



*Empowered lives.
Resilient nations.*

INVITATION TO BID

**LOT 1: PROCUREMENT OF PROJECTORS, PROJECTOR SCREENS
AND UPS FOR PUBLIC EDUCATION CENTERS (PECs) IN TURKEY**

**LOT 2: PROCUREMENT OF SPLIT TYPE AIR CONDITIONING
UNITS FOR PUBLIC EDUCATION CENTERS (PECs) IN TURKEY**

ITB No.: UNDP-TUR-ITB(MC3)-2019/03

Project: Turkey Resilience Project in response to Syrian Crisis

Country: TURKEY

Issued on: 04.04.2019

Contents

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

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

Section 1. Letter of Invitation

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

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

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

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

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

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

Issued by



Name: Murat ÖZERDEN
Title: Procurement Officer
Date: April 4, 2019

Approved by



Name: Sukhrob KHOJIMATOV
Title: Deputy Country Director
Date: April 4, 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 Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP</p>

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

B. PREPARATION OF BIDS

5. General Considerations	<p>5.1 In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in</p>
---------------------------	---

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

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

	<p>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 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</p>

	<p>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 General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Bid shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>(b) The Technical Bid and Price Schedule must be sealed and submitted together in an envelope, which shall:</p> <ol style="list-style-type: none"> Bear the name of the Bidder; Be addressed to UNDP as specified in the BDS; and Bear a warning not to open before the time and date for Bid opening as specified in the BDS. <p>If the envelope with the Bid is not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Bid.</p>
Email and eTendering submissions	<p>22.5 Electronic submission through email or eTendering, if allowed as specified in the BDS, shall be governed as follows:</p> <ol style="list-style-type: none"> Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS; Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivered as per the instructions in BDS. <p>22.6 Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</p>
23. Deadline for Submission of Bids and Late Bids	<p>23.1 Complete Bids must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognise the actual date and time that the bid was received by UNDP</p>

	23.2 UNDP shall not consider any Bid that is received after the deadline for the submission of Bids.
24. Withdrawal, Substitution, and Modification of Bids	<p>24.1 A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Bid by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Bid by Cancelling, Editing, and re-submitting the Bid directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Bid as needed. Detailed instructions on how to cancel or modify a Bid directly in the system are provided in the Bidder User Guide and Instructional videos.</p> <p>24.4 Bids requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened.</p>
25. Bid Opening	<p>25.1 UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members.</p> <p>25.2 The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.</p> <p>25.3 In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened.</p>
D. EVALUATION OF BIDS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Bids or contract award decisions may, at UNDP's decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Bids	<p>27.1 UNDP will conduct the evaluation solely on the basis of the Bids received.</p> <p>27.2 Evaluation of Bids shall be undertaken in the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination including Eligibility Arithmetical check and ranking of bidders who passed preliminary

	<p>examination by price.</p> <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

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

	<p>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 be rejected.</p>
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

	<p>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</p> <p>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</p>
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	English
2		Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	Allowed. Bidders can submit bids for either LOT 1 or LOT 2, or both LOT 1 and LOT 2. However, proposers are not allowed to submit a proposal only for a part of any LOT. Those bidders who submit bids for both lots should fill out the price schedule form separately for each of these two lots.
3	14	Joint Venture, Consortium or Association	Not Allowed
4	20	Alternative Bids	Shall not be considered
5	21	Pre-Bid conference	Will not be conducted
6	16	Bid Validity Period	60 days following bid submission deadline
7	12	Bid Security	<p>LOT1: Required in the amount of USD 6,000.00</p> <p>LOT 2: Required in the amount of USD 3,000.00</p> <p>Acceptable Forms of Bid Security: Bank Guarantee (See Section 6, Form F for the template)</p> <ul style="list-style-type: none"> ▪ Bid Security shall be in English as per the template ▪ Currency of the Bid Security shall be in USD as per the amounts indicated above ▪ No change shall be made to the template except for fields indicated in the template ▪ Bid Security shall be valid until 30 days after the expiry of Bid Validity Period. (i.e. 90 days after bid submission deadline).

			<ul style="list-style-type: none"> ▪ Bid Security of unsuccessful Bidders will be returned by UNDP after signature of the contract with the successful bidder for each LOT upon request.
8	42	Advanced Payment upon signing of contract	Not Allowed
9	43	Liquidated Damages	<p>Will be imposed as follows: Percentage of contract price per day of delay: 0.25% Max. number of days of delay is 40, after which UNDP reserves the right to terminate the contract for respective LOT.</p>
10	41	Performance Security	<p>Required in the amount of 10% of the total contract amount for each LOT.</p> <p>Note: Performance Security will be a condition for signing the contract(s). Contract(s) will be signed after receipt of performance security from the successful bidder(s).</p>
11	13	Currency of Bid	United States Dollar (USD)
12	32	Deadline for submitting requests for clarifications/ questions	7 calendar days before the submission deadline
13	32	Contact Details for submitting clarifications/questions	<p>Focal Person in UNDP: Murat OZERDEN, Procurement Officer Address: Yildiz Kule, Yukari Dikmen Mah. Turan Gunes Blv. No:106 06550, Cankaya/Ankara E-mail address: tr.procurement@undp.org</p>
14	18, 19 and 21	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	<p>Direct e-mail notification to bidders who have acknowledged interest in the ITB and Posting on the following websites:</p> <p>www.undp.org www.ungm.org www.devbusiness.com www.un.org.tr</p>
15	23	Deadline for Physical Submission of bids to UNDP Premises at Yildiz Kule	May 06, 2019 14:00 pm (Turkey Local Time)
16	22	Allowable Manner of Submitting Bids	<ul style="list-style-type: none"> – Manner of Bid Submission: Courier or Hand Delivery – Number of Copies: One (1) Original, One (1) Copy – Manner of preparing bidding envelopes: <ul style="list-style-type: none"> o Envelope #1: Original Financial and Technical Bids shall be placed in a sealed envelope along with the

			<p>original Bid Security. The envelope shall bear the marking "ORIGINAL"</p> <ul style="list-style-type: none"> o Envelope #2: Copy of the Financial and Technical Bids shall be placed in a sealed envelope along with the copy of Bid Security. The envelope shall bear the marking "COPY" o Envelope #3: Envelope #1 and Envelope #2 shall be placed in this larger envelope. Envelope shall bear below markings: <ul style="list-style-type: none"> - ***CONFIDENTIAL*** - <i>Bid submission address</i> - <i>The name, address and contact details of the bidder</i> - <i>ITB Reference Number and Title</i> - <i>LOT Number(s)</i>
17	22	Bid Submission Address	UNDP Country Office Ankara Turkey Yildiz Kule 16 th Floor, Yukari Dikmen Mah, Turan Gunes Bulvari, No: 106, Cankaya, Ankara, 06550 Turkey
18	22	Electronic submission (email or e-Tendering) requirements	Not applicable
19		Public Bid Opening	<p>Public Bid Opening will be conducted. Details are as follows:</p> <p>Date and Time: May 06, 2019, 14:30 pm (Turkey Local Time) Venue: UNDP Country Office, Yildiz Kule 16th Floor, Yukari Dikmen Mah. Turan Gunes Blv. No:106 06550, Cankaya/Ankara Point of Contact: Murat OZERDEN, Procurement Officer Note: Please confirm your attendance to Public Bid Opening by sending e-mail to tr.procurement@undp.org</p>
20	26-36	Evaluation Method for the Award of Contract	<p>Evaluation shall be conducted on LOT Basis.</p> <p>Lowest priced technically responsive, eligible and qualified bid for each LOT shall be considered for contract award for that respective LOT.</p>
21		Expected date for commencement of Contract	Contract is expected to be signed in June 2019
22		Maximum expected duration of contract	Turnkey delivery of all items in LOT1 and LOT2 to delivery places stipulated in Section 5b, Table #1, shall be completed within 45 calendar days following contract signature by UNDP and the Contractor
23	35-36	UNDP will award the contract to:	<p>One or more bidders, depending on the following factors:</p> <ul style="list-style-type: none"> - One bidder for both LOTs or - Two bidders (one for each LOT)

24	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
25	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
26		Tax Exemption	<i>UN and its subsidiary organs are exempt from all taxes. Therefore, Bidders shall prepare their financial bids excluding Value Added Tax (VAT). It is the Bidder's responsibility to learn from relevant authorities (Ministry of Finance) and/or to review /confirm published procedures and to consult with a certified financial consultant as needed to confirm the scope and procedures of VAT exemption application as per VAT Law, Ministry of Finance General Communiqués. The contractor selected for the award shall not be entitled to receive any amount over its bid price in relation to VAT. Overall contract amount to be paid to the contractor shall not exceed the total amount offered in the Financial Proposal.</i>
27	44	Payment Conditions	<p><i>1. For each LOT 100% of the respective LOT's contract amount shall be paid based on the positive "inspection and acceptance report" to be issued by UNDP upon conduct of inspection by a committee to be established by UNDP, following turnkey delivery of all equipment and materials subject of this ITB.</i></p> <p><i>2. If a company established and operating in Turkey gets awarded by the contract, <u>payment shall be made in Turkish Liras</u> through conversion of the USD amount by the <u>official UN Exchange Rate</u> valid on the <u>date of money transfer</u>.</i></p> <p><i>3. In case a company established and operating in a country other than Turkey gets awarded by the contract, <u>payment shall be effected in USD</u></i></p>

Section 4. Evaluation Criteria

Preliminary Examination Criteria

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

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

Minimum Eligibility and Qualification Criteria

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

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

Contracts¹		
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum 3 years of relevant experience	Form D: Qualification Form
	<p>Minimum 3 contracts of similar value and nature completed over the last 5 years (i.e. 06 May 2014 thru 06 May 2019)</p> <p>Bidders shall substantiate the claimed experiences by presenting copies of Work Completion Certificates, Contracts, Invoices, client reference letters, etc., UNDP reserves the right to request submission of originals of all proof documents as well as further information/documentation from both the bidder and its previous employers.</p>	Form D: Qualification Form
Financial Standing	<ul style="list-style-type: none"> – If bidding for LOT 1: Minimum average annual turnover of USD 250.000 for the last 3 years i.e. 2016, 2017, 2018 – If bidding for LOT 2: Minimum average annual turnover of USD 100.000 for the last 3 years i.e. 2016, 2017, 2018 – If bidding for both LOTs: Minimum average annual turnover of USD 350.000 for the last 3 years i.e. 2016, 2017, 2018 	Form D: Qualification Form
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability by submitting its audited financial statement.</p> <p>Note:</p> <p>If the accounting period 2018 is not audited yet, bidders shall submit their audited financial statements for 2015, 2016, 2017.</p>	Form D: Qualification Form
Technical Evaluation	The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in the bid document.	Form E: Technical Bid Form
Financial Evaluation	<p>Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F.</p> <p>Price comparison shall be based on the total turnkey price, including all ancillary costs such as transportation, installation, insurance and total cost of ownership.</p> <p>Comparison with budget/internal estimates.</p>	Form F: Price Schedule 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.

Section 5a: Schedule of Requirements and Technical Specifications

LOT 1: PROJECTORS, PROJECTOR SCREENS AND UPS

#	Description/Specifications of the items to be supplied	Qty
1	Projector for Classroom	85
1.1	Brightness (Lumens): Min. 2200	
1.2	Contrast (Full On/Off): Min. 12,000:1	
1.3	Native resolution: Min. 800x600	
1.4	Compressed resolution: Min. 1920x1080	
1.5	Aspect ratio: 4:3 (SVGA) or 16:9 (HD) or 16:10 (WXGA)	
1.6	Display Type: LCD or DLP or LED	
1.7	Connection Ports: 1xPC Input, 1xHDMI	
1.8	3D Support: Yes	
1.9	Lamp Life (Full Power): Min 3500 hrs.	
1.10	Max. Weight: 3.5 kg	
1.11	Accessories: Remote Controller, Batteries and Ceiling Mount Bracket	
1.12	An authorization letter signed by the authorized representative of the manufacturer or dealer shall be provided, if the offeror is not an authorized firm	
1.13	Brochure or Catalog shall be provided	
1.14	Guarantee: Min. 2 years manufacturer's Guarantee	
2	Projector for Conference Hall	27
2.1	Brightness (Lumens): Min. 4400	
2.2	Contrast Ratio: Min. 2,500:1	
2.3	Native resolution: <u>Min. 1920x1080 FULL HD</u>	
2.4	Aspect ratio: 16:09 or 16:10	
2.5	Display Type: LCD or DLP or LED	
2.6	Connection Ports: 2xPC Input, 1xHDMI, 1xUSB	
2.7	3D Support: Yes	
2.8	Lamp Life (Full Power): Min 3500 hrs.	
2.9	Max. Weight: 6 kg	
2.10	Accessories: Remote Controller, Batteries and Ceiling Mount Bracket	
2.11	Brochure or Catalog shall be provided	
2.12	Guarantee: Min. 2 years manufacturer's Guarantee	
3	Pull Down Manual Projector Screen	86
3.1	Dimension: Min. 180 x 180 cm	
3.2	Roller Type: Aluminum alloy roller	
3.3	Adjustment: Manual Pull Stop-Start feature to easy adjust projection height	
3.4	Mounting: Mounting Apparatus for wall/ceiling hanging	
3.5	Borders: Standard black masking borders on all sides for excess light absorption	
3.6	Fabric: Matte Polysilicate based screen fabric with black backing	
3.7	Brochure or Catalog shall be provided	
3.8	Guarantee: Min. 2 years manufacturer's Guarantee	

4	Motorized Projector Screen	26
4.1	Dimension: Min. 300 x 225 cm	
4.2	Roller Type: Aluminum alloy roller	
4.3	Adjustment: Motorized type adjustable with a remote control	
4.4	Mounting: Mounting Apparatus for wall/ceiling hanging	
4.5	Borders: Standard black masking borders on all sides for excess light absorption	
4.6	Fabric: Matte Polysilicate based screen fabric with black backing	
4.7	Accessories: Remote Controller	
4.8	Brochure or Catalog shall be provided	
4.9	Guarantee: Min. 2 years manufacturer's Guarantee	
5	Online UPS:	44
5.1	Power: 10.000 VA	
5.2	Phase: 1:1 Phase	
5.3	Voltage: 220V / 230V / 240 VAC	
5.4	Voltage Range: 110 VAC - 300 VAC	
5.5	Frequency range: 40 - 70 hz	
5.6	Input Power Factor: ≥0.99	
5.7	Overload Capability (Transfer to bypass After): 0-110%: 5 Min 110% - 125%: 30sec. 125% - 150%: 1 sec.	
5.8	Charging duration max. 10 hrs.	
5.9	Noise Level: ≤55 dB (1m)	
5.10	Communication: RS232 and USB	
5.11	LCD-Display: YES	
5.12	Max. Dimension: 300 x 700 x 800	
5.13	Max. Weight: 90 kg.	
5.14	Quality certifications: ISO 9001/CE/TSE	
5.15	An authorization letter signed by the authorized representative of the manufacturer or dealer shall be provided, if the offeror is not an authorized firm	
5.16	Brochure or Catalog shall be provided	
5.17	Guarantee: Min. 2 years manufacturer's Guarantee	

LOT 2: SPLIT TYPE AIR CONTIDIONING UNITS

#	Description/Specifications of the items to be supplied		Qty
1	Split Type Wall Mounted Air Conditioner		65
1.1	Type: Residential Inverter		
1.2	Cooling capacity: 18000 BTU		
1.3	Energy consumption class (cooling): A+		
1.4	Energy consumption class (heating): A		
1.5	Noise level (indoor): ≤ 60 dBA		
1.6	The A/C units are required to be installed at the designated locations. Cost of installation, tubing and repairing the wall after installation shall be included in the price offer		
1.7	An authorization letter signed by the authorized representative of the manufacturer or dealer shall be provided, if the offeror is not an authorized firm		
1.8	Brochure or Catalog shall be provided		
1.9	Guarantee: Min. 2 years manufacturer's Guarantee		
2	Floor Standing Split Type Air Conditioner		23
2.1	Type: Floor Standing Split Type Air Conditioner		
2.2	Cooling capacity: Min. 42000 BTU		
2.3	Energy consumption class: A+ / C or D		
2.4	Noise level (indoor): ≤ 60 dBA		
2.5	Max. Dimension of indoor unit: 1950 H x 600 W x 400 D (mm)		
2.6	Max. Weight of indoor unit: 70 kg		
2.7	Max. Dimension of outdoor unit: 1000 W x 1400 H x 360 D (mm)		
2.8	Max. Weight of outdoor unit: 100 kg		
2.9	The A/C units are required to be installed at the designated locations. Cost of installation, tubing and repairing the wall after installation shall be included in the price offer		
2.10	An authorization letter signed by the authorized representative of the manufacturer or dealer shall be provided, if the offeror is not an authorized firm		
2.11	Brochure or Catalog shall be provided		
2.12	Guarantee: Min. 2 years manufacturer's Guarantee		

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 [INCOTERMS 2010]	DAP
Exact Addresses of turnkey delivery locations and delivery duration.	See below Table #1 for delivery locations
Delivery Time	Turnkey delivery of all items in LOT 1 AND LOT 2 shall be completed within 45 calendar days after signature of the contract by UNDP and the Contractor. Contractor shall bear porter fees which may arise while delivering the goods to multi-floor Public Education Centers.
Installation Requirements	<ul style="list-style-type: none"> – LOT 1: No installation will be required for LOT 1 Items – LOT 2: The A/C units are required to be installed at the designated locations. Cost of installation, tubing and repairing of the wall after installation shall be included in the unit prices offered for the A/C units
Customs, if required, clearing shall be done by:	UNDP
Inspection upon delivery	Inspection will be conducted by a committee to be established by UNDP, following turnkey delivery of all equipment and materials subject of this ITB.
Guarantee Period	Minimum 2 years manufacturer's guarantee period is required for all items
After sales services	Bidders must demonstrate and ensure that after sales support services and spare parts will be available in accordance with the provision 6502 Turkish Law on Consumer Rights and relevant regulations dated 07/11/2013 (if applicable).
Payment Terms	100% of contract amount shall be paid within 30 days upon UNDP's receipt of invoice after acceptance of the goods for each LOT.
Conditions for Release of Payment	<p>1. For each LOT, 100% of the contract amount shall be paid based on the positive "inspection and acceptance report" to be issued by UNDP upon conduct of inspection by a committee to be established by UNDP, following turnkey delivery of all equipment and materials subject of this ITB.</p> <p>Important Note:</p> <ul style="list-style-type: none"> - If a company established and operating in Turkey gets awarded by the contract, payment shall be made in Turkish Liras through conversion of the USD amount by the official UN Exchange Rate valid on the date of money transfer. - In case a company established and operating in a country other than Turkey gets awarded by the contract, payment shall be effected in USD.
All documentations, including catalogues, instructions and operating manuals, shall be in this language	English

Table #1: Delivery addresses for LOT 1 and LOT 2

Turnkey deliveries will be made to following addresses located in below listed districts in Turkey.

Province	District	Address	LOT 1					LOT 2	
			Projector for Classroom	Projector for Conference Hall	180X180 Proj. Screen	300X225 Proj. Screen	Online UPS	18000 BTU A/C	42000 BTU A/C
Adana	Seyhan	ŞAKIRPAŞA HALK EĞİTİMİ MERKEZİ / Onur Mahallesi, 45061. Sk. No:18, 01100	2	1	2	1	0	2	2
	Seyhan	ŞEHİT YAVUZ ÖZTÜRK HALK EĞİTİMİ MERKEZİ / Aydınlar mah. Aydınlar cad. No49	0	2	1	2	1	1	0
	Seyhan	SEYHAN HALK EĞİTİMİ MERKEZİ VE A.S.O / Kuruköprü Mah., 33023 Sok. Mahmutpaşa İş Merkezi No:3, 01060	6	0	6	0	2	6	0
	Sarıçam	SARIÇAM HALK EĞİTİMİ MERKEZİ / Esentepe Mahallesi Atatürk Caddesi No107 Ziraat Bankası Şubesi Yanı	2	0	2	0	0	0	0
	Yüreğir	CUMHURİYET HALK EĞİTİMİ MERKEZİ / Cumhuriyet Mh. 788sk. no1	0	1	0	1	0	0	0
	Yüreğir	ŞEHİT SAMET SARAÇ HALK EĞİTİMİ MERKEZİ / PTT Evleri Mh. 3603 sk. no 2 01260	0	0	2	0	1	0	0
	Yüreğir	YÜREĞİR HALK EĞİTİMİ MERKEZİ / Serinevler Mahallesi, Serinevler Mah. Mustafa Kemalpaşa Bulvarı No : 92, Yeni Numune Hastanesi Karşısı, 01240	1	0	1	0	0	2	0
Bursa	İnegöl	İNEGÖL HALK EĞİTİMİ MERKEZİ / Kemalpaşa Mah., Paşa Ören Sok. No:19, 16400	2	1	2	0	2	8	1
	Osmangazi	OSMANGAZİ HALK EĞİTİMİ MERKEZİ / Kocanaip Mahallesi, Hamzabey Caddesi, 10. Okul Sk. No:14, 16060	3	0	3	0	1	2	0
	Yıldırım	YILDIRIM HALK EĞİTİMİ MERKEZİ VE A.S.O. / Ortabağlar Mahallesi, Prof. Tezok Cd. No:89, 16330 Hamamlıkızık Köyü	4	1	4	1	1	3	2
Gaziantep	İslahiye	İSLAHİYE HALK EĞİTİM MERKEZİ / Cumhuriyet Mah. Şehit İbrahim Arslan Sk. No1 İslahiye /GAZİANTEP	2	1	2	1	1	1	1
	Nizip	NİZİP MEHMET AKİF ERSOY HALK EĞİTİM MERKEZİ / Kıbrıs Mahallesi, Fatih Sultan Mehmet Bulvarı No. 108 27700	1	0	2	0	1	0	0
	Oğuzeli	OĞUZELİ HALK EĞİTİM MERKEZİ / Kurtuluş M. Barak C. No29	1	0	1	0	0	1	0
	Şahinbey	EZOĞELİN HALK EĞİTİM MERKEZİ / Bahçelievler Mahallesi, Atatürk Blv. No:135, 27010	2	1	2	1	1	1	2
	Şahinbey	ŞAHİNBEY HALK EĞİTİM MERKEZİ / Eyüpoğlu Mah., Kastelbaşı Cad. No:15, 27010	1	1	1	1	0	0	2
	Şehitkamil	ŞEHİTKAMİL HALK EĞİTİM MERKEZİ / İncili Pınar Mahallesi, Sabahat Göğüs Cd. No:6, 27090	2	0	2	0	1	2	0
Hatay	Altınözü	ALTINÖZÜ HALK EĞİTİM MERKEZİ / Yenişehir Mahallesi, Çağlayan Sk. No:9, 31750	1	0	1	0	1	1	0

	Antakya	ANTAKYA HALK EĞİTİM MERKEZİ / Cumhuriyet Mahallesi, Şht. Mustafa Sevgi Cd. No:5, 31040	0	1	0	1	1	0	0
	Dörtöyol	DÖRTÖYOL HALK EĞİTİM MERKEZİ / Numune evler mh. Necati Bey cd. no66 Dörtöyol / HATAY	1	1	1	1	1	0	0
	İskenderun	İSKENDERUN HALK EĞİTİM MERKEZİ / Atatürk Bulvarı 40. Sok. No 8	2	1	2	1	1	0	2
	Kırıkkhan	KIRIKKHAN HALK EĞİTİM MERKEZİ / KURTULUŞ MAHALLESİ OĞUZLAR CADDESİ NO 16 KIRIKKHAN/HATAY	1	0	1	0	1	0	0
	Reyhanlı	REYHANLI HALK EĞİTİM MERKEZİ / Bağlar Mahallesi 271. Sokak No7	1	0	1	0	1	1	2
İstanbul	Arnavutköy	ARNAVUTKÖY HALK EĞİTİMİ MERKEZİ / Yunus Emre Mahallesi Necip Fazıl Caddesi Numara190 Ayazma İlkokulu En Üst Kat	1	0	1	0	1	1	0
	Bağcılar	BAĞCILAR HALK EĞİTİMİ MERKEZİ / Sancaktepe Mahallesi, 913. Sk. No:15, 34200	3	0	3	0	1	3	0
	Başakşehir	BAŞAKŞEHİR HALK EĞİTİMİ MERKEZİ / Başakşehir mah. Mehmet Akif Ersoy Caddesi No:1/888, 34480	1	0	1	0	1	0	0
	Esenler	Yavuz Selim Mahallesi, İstanbul Caddesi, No47 34220 Esenler	1	0	0	0	0	0	0
	Esenyurt	ESENYURT ŞERİFE BACI HALK EĞİTİMİ MERKEZİ / İnönü mah. 410. sok. No 45	1	1	1	1	1	1	2
	Fatih	FATİH HALK EĞİTİMİ MERKEZİ / Ali Kuşçu Mahallesi, Hafız Paşa Sk. No:38, 34083	1	1	1	1	1	1	2
	Kağıthane	KAĞITHANE HALK EĞİTİMİ MERKEZİ / Harmantepe Mahallesi, Abdi İpekçi Cd No:10, 34410	1	1	1	1	0	0	1
	Küçükçekmece	KÜÇÜKÇEKMECE HALK EĞİTİMİ MERKEZİ / Gültepe Mah. Karayolları Cad. No17 K4 Beşyol Metrobüs Durağı Yanı	3	0	3	0	1	2	0
	Sultanbeyli	SULTANBEYLİ HALK EĞİTİMİ MERKEZİ / Mehmet Akif Ersoy Mahallesi Fatih Bulvarı No204 Sultanbeyli Merkezinde Alt Geçit Çıkışında, DR Kırtasiye Mağazası üzerindeki katlar	1	0	1	0	1	1	0
	Ümraniye	ÜMRANIYE HALK EĞİTİMİ MERKEZİ VE A.S.O. / Kurs Merkezi / İhlamurkuyu M.İstiklal C.Karakol S.No2 D Blok Açık Öğretim Bürosu / İstiklal Mah. Mithatpaşa Cad. No43. Sondurak Ümraniye/İSTANBUL	2	0	2	0	1	3	0
	Zeytinburnu	ZEYTİNBURNU HALK EĞİTİMİ MERKEZİ / Veliefendi Mah. 114. Sok. No 5/1 Zeytinburnu/İSTANBUL 34020	2	1	2	1	1	2	1
İzmir	Karabağlar	KARABAĞLAR HALK EĞİTİMİ MERKEZİ / Adnan Süvari Mahallesi, 108/8. Sk. No:10-14, 35140	2	1	2	1	1	0	0
	Bayraklı	BAYRAKLI HALK EĞİTİMİ MERKEZİ / Osmangazi Mahallesi, Yavuz Cd. No:305, 35535	5	0	2	0	0	0	0
	Bornova	BORNOVA HALK EĞİTİMİ MERKEZİ / Erzene mah 80 sokak no1618 Bornova İzmir	3	0	4	0	1	1	0
	Buca	BUCA HALK EĞİTİMİ MERKEZİ / Yenigün Mahallesi, 271/3. Sokak No:3 (Buca Kaymakamlığı Arkası), 35390	3	1	3	1	1	1	0
	Konak	KONAK HALK EĞİTİMİ MERKEZİ VE A.S.O. / Mithat Paşa Cad. Barbaros Mh. No123 35260 Karataş Konak / İzmir ////Giriş kapısı 338. Sokaktadır.	1	0	1	0	1	0	0
	Torbalı	TORBALI HALK EĞİTİMİ MERKEZİ / Tepeköy Mahallesi Ağalar Caddesi 4526. Sokak No/7 Bankalar Sokağı Vergi Dairesi Karşısı	2	0	2	0	1	2	0
Kilis	Kilis	KİLİS MERKEZ HALK EĞİTİM MERKEZİ / Yaşar Aktürk Mahallesi, Vatan Cad. No 4	1	1	1	1	1	1	0

Konya	Karatay	KARATAY HALK EĞİTİMİ MERKEZİ / Hacısadık Mahallesi, No 260 Sedirler Caddesi , 42030	0	0	0	0	0	1	0
	Meram	MERAM HALK EĞİTİMİ MERKEZİ VE A.S.O. / Aksinne Mah. Kadi Abdurrahman Sk. No33	0	0	0	0	1	2	0
	Selçuk	SELÇUKLU HALK EĞİTİMİ MERKEZİ / Şeyh Şamil Mahallesi Tatlıpınar Caddesi No1	3	1	3	1	1	2	0
Mersin	Mezitli	MEZİTLİ HALK EĞİTİMİ MERKEZİ / Yeni Mahallesi, 33175. Sk. No:6, 33330	3	2	3	2	1	0	0
	Tarsus	TARSUS HALK EĞİTİMİ MERKEZİ / Atatürk Caddesi Yarenlik Alanı No 2 Tarsus / MERSİN	2	0	2	0	1	1	0
	Toroslar	TOROSLAR HALK EĞİTİMİ MERKEZİ / Çağdaşkent Mahallesi, 93068. Sk., 33230 Toroslar/Mersin	2	0	2	0	1	2	0
	Yenişehir	YENİŞEHİR HALK EĞİTİMİ MERKEZİ / İnönü mah., Gmk bulvarı No:401, 33110	3	2	3	2	1	0	0
Şanlıurfa	Haliliye	HALİLYE HALK EĞİTİM MERKEZİ / Mimar Sinan Mahallesi Atatürk Cad. No48 Şanlıurfa	0	1	0	1	1	1	0
	Akçakale	AKÇAKALE HALK EĞİTİM MERKEZİ / M. Akif Ersoy Cad. Murat Sok. Akçakale	1	0	1	0	1	1	0
	Eyyübiye	EYYÜBİYE HALK EĞİTİM MERKEZİ / Asfalt Yol Fuar Caddesi No: 15	0	0	0	0	1	1	0
	Harran	HARRAN HALK EĞİTİM MERKEZİ / Cumhuriyet Mahallesi Necmettin Cevheri Caddesi No1 Harran/ŞANLIURFA	2	1	2	1	1	2	2
	Viranşehir	VİRANŞEHİR HALK EĞİTİM MERKEZİ / Bahçelievler Mahallesi Stad Caddesi Yanı	0	1	0	1	1	2	1
TOTAL			85	27	86	26	44	65	23

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 Section 2. Instruction to Bidders Provision No. 22.

Technical Bid:

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

Price Schedule:

▪ Form F: Price Schedule Form	<input type="checkbox"/>
-------------------------------	--------------------------

Form A: Bid Submission Form

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

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

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

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

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

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

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Does your organization demonstrate 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 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
- Trade name registration papers, if applicable
- Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder
- Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney.
- Export Licenses, if applicable
- Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	<input type="text" value="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]
--	------------

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

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

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

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Form D: Eligibility and Qualification Form

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

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

History of Non- Performing Contracts

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

Litigation History (including pending litigation)

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

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 5 years (i.e. 06 May 2014 thru 06 May 2019)

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.

Bidders shall substantiate the claimed experiences by presenting copies of Work Completion Certificates, Contracts, Invoices, client reference letters, etc., UNDP reserves the right to request submission of originals of all proof documents as well as further information/documentation from both the bidder and its previous employers.

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

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

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

Financial Standing

Annual Turnover for the last 3 years (in US\$ equivalent²)	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

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

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

- Must reflect the financial situation of the Bidder
- 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.

² Bidders shall convert the currency into USD by using the UN operational rate of exchange which was effective for December of each corresponding year. UN operational rate of exchange are available at the following website: <https://treasury.un.org/operationalrates/OperationalRates.php#E>

³ Bidders shall convert the currency into USD by using the UN operational rate of exchange which was effective for December of each corresponding year. UN operational rate of exchange are available at the following website: <https://treasury.un.org/operationalrates/OperationalRates.php#E>

Form E: Format of Technical Bid

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

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

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.2 Relevance of specialized knowledge and experience on similar engagements done in the region/country.

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 and demonstrating how the proposed bid meets or exceeds the requirements/specifications.

2.1 Technical Compliance Table for LOT 1 – Projectors, Projector Screens and UPS

Bidders shall fill out below table by indicating the Brand Name and Part number of the products offered as well as the specifications of the offered products corresponding to the specifications listed in below table.

Bidders must not only state their acceptance and conformance to below specifications, but also indicate the technical specifications offered for each line item.

#	Description/Specifications of the items to be supplied	Your Offer (Please fill out with the specifications you propose)
1	Projector for Classroom	Indicate Brand Name and Part Number:
1.1	Brightness (Lumens): Min. 2200	
1.2	Contrast (Full On/Off): Min. 12,000:1	
1.3	Native resolution: Min. 800x600	
1.4	Compressed resolution: Min. 1920x1080	
1.5	Aspect ratio: 4:3 (SVGA) or 16:9 (HD) or 16:10 (WXGA)	
1.6	Display Type: LCD or DLP or LED	
1.7	Connection Ports: 1xPC Input, 1xHDMI	
1.8	3D Support: Yes	
1.9	Lamp Life (Full Power): Min 3500 hrs.	
1.10	Max. Weight: 3.5 kg	
1.11	Accessories: Remote Controller Batteries and Ceiling Mount Bracket	

1.12	An authorization letter signed by the authorized representative of the manufacturer or dealer shall be provided, if the offeror is not an authorized firm	Have you provided the Authorization Letter in your bid?
1.13	Brochure or Catalogue shall be provided	Have you provided the Brochure or Catalogue in your bid?
1.14	Guarantee: Min. 2 years manufacturer's Guarantee	
1.15	Delivery shall be completed within 45 calendar days after signature of the contract by UNDP and Contractor	
2	Projector for Conference Hall	Indicate Brand Name and Part Number:
2.1	Brightness (Lumens): Min. 4400	
2.2	Contrast (Full On/Off): Min. 2,500:1	
2.3	Native resolution: <u>Min. 1920x1080 FULL HD</u>	
2.4	Aspect ratio: 16:09 or 16:10	
2.5	Display Type: LCD or DLP or LED	
2.6	Connection Ports: 2xPC Input, 1xHDMI, 1xUSB	
2.7	3D Support: Yes	
2.8	Lamp Life (Full Power): Min 3500 hrs.	
2.9	Max. Weight: 6 kg	
2.10	Accessories: Remote Controller, Batteries and Ceiling Mount Bracket	
2.11	Brochure or Catalog shall be provided	Have you provided the Brochure or Catalogue in your bid?
2.12	Guarantee: Min. 2 years manufacturer's Guarantee	
2.13	Delivery shall be completed within 45 calendar days after signature of the contract by UNDP and Contractor	
3	Pull Down Manual Projector Screen	Indicate Brand Name and Part Number:
3.1	Dimension: Min. 180 x 180 cm	
3.2	Roller Type: Aluminum alloy roller	
3.3	Adjustment: Manual Pull Stop-Start feature to easy adjust projection height	
3.4	Mounting: Mounting Apparatus for wall/ceiling hanging	
3.5	Borders: Standard black masking borders on all sides for excess light absorption	
3.6	Fabric: Matte Polysilicate based screen fabric with black backing	
3.7	Brochure or Catalog shall be provided	Have you provided the Brochure or Catalogue in your bid?
3.8	Guarantee: Min. 2 years manufacturer's Guarantee	

	3.9	Delivery shall be completed within 45 calendar days after signature of the contract by UNDP and Contractor	
4	Motorized Projector Screen		Indicate Brand Name and Part Number:
	4.1	Dimension: Min. 300 x 225 cm	
	4.2	Roller Type: Aluminum alloy roller	
	4.3	Adjustment: Motorized type adjustable with a remote control	
	4.4	Mounting: Mounting Apparatus for wall/ceiling hanging	
	4.5	Borders: Standard black masking borders on all sides for excess light absorption	
	4.6	Fabric: Matte Polysilicate based screen fabric with black backing	
	4.7	Accessories: Remote Control	
	4.8	Brochure or Catalog shall be provided	Have you provided the Brochure or Catalogue in your bid?
	4.9	Guarantee: Min. 2 years manufacturer's Guarantee	
	4.10	Delivery shall be completed within 45 calendar days after signature of the contract by UNDP and Contractor	
5	Online UPS:		Indicate Brand Name and Part Number:
	5.1	Power: 10.000 VA	
	5.2	Phase: 1:1 Phase	
	5.3	Voltage: 220V / 230V / 240 VAC	
	5.4	Voltage Range: 110 VAC - 300 VAC	
	5.5	Frequency range: 40 - 70 hz	
	5.6	Input Power Factor: ≥0.99	
	5.7	Overload Capability (Transfer to bypass After): 0-110%: 5 Min 110% - 125%: 30sec. 125% - 150%: 1 sec.	
	5.8	Charging duration max. 10 hrs.	
	5.9	Noise Level: ≤55 dB (1m)	
	5.10	Communication: RS232 and USB	
	5.11	LCD-Display: YES	
	5.12	Max. Dimension: 300 x 700 x 800	
	5.13	Max. Weight: 90 kg.	
	5.14	Quality certifications: ISO 9001/CE/TSE	
	5.15	An authorization letter signed by the authorized representative of the manufacturer or dealer shall be provided, if the offeror is not an authorized firm	Have you provided the Authorization Letter in your bid?

	5.16	Brochure or Catalog shall be provided	Have you provided the Brochure or Catalogue in your bid?
	5.17	Guarantee: Min. 2 years manufacturer's Guarantee	
	5.19	Delivery shall be completed within 45 calendar days after signature of the contract by UNDP and Contractor	

2.2 Technical Compliance Table for LOT 2 – Split Type Air Conditioning Units

Bidders shall fill out below table by indicating the Brand Name and Part number of the products offered as well as the specifications of the offered products corresponding to the specifications listed in below table.

#	Description/Specifications of the items to be supplied		Description/Specifications of the items to be supplied
1	Split Type Wall Mounted Air Conditioner		Indicate Brand Name and Part Number:
	1.1	Type: Residential Inverter	
	1.2	Cooling capacity: 18000 BTU	
	1.3	Energy consumption class (cooling): A+	
	1.4	Energy consumption class (heating): A	
	1.5	Noise level (indoor): ≤ 60 dBA	
	1.6	The A/C units are required to be installed at the designated locations. Cost of installation, tubing and repairing the wall after installation shall be included in the price offer	
	1.7	An authorization letter signed by the authorized representative of the manufacturer or dealer shall be provided, if the offeror is not an authorized firm	Have you provided the Authorization Letter in your bid?
	1.8	Brochure or Catalog shall be provided	Have you provided the Brochure or Catalogue in your bid?
	1.9	Guarantee: Min. 2 years manufacturer's Guarantee	
	1.10	Delivery shall be completed within 45 calendar days after signature of the contract by UNDP and Contractor	
2	Floor Standing Split Type Air Conditioner		Indicate Brand Name and Part Number:
	2.1	Type: Standing Split Air Conditioner	
	2.2	Cooling capacity: Min. 42000 BTU	
	2.3	Energy consumption class: A+ / C or D	
	2.4	Noise level (indoor): ≤ 60 dBA	
	2.5	Max. Dimension of indoor unit: 1950 H x 600 W x 400 D (mm)	
	2.6	Max. Weight of indoor unit: 70 kg	
	2.7	Max. Dimension of outdoor unit: 1000 W x 1400 H x 360 D (mm)	
	2.8	Max. Weight of outdoor unit: 100 kg	
	2.9	The A/C units are required to be installed at the designated locations. Cost of installation, tubing and repairing the wall after installation shall be included in the price offer	

	2.10	An authorization letter signed by the authorized representative of the manufacturer or dealer shall be provided, if the offeror is not an authorized firm	Have you provided the Authorization Letter in your bid?
	2.11	Brochure or Catalog shall be provided	Have you provided the Brochure or Catalogue in your bid?
	2.12	Guarantee: Min. 2 years manufacturer's Guarantee	
	2.13	Delivery shall be completed within 45 calendar days after signature of the contract by UNDP and Contractor	

FORM F: Price Schedule Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	UNDP-TUR-ITB(MC3)-2019/03		

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.

*Total financial bid shall include all costs including delivery, insurance, porter fees, installation, etc.

Currency of the Bid: US Dollars (USD)

Price Schedule for LOT 1 PROJECTORS, PROJECTOR SCREENS AND UPS

Item #	Description	UOM	Quantity	Turnkey Unit Price (USD)	Turnkey Total Price (USD)
1	Projector for Classroom	Each	85		
2	Projector for Conference Hall	Each	27		
3	Pull Down Manual Projector Screen	Each	86		
4	Motorized Projector Screen	Each	26		
5	Online UPS	Each	44		
TOTAL FINANCIAL BID FOR LOT 1 (USD)*					

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

*The Contractor shall not be entitled to receive any price difference and/or additional amount from UNDP for whatsoever reason, including but not limited to increase in the costs of the Contractor or any missing goods/services in its Price Schedule to be submitted in response to this ITB.

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

Currency of the Bid: US Dollars (USD)

Price Schedule for LOT 2 SPLIT TYPE AIR CONDITIONING UNITS

Item #	Description	UOM	Quantity	Turnkey Unit Price (USD)	Turnkey Total Price (USD)
1	Split Type Wall Mounted Air Conditioner	Each	65		
2	Floor Standing Split Type Air Conditioner	Each	23		
TOTAL FINANCIAL BID FOR LOT 2 (USD)*					

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

*The Contractor shall not be entitled to receive any price difference and/or additional amount from UNDP for whatsoever reason, including but not limited to increase in the costs of the Contractor or any missing goods/services in its Price Schedule to be submitted in response to this ITB.

Name of Bidder: _____

Authorised signature: _____

Name of authorised signatory: _____

Functional Title: _____

FORM G: Form of Bid Security

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

To: UNDP
[Insert contact information as provided in Data Sheet]

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

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security if the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Bid after the date of the opening of the Bids;
- c) Fails to comply with UNDP's variation of requirement, as per ITB instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Bid is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]