikmen Mah. Turan Gunes Blv. No:106 06550, Cankaya/Ankara
18	27, 36	Evaluation Method for the Award of Contract	Lowest priced technically responsive, eligible and qualified bid.
19		Expected date for commencement of Contract	June 29, 2018
20		Maximum expected duration of contract	120 days following contract signature by UNDP and the Contractor, upon submission of the Performance Security by the Contractor.
21	35	UNDP will award the contract to:	UNDP will award the Contract to one Bidder for each LOT.
22	40	Type of Contract	Contract for Goods and/or Services to UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23	40	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Contracts http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
24		Other Information Related to the ITB	UN and its subsidiary organs are exempt from all taxes. Therefore, bidders shall prepare their Bids excluding Value Added Tax (VAT). It is the Bidder's responsibility to learn from relevant authorities (Ministry of Finance) and/or to review/confirm published procedures and to consult with a certified financial consultant as needed to confirm the scope and procedures of VAT exemption application as per VAT Law, Ministry of Finance's General Communiqués. On the other hand, the prices to be quoted shall be inclusive of 'Special Consumption Tax' (SCT), as the vehicles will be handed

			<p>over to the relevant beneficiaries and the Bid prices shall indicate the amount of Special Consumption Tax in a separate line.</p> <p>The Bidders shall learn the practice as per national legislation regarding Special Consumption Tax for these vehicles and prepare their Bid prices accordingly.</p> <p>The Contractor (sd) to be selected for each LOT shall not be entitled to receive any amount over its Bid price in relation to VAT and/or SCT. Overall contract amount to be paid to the contractor shall not exceed the offered Total Bid Price.</p> <p>Below are the links where information on Special Consumption Tax can be found. These links are for information purposes only:</p> <p>http://www.gib.gov.tr/fileadmin/user_upload/Tebliğler/QTV_Kanunu/uygulama2/otv_II_sayili_uyg_genteb.pdf</p> <p>http://www.gib.gov.tr/fileadmin/mevzuatek/otv_oranlari_tum/ozeltuketimoranlari-OpenPage.htm</p>
25		JV/Consortium/Association	JV/Consortium/Association are not eligible to submit a Bid in response to this ITB.

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Bids will be examined to determine whether they are complete and submitted in accordance with ITB requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum Bid documents provided
- Bid Validity
- Bid Security submitted as per ITB requirements with compliant validity period

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on a Pass/Fail basis.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Bid Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Bid Submission Form
Bankruptcy	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Bid Submission Form
Certificates and Licenses	<ul style="list-style-type: none"> ▪ Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer ▪ Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country 	Form B: Bidder Information Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the

Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum 3 years of relevant experience.	Form D: Qualification Form
	For Lot 1: Semi-Trailer Hauler Trucks Minimum 3 Contracts of similar value, nature and complexity implemented over the last 3 years For Lot 2: Backhoe Loaders Minimum 3 Contracts of similar value, nature and complexity implemented over the last 3 years	Form D: Qualification Form
Financial Standing	For Lot 1: Semi-Trailer Hauler Trucks Minimum average annual turnover of USD 2,000,000.00 for the last 3 years (2015,2016,2017). For Lot 2: Backhoe Loaders Minimum average annual turnover of USD 400,000.00 for the last 3 years (2015,2016,2017).	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.	Form D: Qualification Form
Production Capacity	The bidders' annual average sales and/or assembly and/or production capacity for the last 3 years should be at least 200% of the number of vehicles: - For Lot 1 Semi-Trailer Hauler Trucks: not less than an average of 18 Vehicles and - For Lot 2 Backhoe Loaders: not less than an average of 6 vehicles demonstrating bidder's capacity to deliver the vehicles within the delivery time	Form D: Qualification Form
Technical Evaluation	The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in the bid document.	Form E: Technical Bid Form
Financial Evaluation	Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F. Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable) Comparison with budget/internal estimates.	Form F: Price Schedule Form

dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Section 5a: Schedule of Requirements and Technical Specifications

LOT 1 Semi-Trailer Hauler Trucks

Items to be supplied		4x2 Semi-Trailer Hauler Trucks
Quantity		9 (Nine)
Related Services		As indicated in Section 5-b Related Services
Delivery Date		At most w/in 120 days upon counter-signature of contract
Other Information		N/A
Description/Specifications of Goods		
1.0		Technical Specifications of the Hauler Trucks
1.1	GENERAL	<ul style="list-style-type: none"> These specifications cover the equipment and technical specifications of the trailers trucks with 18000 maximum load and 40000 kg maximum kerb weight which will be purchased by the UNDP (the United Nations Development Program) for fulfilling the requirements of some municipalities. The features included in these specifications consist of the engine, transmission, axles, traction system, suspension, cabin features and miscellaneous auxiliary equipment. The model year shall not be lower than the year of offer. The trailer trucks to be offered will be worksite type. The trailer trucks to be offered will have automatic-transmission and 4x2 traction; however, whenever it is considered necessary, the traction can be turned into 4x4 through the hydraulic front axle traction system. The garbage transfer semi-trailers will be towed by these trailer trucks
1.2	ENGINE	<ul style="list-style-type: none"> The engine of the trailer trucks will be 6-cylinder, inline type a water-cooling diesel engine with minimum 10750 cm3 and maximum 12850 cm3 cylinder capacity. Air supply system of the trailer trucks will be dry layer air filter and turbo-intercooler. The fuel supply system of the trailer trucks will be common-rail or pump nozzle. Minimum engine power shall be 420 HP and this power will be obtained maximum at 1900 rotations per minute. The torque of the engine will be minimum 2100 Nm and the engine can reach that value maximum at 1100 rotations per minute. Exhaust emission level will be minimum Euro-6. The cooling mechanism will include the antifreeze mix set for minimum -25 0C.
1.3	DRIVE-TRANSMISSION AND TRACTION SYSTEM AND TRANSFER	<ul style="list-style-type: none"> The clutch will be at least 430 mm., single-dry disk type and servo assistance. The transmission will be minimum 12-forward and 2-reverse and automatized (semi-automatic) and it will have an original PTO on it. When, the PTO is activated, audible and visual alarm will also be activated in the driver's cabin. The oil pump will be driven by the PTO and the maximum operating pressure of the oil pump will be at least 220 bars while the maximum flow will be at least 230 liters. The output rpm of the PTO unit will be adjusted

		<p>as required, in the torque range of the engine in order to meet the pressure and flow rates indicated for the oil pump.</p> <ul style="list-style-type: none"> • The trailer trucks will normally have 4x2 traction system and lockable differential gear. • The vehicle will also have a hydraulic front axle traction system and if the vehicle skids due to surface conditions of the worksites, this system will be activated, and the traction will be turned into 4x4. • The steering wheel will be located at the left side and it will be equipped with hydraulic assistance.
1.4	HYDRAULIC FRONT AXLE TRACTION SYSTEM	<ul style="list-style-type: none"> • Basically, the system will consist of a hydraulic pump connected to the transmission outlet, hydro motors at both wheel centers, an oil tank, an oil cooler, interconnection hydraulic pipe and hoses and the necessary valve groups. • If, it is needed, it will be activated through a control button in the driver's cabin, it will be possible to monitor from the indicator panel whether it is activated or not or it will have a separate indicator. • The control button will be deactivated, automatically when the vehicle accelerates up to maximum 30 kilometers/hour and it will reactivated when the vehicle decelerates down to minimum 15 kilometers/hour. • While, the system is activated, the front wheels will participate in traction up to the speed of 30 kilometers/hour, the trailer truck will be in 4x4 (all wheel) mode and while, the button is off, or the system is automatically deactivated, the traction system will turn into 4x2 traction and the traction will be provided only through the rear wheels. • The system will not cause any increase for height of the trailer truck and the weight of the vehicle can be increased maximum 500 kg. due to the system.
1.5	BRAKE SYSTEM	<ul style="list-style-type: none"> • The pressurized air system will be full-dry air and heated. • The service brake will be dual-circuit, electronic-controlled and will have at last ABS (Anti-Blocker System) and ASR (Anti-Skid Control) supports. • The brake system will have retarder or intarder and engine or exhaust brake. • The park brake shall be air-controlled and effective on the rear wheels.
1.6	WHEELS AND SUSPENSION	<ul style="list-style-type: none"> • The front axle will have 2 wheels and the rear axle will also have 4 wheels and 1 complete spare tire in the same size as originals will be provided. • The tires will be 315/80 R 22.5, air, tubeless and radial. • The suspension of the front axle will be parabolic truss and the suspension of the rear axle will be air-suspension and there will be front and rear strut mounting and front and rear shock absorbers.
1.7	ELECTRIC SYSTEM AND EXTERNAL LIGHTING	<ul style="list-style-type: none"> • The electrical system of the vehicle will be 24 Volt DC, it will have at least 2x12 Volt 220 Amperes capacity accumulators and the alternator capacity will be at least 28 Volt 80 Amperes. • The vehicle will have front and rear lighting installations in accordance with the Traffic Regulations of the State Highways. (Park and signal lamps on the front, low and high beams, side marker/positioning lamps, park, brake, signal, smoke and plate lamps on the rear side etc.)
1.8	WEIGHT AND CAPACITIES	<ul style="list-style-type: none"> • In accordance with the accepted technical specifications of the firm, the minimum front axle capacity will be 7100 kg., minimum the rear axle capacity will be 11500 kg., the maximum loaded weight will be 18600 kg and the minimum kerb weight will be 40000 kg.

		<ul style="list-style-type: none"> The dry-weight of the trailer truck will be maximum 8000 kg. and it will have minimum 10000 kg. legal loading capacity. The fuel tank capacity will be minimum 280 liters while the urea tank capacity will be at least 50 liters.
1.9	DIMENSIONS	<ul style="list-style-type: none"> The maximum length of the trailer truck will be 6200 mm., the width 2550 mm. and the maximum roof weight instead of the air-baffle mounted on the ceiling will be 3650 mm. The chassis height will be normal, wheelbase will be minimum 3600 mm.- maximum 3800 mm., the maximum height of fifth wheel will be 1275 mm. and the height and appropriate king-pim of the offered trailer truck will be indicated in the offer.
1.10	DRIVER'S CABIN	<ul style="list-style-type: none"> The trailer truck will be forward and collapsible type with top air-baffle. The cabinet will be equipped with suspension-remote controlled two doors with central locking system, the vehicle top will be equipped with a ventilation cover, the cabinet will have at least 1+1 seats and 1 bed, and the door windows will be electric controlled. The driver's seat will have air-suspension, forward-backward-height and back support settings, there will be head supports and three-point fixing safety belts for the driver and passenger seats. There will be a central heater (heating through engine water) and air-conditioner with 4 different fan speeds and steerable outlets as well as an additional cabin heater. The vehicle will have electrically-controlled and heated left and right-wing mirrors and sidewalk and front view mirrors. The vehicle will have an electrical window washing system and windscreen wipers and the windscreen wipers will have 3 speed phases with 1 intermittent. The display panel will be digital or analog. There will be at least an odometer and speedometer, engine rotation indicator and indicators or warning lights related with engine lubrication, overheat and alternator charge. The vehicle will have digital tachograph, cruise control system and immobilizer. Radio/CD/MP3 player (can have different functionalities), horn, internal and step lighting lamps and other equipment and assemblies within its standard will be included in the vehicle. There will be compartments, closets and etc. in and out of the cabin for keeping toolkits and personal belongings.
1.11	PAINT-TEXTS AND EMBLEMS	<ul style="list-style-type: none"> The cabin color will be in firm standard white color and the chassis and other equipment will be in the firm standard colors. There will be texts and emblems to be requested by the beneficiaries and the UNDP on the front and side external parts of the trailer truck and the characteristics, places and dimensions of these materials will be determined during controls.
1.12	TRAINING	<ul style="list-style-type: none"> After, the final acceptance tests to be conducted on the worksites of the contractor; if the vehicles are considered appropriate, free training will be provided to the people who will be assigned in operation on trailer trucks and related equipment in the places and dates to be determined by the UNDP. No partial delivery is accepted, all equipment shall be delivered at once and overall training shall be given after the delivery is complete. Considering that the operators may change in time, a training CD will be

		prepared, and two CDs will be provided with each trailer truck. Training CD shall be in Turkish and/or English
1.13	DOCUMENTS AND TOOLKIT TO BE SUPPLIED WITH THE VEHICLE	<ul style="list-style-type: none"> • The compliance certificate, the guarantee certificate, the user and maintenance handbook and the guarantee certificates and user manuals of the miscellaneous equipment will be provided with the vehicle. (Radio/CD/MP3 player, air-conditioner, additional cabin heater, digital tachograph and etc.) • The equipment and toolkit which are mandatory to be in the vehicles based on their specifications in accordance with the Traffic Regulations of the State Highways and other standard toolkits of the firm will be provided with the vehicle such as tire inflation house and etc. The mandatory toolkits in the Traffic Regulations of the State Highways which are included in the standard toolkits of the firm will not be provided again. • The toolkits which should be provided with these trailer trucks in accordance with the Traffic Regulations of the State Highways are indicated in the 17.7 Article at the end of these Specifications
1.14	GUARANTEE	<ul style="list-style-type: none"> • The trailer trucks will be guaranteed at least for 3 years against material and workmanship defects. Related with 3 years of guarantee; the letter of undertaking to be obtained from the general distributor of Turkey for the offered trailer trucks will be included in the offer file and one each copy will be presented to the beneficiaries during final acceptance of the trailer trucks. • The guarantee will begin in the date of delivery to the beneficiaries and the provisions of the Guarantee Regulations will be valid for the guarantee. • 7 years of supply for replacement parts after the end of the term of guarantee will be undertaken. • The periodical maintenance intervals and prices will be mentioned in the offer and the first maintenance except the consumables will be for free. • The necessary security amount and term for the guarantee liability will be determined by the UNDP and this term will not exceed the term of guarantee.
1.15	CONTROL, TEST AND ACCEPTANCE PROCEDURES	<ul style="list-style-type: none"> • The inspection and functionality tests of the trailer trucks will be conducted in the park field of our firm and a test report will be issued upon these tests. If, the vehicle is not accepted, it will be controlled again after the determined defects and deficiencies are resolved. • The trailer trucks which are accepted after the tests or made appropriate after resolving deficiencies will be shipped to the addresses to be notified by the requesting organization by your firm. • The final tests of the trailer trucks will be carried out after they are delivered to the notified addresses and the acceptance report will be prepared. If, the vehicle is not accepted due to any condition or defect arising during delivery, it will be controlled again after the determined defects and deficiencies are resolved. • The dates when the trailer trucks will be ready for examination and final tests will be notified 1 week before. • At least 1 firm representative experienced in operation and functions of the trailer trucks will be available during inspections, tests and control. • The equipment and expenses to be needed for inspections, tests and controls will be provided by the contractor firm.

1.16	DOCUMENTS	<ul style="list-style-type: none"> • The bidders have to submit the following documents related with the vehicle they will offer in addition to the other documents to be requested during the tender process, • Detailed brochure or catalogue of the vehicle (in Turkish or English) • The Authorized Dealership certificate or the license obtained for this tender from the General Distributor of Turkey, • The letter of authority for issuing invoices to be submitted by the General Distributor of Turkey in order not to experience any problem in traffic registration, • The list of authorized service stations (including the address and telephone numbers), • The sales references list,
1.17	MISCELLANEOUS ISSUES	<ul style="list-style-type: none"> • The delivery location of the vehicle is the address to be notified by the UNDP. • The fuel and urea tanks of the trailer trucks will be completely full at the delivery. • The date and place of training for the trailer trucks shall be determined by UNDP. • The garbage semi-trailers to be purchased within the scope of the same tender will be towed by these trailer trucks and as the places of delivery will be the same needed organizations, the bids for trailer trucks and semi-trailers will be submitted jointly and the separately submitted bids will not be taken into consideration. • After the tender finalizes and if the allocated funds are sufficient, it will be possible to increase the quantity of trailer trucks in 1 or 2 units provided that the same prices and conditions are effective and applicable. • All the clauses of the Specifications will be answered in detail related with the offered trailer trucks. • The firm standard toolkits and the following toolkits and equipment in accordance with the Traffic Regulations of the State Highways will be provided with the trailer trucks. Tire inflation hose will be included within these toolkits. • 1 Tachograph (to be installed on the trailer truck and in accordance with the regulations of the Ministry of Science, Industry and Technology and related specifications) • 2 Rear Traffic Signs (in accordance with ECE R 70) • 1 Fire Extinguisher Tube (6 kg. total capacity KKT ABC Type.) • 1 Jack and Jack Lever (with minimum 15 Tons of lifting capacity.) • 1 Tire Iron and Lever • 1 Set Spare Bulbs (for external lighting equipment) • 1 Insulated Pliers • 1 Screwdriver (Flathead-Philips Head) • 1 Portable Lamp and Flash Lamp • 1 Set Tire Chain • 1 Steel Towing Rope (in accordance with the vehicle capacity) • 2 Reflectors (in accordance with the ECE R 27 Regulation) • 1 Complete Spare Tire (in the same size of the original tires including the rim) • 2 Wheel Cocks (in accordance with the vehicle capacity) • 1 First-Aid Kit (in accordance with the following contents.) • CONTENTS OF THE FIRST-AID KIT

		<ul style="list-style-type: none"> • 2 Large Gauzes (10 cm.x3,5 m.) • 1 Box Hydrophile Gas Sterilization (10x10 cm. 50 pieces) • 3 Triangle Gauzes • 1 Antiseptic Solution (50 ml.) • 1 Plaster (2 cm.x5 m.) • 10 Hooked Needles • 1 Small Scissors (Stainless) • 1 Esmark Bandage • 1 Tourniquet (at least 50 cm. woven textile) • 10 Band-aids • 1 Aluminum Burn Dressing • 2 Pairs of Medical Gloves • 1 Flashlight
1.18	WARRANTY	<ul style="list-style-type: none"> • For the semi-trailer hauler trucks; an undertaking of warranty of at least 3 years starting upon the delivery of the vehicles to the beneficiary institution shall be given against defective materials and workmanship. In case the standard warranty period which is given by the company for the semi-trailer hauler trucks or any other part or equipment is longer, then the warranty period of the Company shall be applicable. • Warranty Provisions in the Warranty Regulation shall be valid as to the warranty. • Spare parts supply shall be committed for a fee for 7 years after the end of the warranty period. • Periodic maintenance intervals and fees shall be stated in the proposal and the periodical maintenances to be undertaken within the warranty period shall be undertaken at the erection site of the needing company, and shall be free of charge except the first maintenance supplies. • The amount of assurance to be specified for warranty shall be held in pledge during the warranty period for 3 years.
2.0		<i>The Technical Specifications of the Top-loader and Split Rear Discharge 68 m3 Capacity Garbage Transfer Semi-Trailer</i>
2.1	GENERAL	<ul style="list-style-type: none"> • These specifications cover the equipment and technical specifications of the garbage transfer semi-trailers with 68m3 garbage capacity which will be towed by (4x2) trailer trucks with 18.000 maximum load capacity. • The garbage transfer semi-trailer consists of a hauler chassis and assemblies, garbage container (body), the top loading cover, rear discharge cover, split rear discharge system, hydraulic equipment and controls. • The dimensions of the garbage semi-trailer will not exceed the maximum sizes allowed in the Traffic Regulations of the State Highways. The maximum length (except the loading cover opening mechanism, rear projector and camera system) of the semi-trailer will be 12000 mm, maximum width 2550 mm. and the maximum height 4000 mm.
2.2	HAULER CHASSIS AND MECHANISMS	<ul style="list-style-type: none"> • The side members of the chassis will be 15x120 mm. with lower sheet plate at its cross-section and 6 mm. thick core plate and will be connected to each other by sufficient number of traverse made of minimum 6 mm. metal sheet. The minimum material quality will be St 52.3. • On the front side of the chassis, there will be a 10 mm. thick, fifth wheel manufactured from St 52.3 material and a king-pim with the appropriate size of the fifth wheel which will be manufactured from 42 CrMo4 quality

		<p>steel in accordance with the DIN 74083 standard.</p> <ul style="list-style-type: none"> • There will be a 3-shaft heavy-duty type axle group on the rear side and the front axle can be liftable. The axles will have single wheel, the technical bearing capacity of each axle will be at least 9000 kg. and the axle group will have 6 wheel in total. • The tires to be used in the axle group will be at least 385/65 R 22,5 size and 4500 kg. bearing capacity (minimum load index is 160) and suitable for 110 km/hour speed (minimum speed index is K). • The brake system to be used in the axle group will be heavy-duty type, double-line (service and emergency) drum or disk brakes with automatic-servo distributor, minimum 30" emergency brake cylinder, fully-dried air and automatic abrasion adjustment in accordance with the SAE Norms and the brake pads to be used will be in accordance with the TSE Norms. • The suspension system of the axle group will be heavy-duty and air-bellow type to bear minimum 50% capacity of the stipulated load. • On the front, there will be 2 units of hydraulic-controlled outriggers with wide pads which operate parallel to each other and these outriggers will have 24 tons of dynamic and 50 tons of static load capacity.
2.3	GARBAGE CONTAINER (BODY)	<ul style="list-style-type: none"> • The base of the body will be supported with traverse beams, the traverse beams will be manufactured from minimum 4 mm. bent sheet U material and placed inside the chassis embedded and a monolith base framed structure will be established. Based on the longitudinal profile axis, the space between traverse beams will not be more than 750 mm. • The top of these base traverse beams will be covered with special slotted profiles from aluminum alloy material (minimum 6061 quality and hardened by T6 thermal process), the profiles will be aligned throughout the length of the base and impermeability will be ensured by connecting with socket-type slots and also provide a base for the moving base profiles which will move on them. • The moving base profiles to perform the discharge process will also be manufactured from special aluminum alloy material (minimum 6061 quality and hardened by T6 thermal process), they will be placed on the fixed aluminum profiles of the base through special polyamide bearings by jointing and the profile wall thickness will be at least 10 mm. • The framed structure manufactured from at least 3 mm. bent sheet U material for the garbage container's front and side walls and they will be covered with metal sheet material which will be minimum 3 mm. thick. The side walls will be convex and their strength will be improved by means of sufficient number of vertical U bent reinforcement. If, the side wall sheets are used vertically, the joints of the sheets will be behind the reinforcement U bents. • The ceiling will be completely open except a short section where the side walls are fixed and rear cover bolt is located and it will be closed by a 2-piece longitudinal loading cover. • There will be a drain container with a ball valve and at least with 500 liters of total capacity under the body base, at the side or rear of the chassis for collecting fluids draining from garbage, it will be ensured that the collected drain can be discharged at the garbage disposal site and it will be possible to clean the drain container by pressurized water. • Plastic or bent sheet fenders will be made for the wheels. • All sheet parts used in body production will be at least St 52.3 quality.

2.4	TOP LOADING COVER	<ul style="list-style-type: none"> • There will be a 2-piece longitudinal loading cover on the top of the body and it will open parallel to the sides of the body by turning 270 degrees through hydraulic power. • The framed structure of the cover will consist of front-middle and rear bearing profiles connected and reinforced by each side edges with hinge anchorages and steel rope in the length of open side will be drawn on the open side and the load on the framed structure will be reduced while the cover is being closed if the garbage is not loaded properly. • The framed structure will be covered with a canvas. The canvas texture will be porous or perforated in order to prevent infloatation while the vehicle is moving and prevent water accumulation on it and it will be fixed at the back of the cover by flexible tensioning ropes against improper garbage loads. • A plastic protective hose will be drawn on the steel rope in order to prevent it from wearing the canvas. Furthermore, against improper garbage loads, there will be a spring pre-strut mechanism at both ends of the rope and this mechanism will ensure more stretch while the cover is closing. • The hydraulic pressure and flow to the cover pistons are adjusted and overstrain of the cover's framed structure will be prevented in case of improper garbage loads.
2.5	REAR DISCHARGE COVER	<ul style="list-style-type: none"> • The rear discharge cover will have auto-locking mechanism, it will be fixed to the body through the upper rear covers of the body by means of the slot-plugs, at first the upper junction plugs will slide upwards parallel to the slot axis through directional movement and will be released from the locking-plugs of the cover and then open upwards at least in 90° angle. • In order to ensure impermeability between the cover and the body, there will be a acid-resistant rubber gasket which can be replaced easily, this rubber gasket will be one-piece and it will raise up to the cover lifting cylinders at sides. • In order the cover to push the gasket; the lock-plugs and slot axes will not be parallel to the closing surface, they will be in a specific angle to decrease the space between the cover and the body when they slide downwards to the slot axis. • All sheet parts used in producing the rear discharge cover will be at least 3 mm. thick St 52.3 quality and there will be a safety support mechanism to be used during maintenance operations. • The cover opening cylinders and their hydraulic hoses will be concealed inside rear, side vertical holders and the pistons and hoses will not be out in the open.
2.6	LOADING AND UNLOADING	<ul style="list-style-type: none"> • Loading; the semi-trailer will go under the discharge outlet of the garbage transfer station while the upper loading covers are opened to both sides and then the loaded garbage will be transferred to the garbage disposal site after filling is completed and the loading covers are closed. If, the length of discharge outlet of the transfer station is less than the vehicle's length, the garbage will be loaded by completely sliding the vehicle forwards after completing each loading process from the front end to the rear end. • Unloading/discharge; the garbage in the container will be unloaded/discharged through sequential and repeating movements of the split rear which can move forward and backward on the fixed base frame

		<p>after the rear discharge cover is opened.</p> <ul style="list-style-type: none"> • The movements of the split rear will be provided by hydraulic power and split rear profiles can move as 3 separate groups. 6 hydraulic cylinders compiled in groups of three by mounting to each other from rear sides will be used for this movement system. The cylinders to be used will be double-acting and their stroke lengths will be at least 250 mm. • Split rear structure will move in 3 groups and the first profile activated base profile of the 1st group will be the first, the first profile activated base profile of the 2nd group will be the second and the first profile activated base profile of the 3rd group will be the third and the remaining profiles in these groups will be the moving base profiles coming 3rd in accordance with the previous profile. (such as 1-4-7-10, 2-5-8-11, 3-6-9-12.) • During unloading/discharge; at first the 1st, then the 2nd and finally the 3rd group moving base profiles will be pushed forward and then all of them will be pushed backwards and it will be ensured that the garbage inside the container will be pushed outside and the garbage will be discharged from the back of the semi-trailer through these repetitive movements. • If, these movements are done in reverse direction, the garbage tailings can be retracted to the front of the container. • These sequential and repetitive movements of the moving base structure will be performed automatically by means of hydraulic automation system and this system will not include any electronic equipment. Maximum discharge time will be 10 minutes. • The movement system will be connected to the base profiles from the center and the risk of release of moving profiles from their bearings in the fixed base profiles will be decreased by reducing repulsion on the moving base profiles 50%.
2.7	HYDRAULIC EQUIPMENTS	<ul style="list-style-type: none"> • Hydraulic equipment will consist of an oil tank, a hydraulic pump, the hydraulic drive for the upper loading cover, 2 rear discharge cover cylinders, moving base/split rear movement cylinders, suction and pressure pipes and hoses and electronic or electro-pneumatic valves. • All movements of the system will be through hydraulic power and the hydraulic power will be provided through a hydraulic pump which will be driven by the PTO to be mounted at the transmission of the trailer truck. The hydraulic pump to be used will be variable displacement and have minimum 250 bars of pressure. It can pump at least 230 liters/minute oil at the set trailer engine speed. The set trailer engine speed will be in the torque speed of the trailer engine. The hydraulic hose connection between the trailer truck and the semi-trailer will be Snap-On coupling and dangling hoses will be prevented. • All hydraulic pistons used in the system will be double-acting. There will be a hydraulic locking valve on the rear cover lifting pistons in order to prevent bursting hoses. The bodies of hydraulic cylinders will be seamless cold-drawn St 52 BK quality pipe in accordance with the DN 2391C Norm and their interior surfaces will be honed and polished while the interior surface roughness will be maximum 0.4 microns and internal diameter tolerance will be in accordance with the ISO H8 norm. • All pipes used in the hydraulic mechanism will be in accordance with the DIN 2391C Norm, seamless cold-drawn St 35.4 quality, normalized and bonderized and inner and outer surfaces will be coated phosphate. The

		<p>pipes will be joint by using EO type bushes with import thimbles.</p> <ul style="list-style-type: none"> Hydraulic pipes can operate in -40/+120 0C temperature range and will be resistant against hydraulic oil and external factors. The pressure hoses will be from Nitril Rubber, reinforced with double-layer wire-mesh in accordance with the SAE 100R2 Standard and the suction hoses will be reinforced with spiral steel-wire in accordance with the SAE 100R4 Standard. The hydraulic hoses will be applied screening protection (spiral wound and etc.) against external factors and instant hose bursts. The hydraulic system will be maximum 220 bars of pressure and all equipment used under pressure can bear 4 times of the pressure on them. The capacity of the hydraulic tank will be 120 liters and there will be a oil level indicator with thermometer and a ventilated tank cover on the tank while 125 µ suction and 25 µ return filters and a discharge plug under it. All hinges of the system will have a grease nipple.
2.8	ELECTRICAL EQUIPMENTS AND CONTROLS	<ul style="list-style-type: none"> The electrical installation to be used will be in accordance with the EN 60204-1 Standard, flexible cables with TSEK Certificate will be used, cables will be passed through tubes and a complete electrical installation will be established by appropriate connection brackets without contacting metal surfaces and there will be fuse and relay boxes for the electrical installation which will be in accordance with the EN 60529 IP 65 protection class. There will be a 7-pin socket on the front side and lighting of semi-trailer will be supplied from the electrical system of the truck trailer. There will be rear park-signal-brake-smoke and plate lamps as well as three side lamps at both sides and two each orange side reflectors in accordance with the Traffic Regulations of the State Highways. There will be reflective stripes and markings at both sides and rear side of the semi-trailer in accordance with the provisions of the TSE ECE R-104 (2002). There will be 1 yellow turning beacon lamp, rear operation projector and rear-view camera on the upper part of the rear cover and a LCD display in the driver area. The controls of the PTO and the equipment will be in the driver area. The system can be activated and controlled from the driver area and it will also be possible to control the system manually against any potential problem. The control system will be suitable for operation with gloves, the diameters of push-buttons will be at least 20 mm. and the markings/symbols on the controls will be in easily seeable sizes and colors and the panel will also include an emergency stop button.
2.9	PAINT-TEXTS AND EMBLEMS	<ul style="list-style-type: none"> All the equipment will be cleaned by sanding and using required chemicals before painting and the external surfaces will be painted in the same color of the trailer truck on at least 40 µ epoxy precoat after applying leveling by putty, the lower surfaces and the fenders if they are metal will be painted in the same color of the chassis and the internal surfaces will be painted with epoxy final coat. The thickness of the final coat will also be at least 40 µ. The mandatory markings and warnings and functionality labels will be in easily distinguishable size and color and they will be permanent as inerasable and non-faller. There will be the texts and emblems on the garbage transfer semi-trailer which are requested by the organization in need.

		<ul style="list-style-type: none"> There will be texts and emblems on the garbage transfer semi-trailer, which will be requested by the UNDP and the material specifications, locations and dimensions will be determined during controls.
2.10	ACCESSORIES AND TOOLKITS	<ul style="list-style-type: none"> There will be 2 spare tire compartments (for the trailer truck and the semi-trailer), 2 fire-extinguisher tube compartment, 1 lockable plastic or metal tool cabinet and 1 hand-wash water container with tap which will have minimum 25 liters capacity. Plastic or metal fenders will be made for the wheels of the semi-trailer and rubber mud-flaps will be mounted. There will be a bicycle barrier at side skirts of the semi-trailer. 1 tube of 6kg. ABC type KKT fire-extinguisher, 1 complete spare tire (in the original size and properties used in the semi-trailer including the rim), 1 remote-control unit (at least 100 meters remote control distance which can be used inside the driver area of the trailer truck and outside), 1 lug nut and coach
2.11	DOCUMENTS TO BE SUPPLIED WITH THE VEHICLE	<ul style="list-style-type: none"> The garbage transfer semi-trailer will be supplied with the approved renovation project and calculations or serial production certificate required for traffic registration, operating and maintenance manual and the guarantee certificate. The first examinations required for traffic registration will be conducted by the contractor firm including the trailer truck and the related certificate will be submitted to the organization in need at the delivery. If, the Serial Production Certificate is submitted, the aforementioned condition is not necessary.
2.12	EDUCATION	<ul style="list-style-type: none"> After, the final acceptance tests to be conducted on the worksites of the contractor; if the tests on the semi-trailers are considered appropriate, free training will be provided to the people who will be assigned in operation on garbage transfer semi-trailers and related equipment in the places and dates to be determined by the UNDP. No partial delivery is accepted, all equipment shall be delivered at once and overall training shall be given after the delivery is complete. . Considering that the operators may change in time, a training CD will be prepared and two CDs will be provided with each trailer truck. Training CDs shall be in Turkish and/or English Language.
2.13	GUARANTEE	<ul style="list-style-type: none"> The garbage transfer semi-trailer will be guaranteed at least for 3 years against material and workmanship defects. Related with 3 years of guarantee; the letter of undertaking to be obtained from the general distributor of Turkey for the offered garbage transfer semi-trailers will be included in the offer file and one each copy will be presented to the beneficiaries during final acceptance of the garbage transfer semi-trailers. The guarantee will begin in the date of delivery of the semi-trailers by the contractor and the provisions of the Guarantee Regulations will be valid for the guarantee. 7 years of supply for replacement parts after the end of the term of guarantee will be undertaken provided that the related fees are paid. The periodical maintenance intervals and prices will be mentioned in the offer, the periodical maintenance to be conducted within the guarantee term will be performed in the worksite of the organization in need and the first maintenance except the consumables will be for free. The necessary security amount and term for the guarantee liability will be determined by the UNDP and this term will not exceed the term of

		guarantee.
2.14	CONTROL, TEST AND ACCEPTANCE PROCEDURES	<ul style="list-style-type: none"> • The garbage transfer semi-trailers will be subjected to an interim inspection during production phase. The semi-trailers in various production phases will be inspected in accordance with the related specifications and an Interim Inspection Report will be issued. The deficiencies detected in the Interim Inspection Report will be corrected and then the production will be continued. • After, completing production, the final control and functionality tests will be performed and a test report will be issued. If, the result of the aforementioned test is not appropriate, the related garbage transfer semi-trailers will be controlled again after the defects and deficiencies determined in the report are resolved. • The garbage transfer semi-trailers which are accepted after the tests or made appropriate after resolving deficiencies will be shipped to the addresses to be notified by the requesting organization by your firm through using the trailer trucks of the same tender. • The final control of the semi-trailers will be conducted after they are delivered to the indicated address and then the acceptance report will be prepared. If, the vehicle is not accepted due to any condition or defect arising during delivery, it will be controlled again after the determined defects and deficiencies are resolved. • The dates when the semi-trailers will be ready for an interim inspection and final tests will be notified 1 week before. • At least 1 firm representative experienced in operation and functions of the garbage transfer semi-trailers will be available during inspections, tests and controls. • The equipment and expenses to be needed for inspections, tests and controls will be provided by the contractor firm.
2.15	QUALITY AND REFERENCE CERTIFICATES	<p>The bidders should present the following documents related with the garbage transfer semi-trailers;</p> <ul style="list-style-type: none"> • TS EN ISO 9001 Quality certificate of the equipment, • TSE Service Location Competence Certificate of the equipment, • The After-Sales Services Competence Certificate of the equipment which is issued by the Ministry of Industry and Commerce, • TS EN ISO 14001 Environment Management System Certificate of the equipment, • CE Certificate, • The list of references to be submitted by the manufacturer indicating that the manufacturer has produced at least 25 units of garbage transfer semi-trailers with the same specifications (top loader and split rear discharge), • If, the bidder is not a manufacturer, the franchising certificate issued by the manufacturer shall be provided
2.16	MISCELLANEOUS ISSUES	<ul style="list-style-type: none"> • The delivery locations of the garbage transfer semi-trailers are the addresses to be notified by the UNDP. • The oil tanks of the hydraulic system will be completely full at the delivery • The date and place of training for these semi-trailers are the dates to be notified by the UNDP. • The garbage semi-trailers to be purchased within the scope of the same tender will be towed by these trailer trucks and as the places of delivery will be the same requesting organizations, the bids for trailer trucks and semi-trailers will be submitted jointly and the separately submitted bids

		<p>will not be taken into consideration.</p> <ul style="list-style-type: none"> After the tender finalizes and if the allocated funds are sufficient, it will be possible to increase the quantity of garbage transfer semi-trailers in 1 or 2 units provided that the same prices and conditions are effective and applicable. <p>All the clauses of the Specifications will be answered in detail related with the garbage transfer semi-trailers to be offered.</p>
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LOT 2 BACKHOE LOADERS

Items to be supplied		Backhoe Loader
Quantity		3
Related Services		As demonstrated in Section 5.b
Delivery Date		At most w/in 30 days upon counter-signature of Contract
Other Information		N/A
Description/Specifications of Goods		
1.1	GENERAL	<p>This specification covers the accessories and technical properties of 3 pieces of digger-loaders (backhoe-loader) which will be purchased by UNDP United Nations Development Program in order to satisfy the needs of Beneficiaries.</p> <p>The properties which are mentioned in the specification consist of engine, gearbox, axes, hydraulic system, cabinet properties, digging and loading capacities etc. as well as other various auxiliary equipment.</p> <p>The model year shall not be lower than the year of offer..</p>
1.2	ENGINE	<p>It shall be sequential 4-cycle diesel engine with a minimum capacity of 4000 cubic meters and maximum 5000 cubic meters with water cooling system.</p> <p>Air supply system shall be dry member air filter and turbo-intercooler or turbo-aftercooler type.</p> <p>Net Engine power shall be at least 95 HP rated at 2200 RPM</p> <p>The torque shall be at least 390 Nm rated at 1400 revolution / minute.</p> <p>Exhaust emission level shall be at least Tier-3 (Euro-3).</p> <p>Cooling assembly shall have at least -25°C adjusted antifreeze mixture.</p> <p>The fuel tank shall have a minimum capacity of 140 liters.</p>
1.3	GEARBOX	<p>The gearbox shall be automatic with torque converter and auto-shift capability, with at least 4 forward-3 reverse gear levels.</p> <p>Torque converter rate shall be at least 2,35:1, at most 3,0:1.</p> <p>2 or 4 wheel options shall be provided and it shall be electrically controlled.</p> <p>In the highest speed level, the digger-loader shall be able to reach at least 35 km/h.</p>
1.4	BRAKING SYSTEM	<p>Service brake shall be force-reinforced, automatically adjusted, at least impacting on the rear axes, multiple disk with oil-bath type. While working, there shall be an accumulator support against any shutdown of the engine.</p> <p>The parking brake shall be impacting on the rear axis or differential, mechanically controlled lever type.</p>
1.5	STEERING WHEEL AXES AND WHEELS	<p>The axes shall have the capacity to easily handle the static and dynamic loads it will be subject to under traveling and working conditions and the torque shall be proportional.</p> <p>The rear axes shall have differential break or LSD limit shifting capability.</p>

		<p>The front axis shall have at least 16 degrees oscillation capability, as per the rear axes.</p> <p>The steering wheel shall have hydrostatic capability and it shall have the capacity to guide front two wheels and four wheels, and in four-wheel steering mood, front and rear wheels can be guided in different or the same direction (crab walk) and steering options shall be able to be selected from the operator's cabinet by use of electrical controllers.</p> <p>The tires in all wheels shall be in the same size, type and brand, and they shall be at least 16.9--28 size with 12 layers.</p>
1.6	HYDRAULIC SYSTEM	<p>Fundamental functions such as traveling, digging and loading shall be performed by hydraulic power and the hydraulic power shall be obtained by means of hydraulic pump or pumps which are driven by the engine of the digger-loader.</p> <p>In case gear type hydraulic pump is used; there shall be main and auxiliary pump and the system shall be open center system. In case variable flow piston type hydraulic pump is used, the system shall be closed center system.</p> <p>Total hydraulic flow rate shall be at least 145 liters/minute and hydraulic system pressure shall be at most 255 bars.</p>
1.7	OPERATOR'S CABINET	<p>Operator's cabinet shall have ROPS (ISO3471)/FOPS (ISO3449) feature, with sound and heat isolation, right-left doors, windows at front-rear and both sides. The rear window shall be completely openable. The windows of the doors shall be openable</p> <p>There shall be an air conditioner (A/C) and a cabin heater or heating system inside the cabinet. Ventilation shall be provided with fan with electrical engine, internal-external alternating, multiple outputs which can be guided and selected, and there shall be demisting outputs for the windows.</p> <p>Right-left wing mirrors and internal rear-view mirrors as well as window wipers and washing mechanisms on the front and rear windows of the cabinets shall be available.</p> <p>The operator's seat must be equipped with security belt, forward-backward height and back angle adjustment, air or mechanical suspension and it shall be able to turn 180 degrees for operation of the loader and digger. In case the seat is equipped with mechanical suspension, it shall have a weight adjustment.</p> <p>Individual display board shall be available for the loader functions in the front side and for the digger functions at the rear side, and the display boards shall be digital LCD display or analog, and there shall be indicators or warning lights for the functions.</p> <p>The loader's functions shall be controlled while the operator is sitting in the forward direction, and the digger's functions shall be controlled while the operator is sitting backwards. As a minimum, the controls of digger and loader shall be a joystick controller.</p> <p>horn and audible alert, and in-cabinet and step lights, as well as other equipment which are standard equipment shall be available.</p>
1.8	ELECTRICAL ACCESSORIES AND LIGHTS	<p>Electricity system shall be 12 Volts DC, accumulator capacity shall be at least 110 amperes-hour, and alternator capacity shall be at least 75 amperes.</p> <p>For night work, there shall be front and rear projectors over window level of the cabinet and next to the window poles, there shall be parking-signal and brake lamps for traveling in the traffic as well as, there shall be a rotating beacon lamp</p>

		with yellow or orange light located at the roof of the cabinet.
1.9	BASIC DIMENSIONS AND WEIGHT	<p>The cabinet's height shall be at least 3000 mm, traveling height shall be at most 3950 mm, traveling length shall be at most 6100 mm, its width shall be at most 2450 mm and axis clearance shall be at least 2200 mm.</p> <p>The same size-type and brand of tires shall be used in all wheels and the tire size shall be 16.9-28 with 12 layers.</p> <p>Operating weight shall be at least 8600 kg, at most 9600 kg.</p>
1.10	LOADER SPECIFICATIONS	<p>Loader's scoop shall have a minimum 1 cubic meter capacity, it shall have a minimum width of 2300 mm at least 43 degrees of rotating mobility and 6 functions.</p> <p>Dumping height shall be at least 3175 mm and digging depth that shall be at least 80 mm.</p> <p>Scoop breakout force shall be at least 6500 kgf and arm breakout force shall be at least 3900 kgf.</p> <p>Maximum height lifting capacity shall be at least 3000 kg.</p>
1.11	DIGGER SPECIFICATIONS	<p>For the digger, there shall be 2 pieces of hydraulic retaining feet behind the rear wheels and feet shall be able to hydraulically extend so that it can suspend the rear wheels. The feet shall have a capacity to handle the load incoming due the functions of the digger. There shall be mobile shoes on the ground surfaces of the feet. The clearance between the feet shall not extend the total width and it shall be at least 2250 mm.</p> <p>The digger's platform shall be able to shift to right-left at least 1080 mm on a rack which is located between the feet and it shall be fixable in a selected position.</p> <p>The digger's boom shall be able to turn right or left for 180 degrees on a vertical axis on the platform and it shall have a system to fix it when it's not used.</p> <p>The digger's arm shall be telescopic and it shall be able to extend or retract at least 1080 mm by use of hydraulic force.</p> <p>The digger's scoop shall have a minimum rotating angle of 185 degrees, a digging width of 600 mm, topfull loading capacity shall be at least 0,15 cubic meters, brim-full loading capacity shall be at least 0.12 cubic meters.</p> <p>Digging depth shall be at least 5350 mm when the arm is extended and at least 4250 mm when the arm is retracted.</p> <p>Horizontal extending distance shall be at least 6,500 mm when the arm is extended and at least 5,400 mm when the arm is retracted.</p> <p>Reaching height shall be at least 6,250 mm when the arm is extended and at least 5,450 mm when the arm is retracted.</p> <p>Loading height shall be at least 4,650 mm when the arm is extended and at least 3,800 mm when the arm is retracted.</p> <p>Scoop breakout force shall be at least 6200 kgf; arm breakout force shall be at least 2000 kgf when the arm is extended and at least 2850 kgf when the arm is retracted.</p>
1.12	PAINT - TEXT AND EMBLEMS	<p>The digger-loader shall be white or yellow as a company standard.</p> <p>The texts and logos to be specified by the beneficiaries and UNDP shall be available on the digger-loader, and the properties, locations and dimensions of the materials shall be specified during the controls.</p>
1.13	TRAINING	<p>After the examinations, function test and checks to be made; in case the digger-loader is found to be appropriate, a free of charge training shall be granted with regard to the digger-loader and the related equipment to the persons who will</p>

		<p>be assigned for their operation, at a venue to be notified by beneficiaries. No partial delivery is accepted, all equipment shall be delivered at once and overall training shall be given after the delivery is complete.</p> <p>In consideration of variation of the operators, a training CD shall be prepared and two training CDs will be given together per each digger-loader. Training CDs shall be in Turkish and/or English Language</p>
1.14	ACCOMPANYING DOCUMENTS + TACKLE	<p>Together with the digger-loaders, technical conformance certificates for registration purposes, certificate of warranty, operation and maintenance manual (Turkish) as well as various warranty certificates and user's manuals for other assemblies used shall be provided. (Radio/CD/MP3 player, air condition, etc.)</p> <p>Together with each digger-loader; a tackle set which is the standard of the company and which is required for the operator level maintenance shall be given. The contents of this tackle set shall be clarified in the proposal.</p> <p>Apart from the tackle set; a first aid bag including its contents and a 6 kg capacity ABC type KKT fire extinguisher shall be provided for each backhoe-loader. The contents of the first aid bag shall be in conformance with the Medical Bag content list which is specified in the article 18.4 at the end of the specification.</p>
1.15	WARRANTY	<p>For the loader and digger; an undertaking of warranty of at least 3 years starting upon the delivery of the loader-digger to the beneficiary institution shall be given against defective materials and workmanship. In case the standard warranty period which is given by the company for the digger-loader or any other part or equipment is longer, then the warranty period of the Company shall be applicable.</p> <p>Warranty Provisions in the Warranty Regulation shall be valid as to the warranty. Spare parts supply shall be committed for a fee for 7 years after the end of the warranty period.</p> <p>Periodic maintenance intervals and fees shall be stated in the proposal and the periodical maintenances to be undertaken within the warranty period shall be undertaken at the erection site of the needing company, and shall be free of charge except the first maintenance supplies.</p> <p>The amount of assurance to be specified for warranty shall be held in pledge during the warranty period for 3 years.</p>
1.16	QUALITY AND REFERENCE DOCUMENTS	<p>With regard to the digger-loader to be offered, besides other documents which will be requested during the tender process;</p> <p>A detailed brochure or catalog, (Turkish or English)</p> <p>Certificate of Authorized Vendorship,</p> <p>Authorized service list, (together with address and telephone numbers)</p> <p>Sales reference list must be submitted by the bidders.</p>
1.17	CONTROL EXAMINATION AND ACCEPTANCE PROCEDURES	<p>Following the backhoe loaders are dispatched to the address which will be notified by beneficiaries, the final inspection and acceptance tests for the compliance of backhoe loaders to the specification will be carried out at delivery site or any other test site which will be declared by the beneficiaries. In case it is not found to be appropriate due to any damage or defect that may occur during the dispatch, it shall be controlled again after removing the defect and problems which are specified in the report. (DS No: 37)</p> <p>The dates when the mentioned backhoe loaders will be ready for the final inspection must be notified 1 week in advance.</p> <p>In general inspection, function tests and final check examination; there shall be at least 1 company representative who is experienced on operation and functions of the mentioned backhoe loaders.</p>

		The equipment and expenditures that will be necessary for the examination, controls and function tests shall be covered by the company.
1.18	OTHER ISSUES	<p>The venue for delivering the digger-loaders and for the training is the address to be notified by beneficiaries.</p> <p>When the digger-loaders are delivered, the fuel tank shall be at least ½ full.</p> <p>All articles of the specification shall be answered in detail with regard to the proposed vehicles and their superstructures.</p> <p>The content of the first aid bags which will be provided together with the digger-loaders shall be in conformance with the below specified Medical Bag content list.</p> <p>MEDICAL BAG CONTENTS (For each Bag)</p> <p>2 pcs of large bandage (10 cm. X 3.5 m.)</p> <p>1 Box of Hydrophilic Gas Sterile (10 X 10 cm. 50 pcs)</p> <p>3 pcs of Triangular Bandages</p> <p>1 piece of antiseptic solution (50 ml.)</p> <p>1 piece of medicated plaster (2 cm X 5 m)</p> <p>10 pcs of Safety Pin</p> <p>1 piece of Small Scissors (Stainless)</p> <p>1 piece of Esmark Bandage</p> <p>1 piece of tourniquet (at least 50 cm. braided textile)</p> <p>10 pcs of Plasters</p> <p>1 piece of Aluminum Emergency Fire Cover</p> <p>2 pairs of Medical Gloves</p> <p>1 piece of Hand Light</p>

Section 5b: Other Related Requirements

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: [check the condition that applies to this ITB, delete the entire row if condition is not applicable to the goods being procured]

Delivery Term [INCOTERMS 2010] (Pls. link this to price schedule)	DAP	
Exact Address of Delivery/Installation Location	LOT 1 Semi-Trailer Hauler Trucks	LOT 2 Backhoe Loaders
	6 Semi-Trailer Hauler Trucks to be delivered to: Hatay Metropolitan Municipality Cumhuriyet Mahallesi Adnan Menderes Cad. No:4 Antakya / Hatay 31000	2 Backhoe Loaders to be delivered to: Hatay Metropolitan Municipality Cumhuriyet Mahallesi Adnan Menderes Cad. No:4 Antakya / Hatay 31000

	3 Semi-Trailer Hauler Trucks to be delivered to: Şanlıurfa Metropolitan Municipality Atatürk Mah. Atatürk Bulvarı No: 66 PK: 63100 ŞANLIURFA	1 Backhoe Loader to be delivered to: Şanlıurfa Metropolitan Municipality Atatürk Mah. Atatürk Bulvarı No: 66 PK: 63100 ŞANLIURFA
Mode of Transport Preferred	Land	
UNDP Preferred Freight Forwarder, if any ²	Not Applicable	
Distribution of shipping documents (if using freight forwarder)	Not Applicable	
Customs, if required, clearing shall be done by:	UNDP	
Ex-factory / Pre-shipment inspection	Please see Item 1.15 of the Section 5.a "Schedule of Requirements and Technical Specifications" for Lot 1: Semi-Trailer Hauler Trucks and Item 1.17 of the Section 5.a "Schedule of Requirements and Technical Specifications" for Lot 2 Backhoe Loaders	
Inspection upon delivery	Please see Item 1.15 of the Section 5.a "Schedule of Requirements and Technical Specifications" for Lot 1: Semi-Trailer Hauler Trucks and Item 1.17 of the Section 5.a "Schedule of Requirements and Technical Specifications" for Lot 2 Backhoe Loaders	
Installation Requirements	Not Applicable	
Testing Requirements	Please see Item 1.15 of the Section 5.a "Schedule of Requirements and Technical Specifications" for Lot 1: Semi-Trailer Hauler Trucks and Item 1.17 of the Section 5.a "Schedule of Requirements and Technical Specifications" for Lot 2 Backhoe Loaders	
Scope of Training on Operation and Maintenance	Please see Item 1.12 of the Section 5.a "Schedule of Requirements and Technical Specifications" for Lot 1: Semi-Trailer Hauler Trucks and Item 1.13 of the Section 5.a "Schedule of Requirements and Technical Specifications" for Lot 2 Backhoe Loaders	
Commissioning	Not Applicable	
Warranty Period	Please see Item 1.18 of the Section 5.a "Schedule of Requirements and Technical Specifications" for Lot 1 Semi-Trailer Hauler Trucks Please see Item 1.15 of the Section 5.a "Schedule of Requirements and Technical Specifications" for Lot 2 Backhoe Loaders	

²A factor of the Incoterms stipulated in the ITB. The use of a UNDP preferred freight forwarder 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.

Local Service Support	Please see Item 1.16 of the Section 5.a "Schedule of Requirements and Technical Specifications" for Lot 1: Semi-Trailer Hauler Trucks and Item 1.16 of the Section 5.a "Schedule of Requirements and Technical Specifications" for Lot 2 Backhoe Loaders
Technical Support Requirements	On delivery free training shall be given in the factory field to the people who will be appointed for the use of the trash transfer semi-trailers and their equipment. Taking into consideration that there might be a replacement in the users a training CD shall be prepared and for each semi-trailer 2 CDs shall be provided. Training CDs shall be in Turkish and/or English.
After-sale services Requirements	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 10 years <input checked="" type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance /repair <input type="checkbox"/> Others <i>[pls. specify]</i>
Payment Terms <i>(max. advanced payment is 20% as per UNDP policy)</i>	100% within 30 days upon UNDP's acceptance of the goods delivered as specified and receipt of invoice
Conditions for Release of Payment	<input checked="" type="checkbox"/> Pre-shipment inspection <input checked="" type="checkbox"/> Inspection upon arrival at destination <input type="checkbox"/> Installation <input checked="" type="checkbox"/> Testing <input checked="" type="checkbox"/> Training on Operation and Maintenance <input type="checkbox"/> Others <i>[pls. specify]</i> <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with ITB requirements
All documentations, including catalogues, instructions and operating manuals, shall be in this language	Turkish and/or English

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

Technical Bid:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Bid Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	N/A
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Bid/Bill of Quantities	<input type="checkbox"/>
▪ Form G: Form of Bid Security	
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Price Schedule:

▪ Form F: Price Schedule Form	<input type="checkbox"/>
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Form A: Bid Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

We, the undersigned, offer to supply the goods and related services required for [Insert Title of goods and services] in accordance with your Invitation to Bid No. [Insert ITB Reference Number] and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

Our attached Price Schedule is for the sum of [Insert amount in words and figures and indicate currency].

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the UNDP.

We offer to supply the goods and related services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Schedule of Requirements and Technical Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should UNDP accept this Bid.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Does your organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	[Complete]
Is your company a member of the UN Global Compact	[Complete]
Contact person that UNDP may contact for requests for clarifications during Bid evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]

Please attach the following documents:

- Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured
- Certificate of Incorporation/ Business Registration
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder
- Trade name registration papers, if applicable
- Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any
- Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures
- Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney.
- Export Licenses, if applicable
- Local Government permit to locate and operate in assignment location, if applicable
- Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Form D: Eligibility and Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

History of Non- Performing Contracts

<input type="checkbox"/> Non-performing contracts did not occur during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years (2015,2016,2017)	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years (2015,2016,2017)		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Production/Sales Capacity Form

Here the bidders shall provide information on its annual manufacturing/production/assembly capacity by for the items that bidder offers. The bidders shall use the following form to provide UNDP with necessary information. Please note, in order to qualify the bidders' annual assembly and/or production capacity should be at least 200% of the number of vehicles. For instance, (i.e.: **For Lot 1 Semi-Trailer Hauler Trucks: not less than 18 Vehicles and for Lot 2 Backhoe Loaders: not less than 6 vehicles per year**) Bidders who are authorized dealers/vendors/distributors should provide their sales capacities for the items for which they offer bids.

Items	Quantity in the ITB	Annual Sales/Production Capacity of the Bidder
Lot 1 - Semi-Trailer Hauler Trucks	9	
Lot 2 - Backhoe Loaders	3	

Form E: Format of Technical Bid

Name of Bidder:	[Insert Name of Bidder]	Date:	<input type="text" value="Select date"/>
ITB reference:	[Insert ITB Reference Number]		

The Bidder's Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.2 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.3 Quality assurance procedures and risk mitigation measures.
- 1.4 Organization's commitment to sustainability.

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 requirements/specifications. All important aspects should be addressed in sufficient detail.

- 2.1 A detailed description of how the Bidder will deliver the required goods and services, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.

- 2.2 Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.3 The bid shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.4 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.5 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

Lot 1: Semi-Trailer Hauler Trucks

Goods and services to be Supplied and Technical Specifications	Your response				
	Compliance with technical specifications		Delivery Date <i>(confirm that you comply or indicate your delivery date)</i>	Quality Certificate/Export Licenses, etc. <i>(indicate all that apply and attach)</i>	Comments
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>			
Technical Compliance with the Hauler Trucks					
GENERAL					
ENGINE					
DRIVE-TRANSMISSION AND TRACTION SYSTEM AND TRANSFER					
HYDRAULIC FRONT AXLE TRACTION SYSTEM					
BRAKE SYSTEM					
WHEELS AND SUSPENSION					
ELECTRIC SYSTEM AND EXTERNAL LIGHTING					
WEIGHT AND CAPACITIES					
DIMENSIONS					
DRIVER'S CABIN					
PAINT-TEXTS AND EMBLEMS					
TRAINING					

DOCUMENTS AND TOOLKIT TO BE SUPPLIED WITH THE VEHICLE					
GUARANTEE					
CONTROL, TEST AND ACCEPTANCE PROCEDURES					
DOCUMENTS					
MISCELLANEOUS ISSUES					
WARRANTY					
Technical Compliance with the Top-loader and Split Rear Discharge 68 m3 Capacity Garbage Transfer Semi-Trailer					
GENERAL					
HAULER CHASSIS AND MECHANISMS					
GARBAGE CONTAINER (BODY)					
TOP LOADING COVER					
REAR DISCHARGE COVER					
LOADING AND UNLOADING					
HYDRAULIC EQUIPMENTS					
ELECTRICAL EQUIPMENTS AND CONTROLS					
PAINT-TEXTS AND EMBLEMS					
ACCESSORIES AND TOOLKITS					
DOCUMENTS TO BE SUPPLIED WITH THE VEHICLE					
EDUCATION					

GUARANTEE					
CONTROL, TEST AND ACCEPTANCE PROCEDURES					
QUALITY AND REFERENCE CERTIFICATES					
MISCELLANEOUS ISSUES					

Lot 2: Backhoe Loaders

Goods and services to be Supplied and Technical Specifications	Your response				
	Compliance with technical specifications		Delivery Date <i>(confirm that you comply or indicate your delivery date)</i>	Quality Certificate/Export Licenses, etc. <i>(indicate all that apply and attach)</i>	Comments
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>			
GENERAL					
ENGINE					
GEARBOX					
BRAKING SYSTEM					
STEERING WHEEL AXES AND WHEELS					
HYDRAULIC SYSTEM					
OPERATOR'S CABINET					
ELECTRICAL ACCESSORIES AND LIGHTS					

BASIC DIMENSIONS AND WEIGHT					
LOADER SPECIFICATIONS					
DIGGER SPECIFICATIONS					
PAINT - TEXT AND EMBLEMS					
TRAINING					
ACCOMPANYING DOCUMENTS TACKLE					
WARRANTY					
QUALITY AND REFERENCE DOCUMENTS					
CONTROL EXAMINATION AND ACCEPTANCE PROCEDURES					
OTHER ISSUES					

OTHER RELATED SERVICES AND REQUIREMENTS

Lot 1: Semi-trailer Hauler Trucks

Other Related services and requirements <i>(based on the information provided in Section 5b)</i>	Compliance with requirements		Details or comments on the related requirements
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>	
Scope of Training on Operation and Maintenance			
Warranty Period			
Local Service Support			
Technical Support Requirements			

After-sale services Requirements			
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Lot 2: Backhoe Loaders

Other Related services and requirements <i>(based on the information provided in Section 5b)</i>	Compliance with requirements		Details or comments on the related requirements
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>	
Scope of Training on Operation and Maintenance			
Warranty Period			
Local Service Support			
Technical Support Requirements			
After-sale services Requirements			

FORM F: Price Schedule Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

The Bidder is required to prepare the Price Schedule following the below format. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. 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.

Currency of the Bid: [Insert Currency]

Price Schedule for Lot 1: Semi-Trailer Hauler Trucks

Item #	Description	UOM	Quantity	Unit Price	Total Price
1	Semi-Trailer Hauler Truck	units	9		
2	Special Consumption Tax*	units	9		
GRAND TOTAL					

*Value Added Tax (VAT) shall not be included to the Bid prices, as UNDP is exempt from VAT.

Price Schedule for Lot 2: Backhoe Loaders

Item #	Description	UOM	Quantity	Unit Price	Total Price
1	Backhoe Loader	units	3		
2	Special Consumption Tax*	units	3		
GRAND TOTAL					

*Value Added Tax (VAT) shall not be included to the Bid prices, as UNDP is exempt from VAT.

Name of Bidder: _____

Authorised signature: _____

Name of authorised signatory: _____

Functional Title: _____

FORM G: Form of Bid Security

**Bid Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes should be made on this template.**

To: UNDP Turkey Country Office
Yildiz Kule, Yukari Dikmen Mah. Turan Gunes Blv. No:106 06550, Cankaya/Ankara

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Bid to UNDP dated [Click here to enter a date](#) to execute goods and/or services [Insert Title of Goods and/or Services] (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 if the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Bid after the date of the opening of the Bids;
- c) Fails to comply with UNDP's variation of requirement, as per ITB instructions; or
- d) 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 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 *[amount of guarantee]* *[in words and numbers]*, 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 up to 30 days after the final date of validity of bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]