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INVITATION TO BID

Supply and Delivery of Two (2) Telescopic Handlers

ITB No.: BLR/777/2019

Project: "Conservation-oriented management of forests and wetlands to achieve multiple benefits"

Country: Republic of Belarus

Issued on: 4 January 2019

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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
 - Form A: Bid Submission Form
 - Form B: Bidder Information Form
 - Form C: Joint Venture/Consortium/Association Information Form
 - Form D: Qualification Form
 - Form E: Format of Technical Bid
 - Form F: Price Schedule

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 sergei.bobrovskih@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

Approved by:

Name: Irina Grozick
Title: Procurement Associate
Date: 4 January, 2019

Name: Tatiana Bykhankova
Title: Operations Manager
Date: 4 January, 2019

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_andinvestigation.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 Contractor 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 whether they are subject to any sanction or temporary suspension imposed by</p>

	<p>these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, Contractors 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 the UNDP accordingly.</p>

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 by the ITB but is not found in the Bid, the offer shall be rejected.

	<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 15 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 UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience</p>

	<p>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> <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.</p>

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	<p>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.</p>

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 Contract General 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> <ul style="list-style-type: none"> i. Bear the name of the Bidder; ii. Be addressed to UNDP as specified in the BDS; and iii. 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> <p>a) Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS;</p> <p>b) 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> <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> <ul style="list-style-type: none"> a) Preliminary Examination including Eligibility b) 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, Reparable 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:</p> <p>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</p> <p>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	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Russian (ITB in Russian including returnable bidding forms is posted at http://www.by.undp.org/content/belarus/ru/home/operations/procurement.html)
2		Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	Not allowed
3	20	Alternative Bids	Shall not be considered
4	21	Pre-Bid conference	Will be conducted Time: 11:00 hours local (Minsk) time (UTC + 3) Date : 16 January, 2019 Venue : UNDP Office in Belarus, 6th Floor, 17, Kirova Str., Minsk, 220050, Republic of Belarus. The UNDP focal point for the arrangement is: Sergei Bobrovskih, Procurement Specialist E-mail: sergei.bobrovskih@undp.org <i>Please confirm your participation one day before the Pre-bid conference date by 16:00 hours local (Minsk) time (UTC + 3) by sending e-mail to the address sergei.bobrovskih@undp.org</i>
5	16	Bid Validity Period	90 days
6	12	Bid Security	Not Required
7	42	Advanced Payment upon signing	Not Allowed

		of contract	
8	43	Liquidated Damages	Will be imposed as follows: Percentage of contract price per day of delay: 0.2% Max. number of days of delay: 30 calendar days, after which UNDP may terminate the contract
9	41	Performance Security	Not Required
10	13	Currency of Bid	United States Dollar (USD) Euro (EUR) Belarusian Ruble (BYN) UNDP preferred currency is United States Dollar. Where Bids are quoted in different currencies, for the purposes of comparison of all Bids 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. The contract will be signed and the payment will be made in the currency of submitted Bid
11	18	Deadline for submitting requests for clarifications/ questions	10 days before the submission deadline 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
12	18	Contact Details for submitting clarifications/questions	<u>Focal Person in UNDP for submitting clarifications/questions:</u> Sergei Bobrovskih, Procurement Specialist <u>Address:</u> UNDP in Belarus, Kirova str., 17, 6th floor, Minsk, Republic of Belarus <u>E-mail address:</u> sergei.bobrovskih@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/or posting on tender webpage at websites: http://procurement-notices.undp.org/ , http://www.by.undp.org/content/belarus/en/home/operations/procurement/ (in English language) and http://www.by.undp.org/content/belarus/ru/home/operations/procurement.html (in Russian language)
14	23	Deadline for Submission	<u>Date:</u> 08 February, 2019 <u>Time:</u> 15:00 hours local (Minsk) time (UTC + 3)

14	22	Allowable Manner of Submitting Bids	<input checked="" type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Submission by email
15	22	Bid Submission Address	<p><u>For Courier/Hand Delivery:</u> UNDP in Belarus 6th floor, 17, Kirova str., Minsk, 220050, Republic of Belarus</p> <p><u>For electronic submission via e-mail:</u> tenders.by@undp.org</p> <p><i><u>Please note that bids submitted through any other address will not be considered</u></i></p>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 7 MB ▪ Mandatory subject of email: ITB_BLR_777_2019_Telescopic Handlers (in case of several messages due to size, please indicate number of each message, for example: ITB_BLR_777_2019_Telescopic Handlers Part 1 out of 3) ▪ Documents which are required in original (e.g. Bid Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission: <u>UNDP in Belarus, 6th floor, 17, Kirova str., Minsk, 20050, Republic of Belarus</u> <p><i><u>In response to your delivered e-mail you will receive an auto-reply about receiving the message. In case you did not receive an auto-reply please check the attachment size as well as the correct spelling of the e-mail address.</u></i></p>
17	25	Date, time and venue for the opening of bid	<p><u>Date and Time:</u> 08 February, 2019 at 16:00 hours local (Minsk) time (UTC + 3);</p> <p><u>Venue:</u> UNDP in Belarus, 6th floor, 17, Kirova str., Minsk, 220050, Republic of Belarus</p> <p><i><u>Any Bidder intending to participate in the Bid Opening procedure shall notify UNDP by e-mail sergei.bobrovskih@undp.org at least 24 hours in advance</u></i></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>March 11, 2019</i>
20		Maximum expected duration of contract	105 calendar days
21	35	UNDP will award the contract to:	One Proposer Only
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 (in English) http://www.by.undp.org/content/belarus/ru/home/operations/procurement.html (in Russian)
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 http://www.by.undp.org/content/belarus/ru/home/operations/procurement.html (in Russian)
24		Other Information Related to the ITB	<p>Marking of Bid envelope:</p> <div style="border: 1px solid black; padding: 5px;"> <p><u>FROM</u>: Bidder's name and address; <u>ATTENTION</u>: UNDP in Belarus, Procurement Unit; <u>ITB No.</u>: BLR/777/2019 Supply and delivery of two (2) telescopic handlers DO NOT OPEN BEFORE 16.00 HOURS (MINSK TIME) ON FEBRUARY 08, 2019</p> </div>

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 (if required) 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.

If the Bid is submitted as a Joint Venture/Consortium/Association, each member should meet the minimum criteria, unless otherwise specified.

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;▪ Certificate of Conformity with the Technical Regulations of Eurasian Economic Union (Customs Union), valid at least till the end of 2019; if such certification is not available on the last day of submission of bids the Bidder must submit a letter of commitment to provide such Certificate prior to signing the contract;▪ Export / import licenses, if required;	Form B: Bidder Information Form

	<ul style="list-style-type: none"> Valid ISO 9001 certificate or equivalent for the manufacturer confirming implementation of certified quality management system of development or / and manufacture and applying to manufacture of the offered goods (if available), or / and other documented evidence (including certificates and declarations) confirming quality of the offered goods; 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. 	
Authorization	<ul style="list-style-type: none"> Document authorizing signatory of the bid to commit the Bidder (document evidencing such authorization issued by the legal representative of the bidding entity or Power of Attorney or relevant extract of Bidder's Charter). 	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
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 5 years of relevant experience in supply and servicing of loaders (handlers).	Form D: Qualification Form
	<p>Minimum 3 contracts of similar value, nature and complexity successfully implemented over the last 5 years.</p> <p>Satisfactory results of inquiry and reference check with other previous clients on the quality of performance of ongoing or previous contracts completed.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
Financial Standing	<p>Minimum average annual turnover of USD 400,000 for the last 3 years.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p>Current liquidity ratio is to be not less than 1.0. If liquidity ratio is less</p>	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 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.

	<p>than 1.0, UNDP will verify financial stability / strength of the Bidder and has the authority to seek references from concerned parties and banks on the Bidder's financial standing. UNDP shall have the right to reject any bid submitted by a Bidder proved to be not financially stable as a result of the verification of the Bidder's financial stability / strength.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	
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Detailed Technical and Financial Evaluation

TECHNICAL EVALUATION		
Technical Evaluation	The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications and related services and requirements identified in the bid document.	Form E: Technical Bid Form
FINANCIAL EVALUATION		
Financial Evaluation	<p>Detailed analysis of the price schedule based on requirements listed in Section 5a and quoted for by the bidders in Form F.</p> <p>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).</p> <p>Comparison with budget / internal estimates.</p>	Form F: Price Schedule Form

Section 5a: Schedule of Requirements and Technical Specifications

Supply and Delivery of Two (2) Four-Wheeled Telescopic Handlers

SCHEDULE OF REQUIREMENTS

Four-wheeled telescopic handlers are intended to perform a wide range of works at the wetlands aggregated with mounted and semi-mounted implements, at the sites for storing and loading of bales of compressed biomass and to perform handling and storing of wood waste and chips to the temporary storage sites, loading/unloading and transportation operations. The telescopic handlers must be manufactured and pre-delivery prepared to the highest industry standards. The procurement is performed in the framework of the UNDP/GEF Project "Conservation-oriented management of forests and wetlands to achieve multiple benefits". The places of operation: Republican Biological Reserve "Sporovsky" (Brestskaya Oblast, Republic of Belarus) – 1 telescopic handler, Republican Landscape Reserve "Zvanets" (Brestskaya Oblast, Republic of Belarus) – 1 telescopic handler.

TECHNICAL SPECIFICATIONS

1. TYPE: Four-wheeled telescopic handler intended to move, handle and store raw materials and finished products, to perform handling and storing of wood waste and chips to the temporary storage sites, loading/unloading and transportation operations and to work with mounted and semi-mounted implements;
2. PERFORMANCE CHARACTERISTICS:
2.1. Nominal load capacity, kg: Not less than 3500;
2.2. Maximum lift height, m: Not less than 7.0;
2.3. Maximum lift height, m/lifted load, kg: Not less than 7.0/2000;
2.4. Maximum horizontal reach, m: Not less than 3.8;
2.5. Maximum horizontal reach, m/lifted load, kg: Not less than 3.8/1000;
3. UNDERCARRIAGE:
3.1. Number of wheels: 4 (2-front axle, 2-rear axle);
3.2. Width of tyres, mm: Not less than 400;
3.3. Drive: Four-wheel drive (4x4);
3.4. Ground clearance, mm: Not less than 380;
4. ENGINE:
4.1. Type: Diesel with turbocharger;
4.2. Nominal engine power kW: Not less than 90;
4.3. Starting preheater: Installed;
4.4. Emission standard: Not less than Stage IIIA/Tier 3 or equivalent standard;
5. TRANSMISSION AND STEERING:
5.1. Transmission type: Hydrostatic with electronic regulation;
5.2. Steering modes: Minimum 3 modes: <ul style="list-style-type: none">- "two-wheel steering" (only front wheels turned);- "crab steering" (wheels on both axles turned to one direction);- "four-wheel steering" (front and rear wheels turned to opposite directions);
6. BRAKES:
6.1. Service brake system: Disc brakes;

6.2. Parking brake: Available;
7. REAR HITCH:
7.1. Type of hitch: Three-point hitch;
7.2. Load capacity, kg: Not less than 4000;
7.3. Tow hitch: Available;
8. REAR POWER TAKEOFF (PTO):
8.1. Size: 1 ³ / ₈ " (6);
8.2. Speed of rotation, rpm: 540/1000;
8.3. Shaft power, h.p.: Not less than 100;
9. CABIN:
9.1. Type: All-weather, enclosed, vibration-insulated;
9.2. Safety:
9.2.1. Cabin protection: ROPS/FOPS;
9.2.2. Windows protection: Minimum - protection of front window;
9.2.3. Stability control/ load control system: Minimum - audio and video signaling of maximum load, danger of tipping-over; boom overload blocking;
9.3. Steering column: Adjustable;
9.4. Operation controls: Joystick;
9.5. Visibility, deg.: 360;
9.6. Number of doors: 1 – 2;
9.7. Heater: Available;
9.8. Operator seat: Adjustable seat and armrests, seat belt; pneumatic suspension;
9.9. Air conditioner: Available;
9.10. Rear-view mirrors: Outside foldable mirrors on either side of cabin;
9.11. Wipers: Front and rear;
9.12. Beacon: Rotating flashing beacon on top of cabin;
9.13. Alarm: Reverse warning alarm;
9.14. Lights: Headlights and rear lights, working lights;
10. TELESCOPIC BOOM:
10.1. Boom shock absorbing suspension: Installed;
11. HYDRAULIC SYSTEM:
11.1. Pump capacity, l/min: Not less than 150;
11.2. Maximum working pressure, bar: Not less than 250;
11.3. Rear hydraulic coupling with hydraulic lock: Available;
11.4. Additional hydraulic pump for faster boom speed: Available;
12. IMPLEMENTS:
12.1. Loading bucket for bulk materials with replaceable blade, pc.: 1;
12.1.1. Bucket volume, m³: Not less than 2.5;

12.1.2. Bucket blade: Replaceable, bolted, without teeth;
12.2. Grab for packed bales of compressed biomass, pc.: 1;
12.2.1. Minimum/maximum diameter of grabbed bale, mm: Not less than 1000/1600;
12.2.2. Grab arms design: Smooth, rounded, tubular construction to handle bales without damaging packing;
12.2.3. Load capacity, kg: Not less than 500;
12.3. Loading fork to handle bales of compressed biomass, pc.: 1;
12.3.1. Type: Three-tined, floating, continuously retaining load in horizontal position to prevent falling;
12.3.2. Tine length, mm: Not less than 1000;
12.3.3. Load capacity, kg: Not less than 1000;
13. COLOR: Any bright color according to safety standards and labor safety requirements;
14. TOOLKIT: Standard toolkit (supplied with telescopic handler);
15. SPARE PARTS, SUPPLIED WITH TELESCOPIC HANDLER:
15.1. Filters for hydraulic system, pcs.: 6;
15.2. Spare wheel, pc.: 1;
16. OPERATING DOCUMENTS:
16.1. Operating and maintenance manual, service logbook (or other equivalent document), document/policy, reflecting warranty obligations of Contractor: In Russian language (supplied with the Goods. The documents can be also provided in English language with full translation of each document into Russian language).

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:

Delivery term <i>(Pls. link this to price schedule)</i>	DAP [INCOTERMS 2010] or Delivery from the Contractor's warehouse in the Republic of Belarus by the Contractor's transport and at the Contractor's cost
Exact address of delivery location/End-users	1. SEI "Republican Biological Reserve "Sporovsky", village Vysokoe, Berezovsky Raion, Brestskaya Oblast, Republic of Belarus – 1 telescopic handler (with implements and spare parts); 2. SEI "Republican Landscape Reserve "Zvanets", village Novoselky, Drogichinsky Raion, Brestskaya Oblast, Republic of Belarus – 1 telescopic handler (with implements and spare parts)
Mode of transport preferred	Land
Customs clearing, if required, shall be done by:	UNDP
Ex-factory / Pre-shipment inspection	UNDP shall have the right at its own cost to conduct inspection of the Goods in the manufacturer's works or prior to the Goods shipment. Should the Goods fail to meet the contract specifications the Contractor shall take immediate steps to remedy the deficiency, rectify any defect and replace any defective part or replace the defective Goods at its own cost
Year of manufacture, presales preparation	Year of manufacture: 2018 - 2019 (proposed telescopic handlers shall be brand new, not being used or repaired, refurbished or rehabilitated). The Contractor shall make the presales preparation of the Goods in accordance with the types and volumes as specified by the manufacturer of the telescopic handlers and shall make an entry into the service logbook (or other equivalent document) on the completion of such preparation
Scope of training on operation and maintenance	The Contractor shall provide training of the End-user's staff on the Goods operation and maintenance, including safety requirements, at the Goods delivery sites according to the Contractor's standard program. Language of instruction: Russian or English (in the case of English language the interpreter will be provided by UNDP). Preferably the training

	shall be conducted at the time of inspection and testing of the delivered Goods
Inspection upon delivery, testing and acceptance	<p>Following delivery, the Goods will be inspected and tested by UNDP and the Contractor to check whether they are operational, conform to the specifications and meet the performance requirements.</p> <p>The Contractor shall dispatch experienced staff to the Goods delivery sites at the Contractor's expense to perform the following tasks:</p> <ul style="list-style-type: none"> -To start-up and field-test the Goods for proper operation, efficiency and capacity; -To perform necessary field adjustments until the Goods operation is satisfactory to UNDP. <p>UNDP will sign the Goods acceptance certificate following demonstrated satisfactory and reliable operation of the telescopic handlers, their conformance to the specifications and that they meet performance requirements. Should the Goods fail to meet the contract specifications, have defects or damages, the Contractor shall take immediate steps to remedy the deficiency, rectify any defect and replace any defective part or replace the defective Goods as a whole at its own cost</p>
Warranty requirements	<p>The Contractor / authorized local representative of the Contractor shall provide warranty servicing at the Contractor's cost and shall cover labor, materials and parts. All warranty requirements as specified in UNDP General Terms and Conditions for Contracts shall apply.</p> <p>The Contractor shall ensure warranty repairs, restoration of normal functioning of the Goods and replacement of faulty parts of the supplied Goods at the request of UNDP or the End-user within 7 calendar days upon receipt of such request (if and when required the Contractor / authorized local representative of the Contractor qualified staff shall be send to the place of Goods operation for the rectification of defects at the Contractor's cost).</p> <p>The Contractor guarantees that during the warranty period transportation of the Goods and parts and units of the Goods from the place of the Goods operation to the service center of the Contractor / authorized local representative of the Contractor and back to the place of operation in order to perform warranty repairs and servicing, if required, shall be done at the Contractor's cost</p>
Spare parts and maintenance consumables requirements	<p>The Contractor shall warranty supply of spare parts and maintenance consumables (preferably through a local dealer) following purchase orders of UNDP or the End-user for a minimum period of 5 years</p>
Technical support and service requirements	<p>The Contractor / authorized local representative of the Contractor shall provide after-sales servicing of the Goods for a minimum period of 5 years from the date of Goods</p>

	<p>acceptance by UNDP (under a separate service agreement to be signed by the Contractor and the End-user of the Goods, except for a first periodic maintenance). The Contractor / authorized local representative of the Contractor shall ensure product support service (in normal business hours), which include provision of responses to all questions regarding operation of the Goods, recommendations for operation, classification of problems and formulation of recommendations online, by phone or other means of communication. The technical support centre for servicing of the Goods shall be located in the Republic of Belarus</p>
After-sale services requirements	<p><input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 12 months from the date of signing the Goods acceptance certificate by UNDP;</p> <p><input checked="" type="checkbox"/> Warranty servicing (as specified under item "Warranty requirements" above);</p> <p><input checked="" type="checkbox"/> Technical support (as specified under item "Technical support and service requirements" above);</p> <p><input checked="" type="checkbox"/> Provision of spare parts and maintenance consumables (as specified under item "Spare parts and maintenance consumables requirements" above)</p>
Payment terms	<p>100% within 30 calendar days upon UNDP's acceptance of the Goods delivered and training conducted as specified and receipt of invoice</p>
Conditions for release of payment	<p><input checked="" type="checkbox"/> Inspection upon arrival at destination (as per i. "Inspection upon delivery, testing and acceptance" above)</p> <p><input checked="" type="checkbox"/> Testing (as per i. "Inspection upon delivery, testing and acceptance" above)</p> <p><input checked="" type="checkbox"/> Training on Operation and Maintenance (as per i. "Scope of training on operation and maintenance" above)</p> <p><input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with ITB requirements (as per i. "Inspection upon delivery, testing and acceptance" above)</p>
All documentations, including catalogues, instructions and operating manuals, shall be in this language	<p>Russian (the documentation can be also provided in English language with full translation of each document into Russian language)</p>

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	<input type="checkbox"/>
▪ Form D: Eligibility and Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Bid	<input type="checkbox"/>
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) are 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 us that could impair our 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) <i>(If yes, provide a Copy of the valid Certificate):</i>	[Complete]
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? <i>(If yes, provide a Copy of the valid Certificate):</i>	[Complete]
Does your Company have a written Statement of its Environmental Policy? <i>(If yes, provide a Copy)</i>	[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;
- Certificate of Conformity with the Technical Regulations of Eurasian Economic Union (Customs Union), valid at least till the end of 2019; if such certification is not available on the last day of submission of bids the Bidder must submit a letter of commitment to provide such Certificate prior to signing the contract;
- Export/import licenses, if required;
- Valid ISO 9001 certificate or equivalent for the manufacturer confirming implementation of certified quality management system of development or / and manufacture and applying to manufacture of the offered goods (if available), or / and other documented evidence (including certificates and declarations) confirming quality of the offered goods;
- 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, if any;
- Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney (if Bidder is not a Manufacturer);
- Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country;
- Document authorizing signatory of the bid to commit the Bidder (document evidencing such authorization issued by the legal representative of the bidding entity or Power of Attorney or relevant extract of Bidder's Charter).

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 (minimum 3) successfully completed in the last 5 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. UNDP may perform inquiry and reference check with other previous clients on the quality of performance of ongoing or completed contracts. Non-satisfactory results of such inquiry and check may result in the rejection of bid.

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

Bidders may also attach their own Project (Contract) 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 2015	USD
	Year 2016	USD
	Year 2017	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	2015	2016	2017
	<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.

Form E: Format of Technical Bid

Name of Bidder:	[Insert Name of Bidder]	Date:	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 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.3 Quality assurance procedures (details of the Bidder's internal technical and quality assurance review mechanisms) 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 Bidders are requested to specify their offered delivery time (in days from the date of signing contract). Bidders are kindly requested to propose earliest possible delivery time. The total period elapsing from the date of signing the contract to delivery shall not exceed one hundred (100) calendar days. Training and testing shall be conducted within five (5) calendar days following delivery of Goods.

Item No.	Description	Quantity, UOM	Requested Delivery Schedule	Place of Delivery	Proposed Delivery Schedule
1	Supply and delivery of telescopic handler with implements and spare parts	1 ea.	Not more than one hundred (100) calendar days after signing the contract	Village Vysokoe, Berezovsky Raion, Brestskaya Oblast, Republic of Belarus	
2	Supply and delivery of telescopic handler with implements and spare parts	1 ea.	Not more than one hundred (100) calendar days after signing the contract	Village Novoselky, Drogichinsky Raion, Brestskaya Oblast, Republic of Belarus	

- 2.2 Full details of warranty provided (please attach a copy of manufacturer's warranty and maintenance policy, if available).

- 2.3 Technical documentation of the proposed Goods: Bidders should provide technical details of Goods offered in technical specifications or catalogues/descriptive literature (in English or Russian) with images/drawings showing technical parameters and general views of the Goods (or provide links to the webpage(s) with such technical details).
- 2.4 Details of technical support centre approved by the manufacturer for warranty, after-sales servicing and maintenance of the proposed Goods located in the Republic of Belarus.
- 2.5 Technical Specifications and Related Services and Requirements: the completed forms of Technical Specifications and Related Services and Requirements must be submitted with the Bid.

TECHNICAL SPECIFICATIONS

Item to be Supplied	Q-ty	Description / Specifications of Goods (required)	Statement of Compliance with Specifications (required) <i>Comply / Does not comply</i>	Description / Specifications of Goods (offered) <i>Please indicate parameters of the offered Goods</i>
Telescopic handler	2 pcs	MODEL, MANUFACTURER, COUNTRY OF ORIGIN	-	<i>Please indicate for the offered Goods Model: _____ Manufacturer: _____ Country of origin: _____</i>
		1. TYPE: Four-wheeled telescopic handler intended to move, handle and store raw materials and finished products, to perform handling and storing of wood waste and chips to the temporary storage sites, loading/unloading and transportation operations, work with mounted and semi-mounted implements;		<i>Please state full conformity with the type and performed operations:</i>
		2. PERFORMANCE CHARACTERISTICS:	-	-
		2.1. Nominal load capacity, kg: Not less than 3500;		<i>Please specify nominal load capacity:</i>
		2.2. Maximum lift height, m: Not less than 7.0;		<i>Please specify maximum lift height:</i>
		2.3. Maximum lift height, m / lifted load, kg: Not less than 7.0/2000;		<i>Please specify maximum lift height / lifted load:</i>
		2.4. Maximum horizontal reach, m: Not less than 3.8;		<i>Please specify maximum horizontal reach:</i>
		2.5. Maximum horizontal reach, m / lifted load, kg: Not less than 3.8/1000;		<i>Please specify maximum horizontal reach / lifted load:</i>
		3. UNDERCARRIAGE:	-	-

	3.1. Number of wheels: 4 (2-front axle, 2-rear axle);		<i>Please specify number of axle wheels:</i>
	3.2. Width of tyres, mm: Not less than 400;		<i>Please specify width of tyres and their marking:</i>
	3.3. Drive: Four-wheel drive (4x4);		<i>Please specify type of drive:</i>
	3.4. Ground clearance, mm: Not less than 380;		<i>Please specify ground clearance:</i>
	4. ENGINE:	-	<i>Please indicate for the engine Model: _____ Manufacturer: _____ Country of origin: _____</i>
	4.1. Type: Diesel with turbocharger;		<i>Please specify type:</i>
	4.2. Nominal engine power, kW: Not less than 90;		<i>Please specify nominal power:</i>
	4.3. Starting preheater: Installed;		<i>Please confirm that starting preheater is installed:</i>
	4.4. Emission standard: Not less than Stage IIIA/Tier 3 or equivalent standard;		<i>Please indicate standard:</i>
	5. TRANSMISSION AND STEERING:	-	-
	5.1. Transmission type: Hydrostatic with electronic regulation;		<i>Please specify transmission type:</i>
	5.2. Steering modes: Minimum 3 modes: - "two-wheel steering" (only front wheels turned); - "crab steering" (wheels on both axles turned to one direction); - "four-wheel steering" (front and rear wheels turned to opposite directions);		<i>Please specify steering modes:</i>
	6. BRAKES:	-	-
	6.1. Service brake system: Disc brakes;		<i>Please specify type of brakes:</i>
	6.2. Parking brake: Available;		<i>Please confirm availability and specify type of parking brake system:</i>
	7. REAR HITCH:		-
	7.1. Type of hitch: Three-point hitch;		<i>Please specify type of hitch:</i>
	7.2. Load capacity, kg: Not less than 4000;		<i>Please specify load capacity:</i>

	7.3. Tow hitch: Available;		<i>Please confirm availability and specify type of tow hitch:</i>
	8. REAR POWER TAKEOFF (PTO):	-	-
	8.1. Size: 1 ³ / ₈ " (6);		<i>Please specify size:</i>
	8.2. Speed of rotation, rpm: 540/1000;		<i>Please specify speed of rotation:</i>
	8.3. Shaft power, h.p.: Not less than 100;		<i>Please specify shaft power:</i>
	9. CABIN:	-	-
	9.1. Type: All-weather, enclosed, vibration-insulated;		<i>Please specify type and confirm that it is vibration-insulated:</i>
	9.2. Safety:	-	-
	9.2.1. Cabin protection: ROPS/FOPS;		<i>Please specify cabin protection:</i>
	9.2.2. Windows protection: Minimum - protection of front window;		<i>Please specify windows protection:</i>
	9.2.3. Stability control / load control system: Minimum - audio and video signaling of maximum load, danger of tipping-over; boom overload blocking;		<i>Please state availability and specify stability control / load control functioning:</i>
	9.3. Steering column: Adjustable;		<i>Please specify steering column adjustability:</i>
	9.4. Operation controls: Joystick;		<i>Please specify operation controls:</i>
	9.5. Visibility, deg.: 360;		<i>Please specify angle of visibility:</i>
	9.6. Number of doors: 1 – 2;		<i>Please indicate number of doors:</i>
	9.7. Heater: Available;		<i>Please confirm availability in the cabin:</i>
	9.8. Operator seat: Adjustable seat and armrests, seat belt; pneumatic suspension;		<i>Please state availability of seat adjustments and seat elements:</i>
	9.9. Air conditioner: Available;		<i>Please state availability:</i>
	9.10. Rear-view mirrors: Outside foldable mirrors on either side of cabin;		<i>Please indicate arrangement and number of foldable mirrors:</i>
	9.11. Wipers: Front and rear;		<i>Please state availability of front and rear wipers:</i>
	9.12. Beacon: Rotating flashing beacon on top of cabin;		<i>Please state availability of rotating flashing beacon on top of the cabin:</i>
	9.13. Alarm: Reverse warning alarm;		<i>Please state availability of reverse warning alarm:</i>

	9.14. Lights: Headlights and rear lights, working lights;		<i>Please state availability and number of lights and describe working lights:</i>
	10. TELESCOPIC BOOM:	-	-
	10.1. Boom shock absorbing suspension: Installed;		<i>Please state availability and specify parameters:</i>
	11. HYDRAULIC SYSTEM:	-	-
	11.1. Pump capacity, l/min: Not less than 150;		<i>Please indicate capacity:</i>
	11.2. Maximum working pressure, bar: Not less than 250;		<i>Please specify maximum working pressure:</i>
	11.3. Rear hydraulic coupling with hydraulic lock: Available;		<i>Please state availability:</i>
	11.4. Additional hydraulic pump for faster boom speed: Available;		<i>Please state availability and specify main parameters of hydraulic pump:</i>
	12. IMPLEMENTS:	-	-
	12.1. Loading bucket for bulk materials with replaceable blade, pc.: 1;		<i>Please state availability and indicate model of loading bucket with replaceable blade:</i>
	12.1.1. Bucket volume, m³: Not less than 2.5;		<i>Please specify bucket volume:</i>
	12.1.2. Bucket blade: Replaceable, bolted, without teeth;		<i>Please state that blade is replaceable, bolted, without teeth:</i>
	12.2. Grab for packed bales of compressed biomass, pc.: 1;		<i>Please state availability and indicate model of grab:</i>
	12.2.1. Minimum / maximum diameter of grabbed bale, mm: Not less than 1000/1600;		<i>Please specify minimum / maximum diameter of grabbed bale:</i>
	12.2.2. Grab arms design: Smooth, rounded, tubular construction to handle bales without damaging packing;		<i>Please specify grab arms design:</i>
	12.2.3. Load capacity, kg: Not less than 500;		<i>Please specify load capacity:</i>
	12.3. Loading fork to handle bales of compressed biomass, pc.: 1;		<i>Please state availability and indicate model of loading fork:</i>
	12.3.1. Type: Three-tined, floating, continuously retaining load in horizontal position to prevent falling;		<i>Please specify fork type:</i>
	12.3.2. Tine length, mm: Not less than 1000;		<i>Please specify tine length:</i>

	12.3.3. Load capacity, kg: Not less than 1000;		<i>Please specify load capacity:</i>
	13. COLOR: Any bright color according to safety standards and labor safety requirements;		<i>Please indicate color:</i>
	14. TOOLKIT: Standard toolkit (supplied with telescopic handler);		<i>Please state availability and supply with the telescopic handler:</i>
	15. SPARE PARTS, SUPPLIED WITH TELESCOPIC HANDLER:	-	-
	15.1. Filters for hydraulic system, pcs.: 6;		<i>Please indicate quantity:</i>
	15.2. Spare wheel, pc.: 1;		<i>Please specify size:</i>
	16. OPERATING DOCUMENTS:	-	-
	16.1. Operating and maintenance manual, service logbook (or other equivalent document), document/policy, reflecting warranty obligations of Contractor: In Russian language (supplied with the Goods. The documents can be also provided in English language with full translation of each document into Russian language).		<i>Please specify documents supplied with telescopic handler and language of documents:</i>

Name of Bidder: _____

Authorised signature: _____

Name of authorised signatory: _____

Functional Title: _____

RELATED SERVICES AND REQUIREMENTS

Related services and requirements <i>(based on the information provided in Section 5b)</i>	Compliance with services and requirements		Details or comments on the related services and requirements
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>	
<u>Delivery Terms (Incoterms 2010):</u> DAP village Vysokoe, Berezovsky Raion, Brestskaya Oblast, Republic of Belarus – 1 telescopic handler (with implements and spare parts); DAP village Novoselky, Drogichinsky Raion, Brestskaya Oblast, Republic of Belarus – 1 telescopic handler (with implements and spare parts), or			
<u>Delivery terms:</u> Delivery from the Contractor's warehouse in the Republic of Belarus by the Contractor's transport and at the Contractor's cost to the address: village Vysokoe, Berezovsky Raion, Brestskaya Oblast, Republic of Belarus – 1 telescopic handler (with implements and spare parts); village Novoselky, Drogichinsky Raion, Brestskaya Oblast, Republic of Belarus – 1 telescopic handler (with implements and spare parts)			
<u>Warranty:</u> Warranty on Parts and Labor for minimum period of 12 months from the date of signing the Goods acceptance certificate by UNDP			
<u>Year of manufacture:</u> 2018 - 2019 (proposed telescopic handlers shall be brand new, not being used or repaired, refurbished or rehabilitated)			
<u>Ex-factory / Pre-shipment inspection:</u> UNDP shall have the right at its own cost to conduct inspection of the Goods in the manufacturer's works or prior to the Goods shipment. Should the Goods fail to meet the contract specifications the Contractor shall take immediate steps to remedy the deficiency, rectify any defect and replace any defective part or replace the defective Goods at its own cost			
<u>Presales preparation:</u> The Contractor shall make the presales preparation of the Goods in accordance with the types and volumes as specified by the manufacturer of the telescopic handlers and shall make an entry into the service logbook (or other equivalent document) on the completion of such preparation			
<u>Scope of training on operation and maintenance:</u> The Contractor shall provide training of the End-user's staff on the Goods operation and maintenance, including safety requirements, at the Goods delivery			

<p>sites according to the Contractor's standard program. Language of instruction: Russian or English (in the case of English language the interpreter will be provided by UNDP). Preferably the training shall be conducted at the time of inspection and testing of the delivered Goods</p>			
<p><u>Inspection upon delivery, testing and acceptance:</u> Following delivery, the Goods will be inspected and tested by UNDP and the Contractor to check whether they are operational, conform to the specifications and meet the performance requirements. The Contractor shall dispatch experienced staff to the Goods delivery sites at the Contractor's expense to perform the following tasks:</p> <ul style="list-style-type: none"> -To start-up and field-test the Goods for proper operation, efficiency and capacity; -To perform necessary field adjustments until the Goods operation is satisfactory to UNDP. <p>UNDP will sign the Goods acceptance certificate following demonstrated satisfactory and reliable operation of the telescopic handlers, their conformance to the specifications and that they meet performance requirements. Should the Goods fail to meet the contract specifications, have defects or damages, the Contractor shall take immediate steps to remedy the deficiency, rectify any defect and replace any defective part or replace the defective Goods as a whole at its own cost</p>			
<p><u>Warranty requirements:</u> The Contractor / authorized local representative of the Contractor shall provide warranty servicing at the Contractor's cost and shall cover labor, materials and parts. The Contractor shall ensure warranty repairs, restoration of normal functioning of the Goods and replacement of faulty parts of the supplied Goods at the request of UNDP or the End-user within 7 calendar days upon receipt of such request (if and when required the Contractor / authorized local representative of the Contractor qualified staff shall be send to the place of Goods operation for the rectification of defects at the Contractor's cost). The Contractor guarantees that during the warranty period transportation of the Goods and parts and units of the Goods from the place of the Goods operation to the service center of the Contractor / authorized local representative of the Contractor and back to the place of operation in order to perform warranty repairs and servicing, if required, shall be done at the Contractor's cost</p>			

<u>Spare parts and maintenance consumables requirements:</u> The Contractor shall warranty supply of spare parts and maintenance consumables (preferably through a local dealer) following purchase orders of UNDP or the End-user for a minimum period of 5 years			
<u>Technical support and service requirements:</u> The Contractor / authorized local representative of the Contractor shall provide after-sales servicing of the Goods for a minimum period of 5 years from the date of Goods acceptance by UNDP (under a separate service agreement to be signed by the Contractor and the End-user of the Goods, except for a first periodic maintenance). The Contractor / authorized local representative of the Contractor shall ensure product support service (in normal business hours), which include provision of responses to all questions regarding operation of the Goods, recommendations for operation, classification of problems and formulation of recommendations online, by phone or other means of communication. The technical support centre for servicing of the Goods shall be located in the Republic of Belarus			
<u>Payment Terms:</u> 100% within 30 calendar days upon UNDP's acceptance of the Goods delivered and training conducted as specified and receipt of invoice			

Name of Bidder: _____

Authorised signature: _____

Name of authorised signatory: _____

Functional Title: _____

SECTION 3: List of recommended replacement/spare parts and consumables, periodic maintenance services for 2 years of operation

Recommended replacement/spare parts and consumables, periodic maintenance services for 2 years of operation shall not be included in the Price Schedule (Form F), except for the first periodic maintenance and spare parts included in it. The procurement of goods and services listed below will be considered based on actual requirements of the End-users.

List of Replacement/Spare Parts, Consumables and Services for 2 Years of Operation <i>(Please include fast wearing parts, if any)</i>	Estimated Average Consumption for 2 Years	Unit of Measure	Unit Price (less VAT) Currency__	Cost of Maintenance Works (less VAT) Currency__	Total Price per Item, (less VAT) Currency__
Replacement/spare parts					
1.					
2...					
Consumables					
1.					
2...					
Periodic maintenance services					
1.					
2...					

The prices are valid till _____.

Name of Bidder: _____

Authorised signature: _____

Name of authorised signatory: _____

Functional Title: _____

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.

Currency of the Bid: _____

Price Schedule

Item No.	Description/Specification of Goods	Quantity, units	Unit Price (less VAT)	Total Price per Item (less VAT)	VAT__%, Amount <i>(please delete column if VAT is not applicable)</i>	Total price with VAT <i>(please delete column if VAT is not applicable)</i>
1	Telescopic handler (as per the Technical Specifications of Form E, less implements, i.12 and spare parts supplied with the telescopic handler, i.15) Model: _____	2 pcs				
2	Loading bucket for bulk materials with replaceable blade (as per the Technical Specifications of Form E, i.12.1)	2 pcs				
3	Grab for packed bales of compressed biomass (as per the Technical Specifications of Form E, i.12.2)	2 pcs				
4	Loading fork to handle bales of compressed biomass (as per the Technical Specifications of Form E, i.12.3)	2 pcs				
5	Filters for hydraulic system (as per the Technical Specifications of Form E, i.15.1)	12 pcs				
6	Spare wheel (as per the Technical Specifications of Form E, i.15.2)	2 pcs				
7	Transportation / delivery cost¹					
-	Subtotal (i.1-7)					

8	Testing and training			
9	Warranty			
10	After Sales (first periodic maintenance)			
-	SUM TOTAL ² :			

	GRAND TOTAL (LESS VAT), currency (in figures and words) ² :
-	GRAND TOTAL (WITH VAT), currency (in figures and words) ² : (please delete line if VAT not applicable)

The price schedule of the Bidders, non-residents of the Republic of Belarus shall not include VAT. If VAT is included in the price schedule of the Bidders, residents of the Republic of Belarus, it shall be clearly indicated. The price quotations of the Bidders will be compared without VAT.

Note:

1. Transportation and delivery to the following destinations:
village Vysokoe, Berezovsky Raion, Brestskaya Oblast, Republic of Belarus – 1 telescopic handler (with implements and spare parts);
village Novoselky, Drogichinsky Raion, Brestskaya Oblast, Republic of Belarus – 1 telescopic handler (with implements and spare parts).
2. Sum Total and Grand Total must include supply and delivery of two (2) telescopic handlers with implements and spare parts on delivery terms as indicated under i. "Delivery Terms", Table "Related Services and Requirements", Form E, warranty, site testing and site training and first periodic maintenance of two (2) telescopic handlers at their locations and all other charges as appropriate. All travel and accommodation expenses of the Contractor's staff performing site testing, training, first periodic maintenance of telescopic handlers shall be borne by the Contractor.

We hereby declare and confirm that the Goods offered hereinabove are brand new, not used (operated), shall not be a sample or experimental batch, and shall not be assembled from the restored or rehabilitated parts, units or items.

Name of Bidder: _____
 Authorised signature: _____
 Name of authorised signatory: _____
 Functional Title: _____