# 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 |  |
| * Form B: Bidder Information Form |  |
| * Form C: Joint Venture/Consortium/ Association Information Form |  |
| * Form D: Eligibility and Qualification Form |  |
| * Form E: Format of Technical Bid |  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?** |  |

**Price Schedule:**

|  |  |
| --- | --- |
| * Form F: Price Schedule Form |  |

## 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:

1. 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;
2. 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;
3. have no conflict of interest in accordance with Instruction to Bidders Clause 4;
4. 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);
5. 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;
6. 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 weembrace 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?** | Yes  No If yes, [insert UGNM vendor number] |
| **Are you a UNDP vendor?** | Yes  No If yes, [insert UNDP vendor number] |
| **Countries of operation** | [Complete] |
| **No. of full-time employees** | [Complete] |
| **Quality Assurance Certification (e.g. ISO 9000 or Equivalent)** *(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment?** *(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company have a written Statement of its Environmental Policy?** *(If yes, provide a Copy)* | [Complete] |
| **Does your organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues** | [Complete] |
| **Is your company a member of the UN Global Compact** | [Complete] |
| **Contact person that UNDP may contact for requests for clarifications during Bid evaluation** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Please attach the following documents:** | * Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured; * Certificate of Incorporation/ Business Registration; * Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder; * 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** *(address, telephone numbers, fax numbers, e-mail address)* | **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] |

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**

|  |  |  |  |
| --- | --- | --- | --- |
| Non-performing contracts did not occur during the last 3 years | | | |
| 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)

|  |  |  |  |
| --- | --- | --- | --- |
| No litigation history for the last 3 years | | | |
| 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 |
|  | *Information from Balance Sheet* | | |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* | | |
| 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:

* 1. Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
  2. Historic financial statements must be audited by a certified public accountant;
  3. 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. 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. 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.

* 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 thanone 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 thanone hundred (100) calendar days after signing the contract | Village Novoselky, Drogichinsky Raion, Brestskaya Oblast, Republic of Belarus |  |

* 1. Full details of warranty provided (please attach a copy of manufacturer’s warranty and maintenance policy, if available).
  2. 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).
  3. 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.
  4. 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)**  *Comply / Does not comply* | **Description / Specifications of Goods (offered)**  *Please indicate parameters of the offered Goods* |
| **Telescopic handler** | **2 pcs** | * + - 1. **MODEL, MANUFACTURER, COUNTRY OF ORIGIN** | *-* | *Please indicate for the offered Goods*  *Model:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Manufacturer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Country of origin:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| * + - 1. **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; |  | *Please state full conformity with the type and performed operations:* |
| **2. PERFORMANCE CHARACTERISTICS:** | *-* | *-* |
| 2.1. **Nominal load capacity, kg:** Not less than 3500; |  | *Please specify nominal load capacity:* |
| 2.2. **Maximum lift height, m:** Not less than 7.0; |  | *Please specify maximum lift height:* |
| 2.3. **Maximum lift height, m / lifted load, kg:** Not less than 7.0/2000; |  | *Please specify maximum lift height / lifted load:* |
| 2.4. **Maximum horizontal reach, m:** Not less than 3.8; |  | *Please specify maximum horizontal reach:* |
| 2.5. **Maximum horizontal reach, m / lifted load, kg:** Not less than 3.8/1000; |  | *Please specify maximum horizontal reach / lifted load:* |
| **3.** **UNDERCARRIAGE:** | *-* | *-* |
| 3.1. **Number of wheels:** 4 (2-front axle, 2-rear axle); |  | *Please specify number of axle wheels:* |
| 3.2. **Width of tyres, mm:** Not less than 400; |  | *Please specify width of tyres and their marking:* |
| 3.3. **Drive:** Four-wheel drive (4x4); |  | *Please specify type of drive:* |
| 3.4. **Ground clearance, mm:** Not less than 380; |  | *Please specify ground clearance:* |
| **4.** **ENGINE:** | *-* | *Please indicate for the engine*  *Model:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Manufacturer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Country of origin:\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| 4.1. **Type:** Diesel with turbocharger; |  | *Please specify type:* |
| 4.2. **Nominal engine power, kW:** Not less than 90; |  | *Please specify nominal power:* |
| 4.3. **Starting preheater:** Installed; |  | *Please confirm that starting preheater is installed:* |
| 4.4. **Emission standard:** Not less thanStage IIIA/Tier 3 or equivalent standard; |  | *Please indicate standard:* |
| **5. TRANSMISSION AND STEERING:** | *-* | *-* |
| 5.1. **Transmission type:** Hydrostatic with electronic regulation; |  | *Please specify transmission type:* |
| 5.2. **Steering modes:** Minimum 3 modes:  - “two-wheel steering” (olny front wheels turned);  - ”crab steering” (wheels on both axles turned to one direction);  - ”four-wheel steering” (front and rear wheels turned to opposite directions); |  | *Please specify steering modes:* |
| **6.** **BRAKES:** | *-* | *-* |
| 6.1. **Service brake system:** Disc brakes; |  | *Please specify type of brakes:* |
| 6.2. **Parking brake:** Available; |  | *Please confirm availability and specify type of parking brake system:* |
| **7. REAR HITCH:** |  | *-* |
| 7.1. **Type of hitch:** Three-point hitch; |  | *Please specify type of hitch:* |
| 7.2. **Load capacity, kg:** Notless than 4000; |  | *Please specify load capacity:* |
| 7.3. **Tow hitch:** Available; |  | *Please confirm availability and specify type of tow hitch:* |
| **8. REAR POWER TAKEOFF (PTO):** | *-* | *-* |
| 8.1. **Size:** 13/8’’ (6); |  | *Please specify size:* |
| 8.2. **Speed of** **rotation, rpm:** 540/1000; |  | *Please specify speed of rotation:* |
| 8.3. **Shaft power, h.p.:** Not less than 100; |  | *Please specify shaft power:* |
| **9. CABIN:** | *-* | *-* |
| 9.1. **Type:** All-weather, enclosed, vibration-insulated; |  | *Please specify type and confirm that it is vibration-insulated:* |
| 9.2. **Safety:** | *-* | *-* |
| 9.2.1. **Cabin protection:** ROPS/FOPS; |  | *Please specify cabin protection:* |
| 9.2.2. **Windows protection:** Minimum - protection of front window; |  | *Please specify windows protection:* |
| 9.2.3. **Stability control / load control system**:Minimum - audio and video signaling of maximum load, danger of tipping-over; boom overload blocking; |  | *Please state availability and specify stability control / load control functioning:* |
| 9.3. **Steering column:** Adjustable; |  | *Please specify steering column adjustability:* |
| 9.4. **Operation controls**: Joystick; |  | *Please specify operation controls:* |
| 9.5. **Visibility, deg.:** 360; |  | *Please specify angle of visibility:* |
| 9.6. **Number of doors:** 1 – 2; |  | *Please indicate number of doors:* |
| 9.7. **Heater:** Available; |  | *Please confirm availability in the cabin:* |
| 9.8. **Operator seat:** Adjustable seat and armrests, seat belt; pneumatic suspension; |  | *Please state availability of seat adjustments and seat elements:* |
| 9.9. **Air conditioner:** Available; |  | *Please state availability:* |
| 9.10. **Rear-view mirrors**: Outside foldable mirrors on either side of cabin; |  | *Please indicate arrangement and number of foldable mirrors:* |
| 9.11. **Wipers:** Front and rear; |  | *Please state availability of front and rear wipers:* |
| 9.12. **Beacon**: Rotating flashing beacon on top of cabin; |  | *Please state availability of rotating flashing beacon on top of the cabin:* |
| 9.13. **Alarm**: Reverse warning alarm; |  | *Please state availability of reverse warning alarm:* |
| 9.14. **Lights**: Headlights and rear lights, working lights; |  | *Please state availability and number of lights and describe working lights:* |
| **10. TELESCOPIC BOOM:** | *-* | *-* |
| 10.1. **Boom shock absorbing suspension:** Installed; |  | *Please state availability and specify parameters:* |
| **11. HYDRAULIC SYSTEM:** | *-* | *-* |
| 11.1. **Pump capacity, l/min:** Not less than 150; |  | *Please indicate capacity:* |
| 11.2. **Maximum working pressure, bar:** Not less than 250; |  | *Please specify maximum working pressure:* |
| 11.3. **Rear hydraulic coupling with hydraulic lock:** Available; |  | *Please state availability:* |
| 11.4. **Additional hydraulic pump for faster boom speed:** Available; |  | *Please state availability and specify main parameters of hydraulic pump:* |
| **12. IMPLEMENTS:** | *-* | *-* |
| 12.1. **Loading bucket for bulk materials with replaceable blade, pc.:** 1; |  | *Please state availability and indicate model of loading bucket with replaceable blade:* |
| 12.1.1. **Bucket volume, m3:** Not less than 2.5; |  | *Please specify bucket volume:* |
| 12.1.2. **Bucket blade:** Replaceable, bolted, without teeth; |  | *Please state that blade is replaceable, bolted, without teeth:* |
| 12.2. **Grab for packed bales of compressed biomass, pc.:** 1; |  | *Please state availability and indicate model of grab:* |
| 12.2.1. **Minimum / maximum diameter of grabbed bale, mm:** Not less than 1000/1600; |  | *Please specify minimum / maximum diameter of grabbed bale:* |
| 12.2.2. **Grab arms design:** Smooth, rounded, tubular construction to handle bales without damaging packing; |  | *Please specify grab arms design:* |
| 12.2.3. **Load capacity, kg:** Not less than 500; |  | *Please specify load capacity:* |
| 12.3. **Loading fork to handle bales of compressed biomass, pc.:** 1; |  | *Please state availability and indicate model of loading fork:* |
| 12.3.1. **Type:** Three-tined, floating, continuously retaining load in horizontal position to prevent falling; |  | *Please specify fork type:* |
| 12.3.2. **Tine length, mm:** Not less than 1000; |  | *Please specify tine length:* |
| 12.3.3. **Load capacity, kg:** Not less than 1000; |  | *Please specify load capacity:* |
| **13. COLOR:** Any bright color according to safety standards and labor safety requirements; |  | *Please indicate color:* |
| **14. TOOLKIT:** Standard toolkit (supplied with telescopic handler); |  | *Please state availability and supply with the telescopic handler:* |
| **15. SPARE PARTS, SUPPLIED WITH TELESCOPIC HANDLER:** | *-* | *-* |
| 15.1. **Filters for hydraulic system, pcs.:** 6; |  | *Please indicate quantity:* |
| 15.2. **Spare wheel, pc.:** 1; |  | *Please specify size:* |
| **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). |  | *Please specify documents supplied with telescopic handler and language of documents:* |

Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of authorised signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Functional Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RELATED SERVICES AND REQUIREMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Related services and requirements**  *(based on the information provided in Section 5b)* | **Compliance with services and requirements** | | **Details or comments**  **on the related services and requirements** |
| **Yes, we comply** | **No, we cannot comply**  *(indicate discrepancies)* |
| Delivery Terms (Incoterms 2010):  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** |  |  |  |
| Delivery terms: 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) |  |  |  |
| Warranty: Warranty on Parts and Labor for minimum period of 12 months from the date of signing the Goods acceptance certificate by UNDP |  |  |  |
| Year of manufacture: 2018 - 2019 (proposed telescopic handlers shall be brand new, not being used or repaired, refurbished or rehabilitated) |  |  |  |
| 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 |  |  |  |
| Presales preparation: 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: 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: -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. 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 |  |  |  |
| Warranty requirements: 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 |  |  |  |
| Spare parts and maintenance consumables requirements: 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 |  |  |  |
| Technical support and service requirements:  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 |  |  |  |
| Payment Terms: 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** *(Please include fast wearing parts, if any)* | **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**  *(please delete column if VAT is not applicable)* | **Total price with VAT**  *(please delete column if VAT is not applicable)* |
| 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 cost**1 | | |  |  |  |
| - | **Subtotal (i.1-7)** | | |  |  |  |
| 8 | **Testing and training** | | |  |  |  |
| 9 | **Warranty** | | |  |  |  |
| 10 | **After Sales (first periodic maintenance)** | | |  |  |  |
| - | **SUM TOTAL2:** | | |  |  |  |

|  |  |
| --- | --- |
|  | **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_