



INVITATION TO BID

2018/PROC/UNDP-MMR/PN/095

**Procurement of Organic Fertilizer (Bio-Compost Fertilizer) for
UNODC Myanmar
AD Programme, UNODC
Myanmar**



United Nations Development Programme
August, 2018

Section 1. Letter of Invitation

Yangon, Myanmar
August 29, 2018

Procurement of Organic Fertilizers for UNODC Myanmar

Dear Mr./Ms.:

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:

- Section 1 – This Letter of Invitation
- Section 2 – Instructions to Bidders (including Data Sheet)
- Section 3 – Schedule of Requirements and Technical Specifications
- Section 4 – Bid Submission Form
- Section 5 – Documents Establishing the Eligibility and Qualifications of the Bidder
- Section 6 – Technical Bid Form
- Section 7 – Price Schedule Form
- Section 8 – Contract to be Signed, including General Terms and Conditions

Your offer, comprising of a Technical Bid and Price Schedule, together in a sealed envelope, should be submitted in accordance with Section 2.

You are kindly requested to submit an acknowledgment letter to UNDP to the following address:

United Nations Development Programme
No.6 Natmauk Road, Tamwe Township
P.O. Box 650, Yangon 11211, Myanmar
Email: bids.mm@undp.org
Programme Support Team Leader

- For hard copy bids, please send your bids in sealed envelopes to **The United Nations Development Programme, No. 6 Natmauk Road, Tamwe Township, Yangon, PO Box. 650, 11211 Yangon** as early as possible before the deadline of **17 Sep 2018**;
- For electronic submission, please send only the duly completed Bid Documents with above-mentioned ITB No. to bids.mm@undp.org (Please attach password protected Bid); Password must be provided to UNDP until the date and time of Bid Opening as indicated in the Datasheet No. 24
- UNDP takes no responsibility for effective delivery of the electronic document.
- Please note, if your file was successfully sent to bids.mm@undp.org you should receive the message subjected 'Success! Your bid was sent to the secured e-mail'. If upon submission you do not receive the confirmation message, please contact min.min.thein@undp.org for clarifications.

- Please make sure that the maximum file size of the attachments do not exceed 5 MB. If attachments exceed maximum file size allowed, please send in separate emails with subsequent number in subject line.

The letter should be received by UNDP no later than **17 Sep 2018**. The same letter should advise whether your company intends to submit a Bid. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

If you have received this ITB through a direct invitation by UNDP, transferring this invitation to another firm requires notifying UNDP accordingly.

Should you require any clarification, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this ITB.

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

Yours sincerely,



Krishna Raj Adhikari, Head of Common Services & Transaction Services

Instructions to Bidders

DATA SHEET²

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

DS No.	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
1		Project Title:	Procurement of Organic Fertilizer (Bio-Compost Fertilizer) for UNODC Myanmar
2		Title of Goods/Services/Work Required:	Procurement of Organic Fertilizer (Bio-Compost Fertilizer) for UNODC Myanmar
3		Country:	Myanmar
4	C.13	Language of the Bid:	<input checked="" type="checkbox"/> English
5	C.20	Conditions for Submitting Bid for Parts or sub-parts of the Total Requirements	<input checked="" type="checkbox"/> Allowed for the following option Lot 1. Bio-Compost Fertilizer (minimum nutrients content; N:1.2%, P2O5: 1.5%, K2O: 0.5% +ME) (50Kg/Bag) (15,500 Bags)
6	C.20	Conditions for Submitting Alternative Bid	<input checked="" type="checkbox"/> Shall not be considered
7	C.22	A pre-Bid conference will be held on:	NA
8	C.21.1	Period of Bid Validity commencing on the submission date	<input checked="" type="checkbox"/> 120 days
9	B.9.5 C.15.4 b)	Bid Security	<input checked="" type="checkbox"/> Not Required
10	B.9.5	Acceptable forms of Bid Security	NA

² All DS number entries in the Data Sheet are cited as references in the Instructions to Bidders. All DS Nos. corresponding to a Data must not be modified. Only information on the 3rd column may be modified by the user. If the information does not apply, the 3rd column must state "n/a" but must not be deleted.

11	B.9.5 C.15.4 a)	Validity of Bid Security	NA
12		Advanced Payment upon signing of contract	<input checked="" type="checkbox"/> Not allowed
13		Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay:0.1% Max. no. of days of delay :30 Next course of action : Contract Cancellation
14	F.37	Performance Security	NA
15	C.17 C.17.2	Preferred Currency of Bid and Method for Currency conversion	<input checked="" type="checkbox"/> Local Currency (Kyat) for local vendors <input checked="" type="checkbox"/> United States Dollars (US\$) for overseas vendors <i>Reference date for determining UN Operational Exchange Rate : Contract issue date</i>
16	B.10.1	Deadline for submitting requests for clarifications/ questions	7 days before the submission date.
17	B.10.1	Contact Details for submitting clarifications/questions ³	Focal Person in UNDP: Min Min Thein Address:No.6 Natmauk Road, Tamwe Township P.O. Box 650, Yangon 11211, Myanmar E-mail address dedicated for this purpose: mmr.procurement@undp.org
18	B.11.1	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	<input checked="" type="checkbox"/> Direct communication to prospective Bidders by email or fax, and Posting on the website ⁴ http://procurement-notice.undp.org
19	D.23.3	No. of copies of Bid that must be submitted	Original: 1 Copies : 2
20	D.23.1 b) D.23.2 D.24	Bid submission address	United Nations Development Programme (UNDP) No. 6 Natmauk Road, Tamwe Township, Yangon, Myanmar For electronic submissions: bids.mm@undp.org

³ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.

⁴ Posting on the website shall be supplemented by directly transmitting the communication to the prospective offerors.

21	C.21.1 D.24	Deadline of Bid Submission	Date and Time : September 17, 2018 12:00 AM
22	D.23.2	Manner of Submitting Bid	<input checked="" type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Electronic submission of Bid ⁵
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	<input checked="" type="checkbox"/> Official Address for e-submission: bids.mm@undp.org <input checked="" type="checkbox"/> Format : PDF files only, password protected <input checked="" type="checkbox"/> Password <u>must</u> not be provided to UNDP until the date and time of Bid Opening as indicated in No. 24 <input checked="" type="checkbox"/> Max. File Size per transmission: [5 MB] <input checked="" type="checkbox"/> Max. No. of transmission : [3] <input checked="" type="checkbox"/> No. of copies to be transmitted : [1 each] <input checked="" type="checkbox"/> Mandatory subject of email : [Procurement of Organic Fertilizer (Bio-Compost Fertilizer, 2018/PROC/UNDP-MMR/PN/095)] <input checked="" type="checkbox"/> Virus Scanning Software to be Used prior to transmission: [specify] <input checked="" type="checkbox"/> Digital Certification/Signature: [Password Protected] <input checked="" type="checkbox"/> Time Zone to be Recognized: [GTM +6:30]
24	D.23.1 c)	Date, time and venue for opening of Bid	Date and Time: September 18, 2018 12:00 AM Venue : UNDP office, Myanmar
25		Evaluation method to be used in selecting the most responsive Bid	<input checked="" type="checkbox"/> Lowest price offer of technically qualified/responsive Bid
26	C.15.1	Required Documents that must be Submitted to Establish Qualification of Bidders (In "Certified True Copy" form only) <i>[check all that apply, delete those that will not be required.]</i>	<input checked="" type="checkbox"/> Company Profile, which should <u>not</u> exceed fifteen (5) pages, including printed brochures and product catalogues relevant to the goods/services being procured <input checked="" type="checkbox"/> Members of the Governing Board and their Designations duly certified by the Corporate Secretary, or its equivalent document if Bidder is not a corporation <input checked="" type="checkbox"/> List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Bidder is not a corporation <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations,

⁵ If this will be allowed, security features (e.g., encryption, authentication, digital signatures, etc.) are strictly required and must be enforced to ensure confidentiality and integrity of contents.

			<p>or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder</p> <p><input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation</p> <p><input checked="" type="checkbox"/> Trade name registration papers, if applicable</p> <p><input checked="" type="checkbox"/> Local Government permit to locate and operate in the current location of office or factory</p> <p><input checked="" type="checkbox"/> Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country</p> <p><input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any</p> <p><input checked="" type="checkbox"/> Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder</p> <p><input checked="" type="checkbox"/> Plan and details of manufacturing capacity, if Bidder is a manufacturer of the goods to be supplied</p> <p><input checked="" type="checkbox"/> Certification or authorization to act as Agent in behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer</p> <p><input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past <i>[indicate number of years of reference]</i></p> <p><input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top <i>[3 years]</i> Clients in terms of Contract Value the past <i>[5 years]</i></p> <p><input checked="" type="checkbox"/> List of Bank References (Name of Bank, Location, Contact Person and Contact Details)</p> <p><input checked="" type="checkbox"/> All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.</p>
27		Other documents that may be Submitted to Establish Eligibility	N/A
28	C.15	Structure of the Technical Bid and List of Documents to be Submitted	<i>Please see specification</i>
29	C.15.2	Latest Expected date for commencement of Contract	<i>October 15, 2018</i>
30	C.15.2	Maximum Expected duration of contract	Within 30 days from the issuance of the Contract

31		UNDP will award the contract to:	<input checked="" type="checkbox"/> One or more Bidders
32	F.34	Criteria for the Award and Evaluation of Bid	<p><u>Award Criteria</u></p> <p><input checked="" type="checkbox"/> Non-discretionary "Pass" or "Fail" rating on the detailed contents of the Schedule of Requirements and Technical Specifications</p> <p><input checked="" type="checkbox"/> Compliance on the following qualification requirements :</p> <p><u>Bid Evaluation Criteria⁶</u></p> <p><input checked="" type="checkbox"/> Minimum no. of years of experience in similar contracts: [2 years];</p> <p><input checked="" type="checkbox"/> Minimum no. of similar projects undertaken over the past 3 years [3];</p> <p><input checked="" type="checkbox"/> Full compliance of Bid to the Technical Requirements;</p> <p><input checked="" type="checkbox"/> Acceptability of the Transportation/Delivery Schedule;</p>
33	E.29	Post qualification Actions	<p><input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted;</p> <p><input checked="" type="checkbox"/> Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;</p> <p><input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;</p>
34		Conditions for Determining Contract Effectivity	<input checked="" type="checkbox"/> Others: <i>Signing of Contract or Confirmation of Purchase Order</i>
35		Other Information Related to the ITB ⁷	Pre-delivery inspection at suppliers ware house

⁶ Pls. reconcile and ensure consistency with the contents of the Technical Specifications

⁷ Where the information is available in the web, a URL for the information may simply be provided.

Section 3a: Schedule of Requirements and Technical Specifications

Lot 1

Item/s to be Supplied ⁸	Quantity	Description/Specifications of Goods	Delivery Date
Bio-Compost Fertilizer	15,500 Packs	Bio-Compost Fertilizer (minimum nutrients content; N:1.2%, P2O5: 1.5%, K2O:0.5%+ME) (50Kg/Bag)	Within 30 days from the signing of the Contract

**** Please provide sample together with quotations for the Lot.**

Exact Address of Delivery Location

Hopong	Naung Lay Village, Pyi Htaung Su Road, Taunggyi Township.
Mai Pong	Ha/71, Main Road, Quarter (4), Mai Pong Township.
Loilen	Pan Khauk Woe Village, Wan In Village, Wan Mai Village, Loilen Township.

Section 3b: Related Services

Further to the Schedule of Requirements in the preceding Table, Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfillment of the requirements: *[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)	<input checked="" type="checkbox"/> DAP (Delivered at Place) (Hopong, Mai Pong and Loilen) Lot 1. Bio-Compost Fertilizer (15,500 Bags) Hopong = 3870 Bags Mai Pong = 5430 Bags Loilen = 6200 Bags
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⁸ Clustering items by lots, if any, is recommended, especially if partial bids will be allowed.

Exact Address of Delivery/Installation Location	<p>Hopong: Naung Lay Village, Pyi Htaung Su Road, Taunggyi Township.</p> <p>Mai Pong: Ha/71, Main Road, Quarter (4), Mai Pong Township.</p> <p>Loilen: Pan Khauk Woe Village, Wan In Village, Wan Mai Village, Loilen Township.</p>
Mode of Transport Preferred	LAND
Delivery Date	Within 30 days from the signing of the Contract
Customs, if needed, clearing shall be done by:	<input checked="" type="checkbox"/> Supplier
Inspection upon delivery	UNODC will conduct inspection (quality and quantity) upon arrival at destinations
Payment Terms (<i>max. advanced payment is 20% of total price as per UNDP policy</i>)	<input checked="" type="checkbox"/> 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"/> Inspection upon arrival at destination <i>[pls. provide details]</i> <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with ITB requirements
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English