

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	-Español o -Inglés
2		Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	-Español o -Inglés
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	13	Bid Security	Required in the amount of USD 5,187.63 <ul style="list-style-type: none"> ▪ Bank Guarantee (See Section 8 for template) ▪ Any Bank-issued Check / Cashier's Check / Certified Check
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per week of delay: 2% Max. number of week of delay 4, after which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	12	Currency of Bid	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	15 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Procurement Unit Address: Av. Francisco de Miranda, Torre HP, piso 6, Oficina 6 A Los Palos Grandes, Caracas – Venezuela E-mail address: licitaciones.ven@undp.org

13	18, 19 and 21	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	<p>Direct communication to prospective Proposers by email</p> <p>licitaciones.ven@undp.org</p> <p>Direct communication to prospective Proposers by email and Posting on the website</p> <p>http://procurement-notices.undp.org/view_notice.cfm?notice_id=48747</p>
14	23	Deadline for Submission	<p>August 31, 2018</p> <p>Time: 09:00 a.m. Official Time of the Bolivarian Republic of Venezuela (GMT: -4 Hours)</p> <p>Place: UNDP Venezuela</p>
14	22	Allowable Manner of Submitting Bids	<p><input checked="" type="checkbox"/> Courier/Hand Delivery Ór</p> <p><input checked="" type="checkbox"/> Electronic offers through email: licitaciones.ven@undp.org</p>
15	22	Bid Submission Address	<p>Programa de las Naciones Unidas para el Desarrollo (PNUD)</p> <p>Ref.: IAL/081/FUNDAMUSICAL/2018</p> <p>Atención: Unidad de Adquisiciones</p> <p>Avenida Francisco de Miranda, Torre HP, Piso 6, Oficina 6-A Los Palos Grandes, Caracas, Venezuela. 1060</p> <p>Teléfonos: (58)-212 208 4444.</p> <p>ór</p> <p>licitaciones.ven@undp.org</p>
16	22	Electronic submission (email or eTendering) requirements	<p>For the submission of electronic offers through the email: licitaciones.ven@undp.org please take into consideration the following instructions:</p> <ul style="list-style-type: none"> • The file format allowed is only PDF. • The names of the files must be listed and named in accordance with section 6 Deliverable Offer Forms / Checklist. • All files must be free of Virus and must not be damaged. • Maximum size of MB per email: 8MB • Maximum number of emails to send with your offer: 5 emails with content that does not exceed 8MB. • Mandatory email subject: IAL / 081 / FUNDAMUSICAL / 2018 - OFFER - COMPANY XXXX- EMAIL XX OF XX-
17	25	Date, time and venue for the opening of bid	<p>Fecha: 31 de agosto de 2018</p> <p>Hora: 09:10 a.m. Hora Oficial de la República Bolivariana de Venezuela (GMT: -4 Horas)</p> <p>Lugar: PNUD Venezuela: Av. Francisco de Miranda, Torre HP, piso 6, oficina 6 A Los Palos Grandes, Caracas-Venezuela. 1060</p>

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	<i>October 1, 2018</i>
20		Maximum expected duration of contract	90 días
21	35	UNDP will award the contract to:	One or more Proposers, depending on the following factors: the lowest price of the technically qualified offer in each item quoted.
22	39	Type of Contract	Purchase Order Contract for Goods and/or Services to UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Contracts Sections 7
24		Other Information Related to the ITB	<i>Does not apply</i>