



21 May 2019

**Subject: ITB/KRT/19/006- ITB to Develop Multiple Long Term Agreements for Supply of different ICT Equipment and Provision of Leasing Services for ICT Equipment
"Addendum No. 5"**

Dear Bidders,

The purpose of this addendum is to amend the following Clauses and Sections of the ITB as per the following details:

- Section 3 – Data Sheet – Currency of Bid (Ref. to Section 2-12):
United States Dollar and/or
Local Currency (SDG)

Bank account in US\$ is to be provided, if quoted in US\$. Option of currency selection is left at the discretion of bidder. Bidders are free to choose the currency of bid (USD or SDG). The currency of bid will be the currency of contract/PO. It is up to the bidders to manage the cash withdrawal from their own bank.

Currency Conversion: The UN Rate of exchange applicable on the day of bid closure shall apply.

The submitted prices shall accommodate the expected currency fluctuation within the project/activity implementation period. The determining exchange rate shall be the UN Exchange Rate at the day of bid closure.

- Section 3 – Data Sheet – Deadline of Bid Submission (Ref. to Section 2-23):
The new deadline of bid submission is **12 June 2019** as specified in the system (note that time zone indicated in the eTendering system is New York Time zone).
- Section 3 – Data Sheet – Annex 1: Use of UNDP LTAs:
Attached separately.
- Section 4 – Evaluation Criteria – Previous Experience: The following note will be added to the current clause:
Note: If a vendor wishes to apply for more than one lot, the aggregate requirements established above shall be considered for the requirements for Previous Experience.
- Section 4 – Evaluation Criteria – Financial Standing:
Minimum average annual turnover of US\$50,000 for the last 3 years (2015, 2016, 2017). Bidders who have completed the certified audited financial statement for 2018 can also submit the report, which will be considered for evaluation. *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).*

Note: UNDP shall verify the financial capacity of the bidder and has the authority to seek references from concerned parties & banks on the bidder's financial standing. UNDP had the



right to reject any bid if submitted by a contractor whom investigation leads to a result that he is not Financially capable and/ or had serious financial problems.

Note: If a vendor wishes to apply for more than one lot, the aggregate requirements established above shall be considered for the requirements for Financial Standing.

Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).*

- Section 5A – Schedule of Requirements and Technical Specifications: The following revisions will be reflected in this section:
 - o Installation of the Equipment: Provide **well-functioning** printing, scanning and photocopying Equipment (Multi-functional Devices). Multi-functional Devices should be able to print, copy (black & White) and scan in colour, have Auto Duplex and automatic document feeder, and have secure and mobile printing functionality. The LTA holder shall be able to provide services in Khartoum state as well as other states.
 - o In the technical specifications, wherever and whenever a brand name or model has been mentioned, “*or equivalent*” shall be added to the description.
- Section 5B – Other Related Requirements – Exact Address of Delivery/Installation Location:
 - Lot 1: UNDP Offices in Sudan as per UNDP request
 - Lot 2: UNDP Office, Gama’a Avenue, Khartoum
 - Lot 3: UNDP Office, Gama’a Avenue, Khartoum
- Section 6 – Returnable Bidding Forms / Checklist – Form B – Bidder Information Form – Required Documents that be Submitted to Establish Qualification of Bidders:
 - Company Profile, including printed brochures and product catalogues relevant to the goods and/or services being procured
 - Certificate of Incorporation/ Business Registration
 - All information regarding any past and current litigation during the last three (3) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.
 - Written confirmation from the Bidder that the Bidder is neither suspended by the UN system nor debarred by the World Bank group
 - Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney if applicable.
 - Previous Experience: Documentary evidence of a minimum of 2 contracts of similar nature projects (provision of ICT Equipment renting services/supply of ICT Equipment) implemented over the last 7 years. (Contract(s) with UN is desirable)
 - At least 2 Reference letters / signed completion certificate/ Goods Received Note (GRN) from previous projects in the last 7 years confirming that similar services have been rendered
 - Data sheets, Catalogues of the Equipment
 - Quality Certificate (e.g., IEC standards ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder or manufacturer, if any
 - Confirmation of one-year warranty
 - Financial Audit Report for the last 3 years (2015, 2016, 2017). Bidders who have completed certified audited financial statement for 2018 can also submit the report, which will be considered for evaluation.



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

- Section 6 – Returnable Bidding Forms / Checklist – Form F – Price Schedule Form:
Attached separately.

All other clauses and conditions shall remain unchanged. Only complete bid against this ITB will be considered for further evaluation. The bidders are reminded to submit all the required documents with its initial submission. Bid Submission Form and JV Agreement duly signed should be part of the initial submission.

Please be guided accordingly.

Important Note: Please note that a submission with the old BOQ will be rejected.

Thank you.

Issued by

A blue ink signature of Selma Zarroug, written in a cursive style, positioned above a horizontal line.

Name: Selma Zarroug

Title: Procurement Officer

Approved by:

A blue ink signature of Mehdi Khalili, written in a cursive style, positioned above a horizontal line.

Name: Mehdi Khalili

Title: Head of Procurement



Annex 1: Use of UNDP LTAs

1. UNDP wishes to establish a Long-Term agreement(s) ("LTA") for the purchase of the Goods or Services listed, according to the needs during the aforementioned LTA. One of the provisions of this Agreement states that UNDP will not have the obligation of any purchase, any minimum quantity, of its Goods or Services. UNDP will not be responsible for any expense in the eventual case of not doing a purchase within the framework of the LTA(s) established.
2. The Services or Goods purchases shall be done by means of agreement(s) issued by UNDP, in accordance with the Terms and Conditions of the LTA(s) established;
3. The Vendor shall neither seek nor accept instructions from any entity other than UNDP (or entities authorized by UNDP to give instructions to the Vendor) in connection with the provision of the Goods or Services or development and delivery of the Deliverables;
4. The Vendor will not, without the prior written consent of UNDP, assign, transfer, sub-contract, pledge or make other disposition of the Contract, or of any part of the Contract, or of any of the Vendor's rights or obligations under the Contract;
5. The Vendor will not advertise or otherwise make public for purposes of commercial advantage or goodwill that it has a contractual relationship with UNDP or the United Nations; except as regards references to the name of UNDP for the purposes of annual reports or communication between the Parties and between the Vendor and its Personnel and sub-contractors;
6. The Vendor shall not, in any manner whatsoever use the name, emblem or official seal of UNDP or the United Nations, or any abbreviation of the name of the United Nations, in connection with its business or otherwise without the prior written permission of UNDP;
7. The Vendor acknowledges and agrees that, in the interests of transparency and efficiency among organizations of the United Nations system, UNDP may make available a copy of this LTA-S to such organizations. In case UNDP opts to share the LTA, the following shall apply:
 - 7.1 The prices of the products/goods/services in the price list shall be exclusive to UNDP. In the event of any advantageous technical changes and/or downward pricing of goods, the new prices will be negotiable and shall be reflected on the updated price list;
 - 7.2 The Vendor shall inform UNDP of any agency, fund or programme intent to use UNDP LTA, providing estimated volume and recurrence of item(s) it intends to use;
 - 7.3 Upon review of the additional requirements, UNDP will determine if the Vendor's capacity* can fulfill the additional requirements without affecting UNDP's requirements and Purchase Orders;
 - 7.4 Any Purchase Order of other Agencies Funds or Programmes shall only be placed through UNDP in line with applicable Programme and Operations Policies and Procedures provisions.



8. UNDP reserves the right to terminate/not to extend the LTA, should satisfactory results will not be obtained from LTA/Vendor Performance Evaluation.

*) Capacity Assessment shall be applied based on the following:

1. Financial Audited Report to assess the Turnover for the past Three (3) years;
2. List and value of ongoing projects along with completion rates with UNDP and other national/international organizations;
3. Litigation History, if any;
4. Completion rate and meeting the delivery time for the previous orders (complete works on time);
5. Quality of delivered goods/services; and
6. Performance Evaluation Reports from UNDP and/or other agencies.



FORM F: Price Schedule Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB/KRT/19/006 - ITB to Develop Multiple Long Term Agreements for Supply of different ICT Equipment and Provision of Leasing Services for ICT Equipment		

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.

United Nations Development Programme Sudan



LOT1: PROVISION OF LEASING SERVICES: LAPTOPS AND PRINTING, SCANNING AND PHOTOCOPIING SERVICES

#	Equipment	Monthly Rent for Khartoum State	Monthly Rent for All States Except Khartoum	Total
1	Laptop: Dell Latitude 7490 OR Equivalent or Equivalent			
2	Photocopier			
3	Personal printer: HP LaserJet Pro M402dw Printer or Equivalent			
4	Network black and white printer: HP LaserJet Enterprise M506 Series Printer or Equivalent			
5	Network colour printer: Color LaserJet CP5225 printer series or Equivalent			
6	Digital Senders HP Digital Sender Flow 8500 fn2 Document Capture Workstation or Equivalent			
7	Personal all in one HP LaserJet Pro MFP M227sdn or Equivalent			
8	Multi fonction printer MP 5055 Plus or Equivalent			
9	Management Software Features: Qty 01 pc for unlimited number of machines. Archiving and workflow Software Features			
Bid Grand Total				
<i>The total price shall include all related costs (supply, delivery, installation, preventive maintenance and one-time Management Software)</i>				

- The quantity for above items is "ONE"
- Fixed monthly rentals per device (Monthly Rentals should include Equipment, Insurance, Maintenance, Servicing and support). (This includes all the consumables except Papers).
- The consumables (toner, cartridges, drum units, maintenance kits, etc.) will be provided by the service provider.
- The bidder will cover the cost for One-Time software in their offer, which will exclude any additional charges to be paid by UNDP.
- The total price of above table will be used for financial evaluation of Lot 1.
- The unit prices will be fixed during the LTA agreement and will be the basis for payment.



LOT2: SUPPLY OF ICT EQUIPMENT (LAPTOPS, PRINTERS, SCANNERS, PHOTOCOPIERS) AND TONERS

Schedule A

In case the bidder is successful, the unit prices quoted in this schedule will be made an integral part of the LTA and will be the maximum unit price to be quoted by the bidder for each Call-Off order in the quantity range. For each Call-Off order UNDP may specify FCA delivery, request freight price CIP or DAP Khartoum:

#	Equipment	Estimated Qty Over the LTA Period	Unit	Unit Price for a single order Qty of 1-5 units	Unit Price for a single order Qty of 6-10 units	Unit Price for a single order Qty of 11-50 units	Unit Price for a single order Qty of above 51 units
1	Laptop: Dell Latitude 7490 or Equivalent	100	Each				
2	Photocopier as per the specification indicated in technical requirements or Equivalent	25	Each				
3	Personal printer: HP LaserJet Pro M402dw Printer or Equivalent	50	Each				
4	Network black and white printer: HP LaserJet Enterprise M506 Series Printer or Equivalent	50	Each				
5	Network colour printer: Colour LaserJet CP5225 printer series or Equivalent	25	Each				
6	Digital Senders HP Digital Sender Flow 8500 fn2 Document Capture Workstation or Equivalent	25	Each				
7	Personal all in one HP LaserJet Pro MFP M227sdn or Equivalent	50	Each				
8	Multi function printer MP 5055 Plus or Equivalent	25	Each				

United Nations Development Programme
Sudan



Schedule B

#	Equipment	QTY	Price (Currency)
1	Laptop: Dell Latitude 7490 or Equivalent	25	
2	Photocopier as per the specification indicated in technical requirements or Equivalent	10	
3	Personal printer: HP LaserJet Pro M402dw Printer or Equivalent	15	
4	Network black and white printer: HP LaserJet Enterprise M506 Series Printer or Equivalent	15	
5	Network colour printer: Color LaserJet CP5225 printer series or Equivalent	10	
6	Digital Senders HP Digital Sender Flow 8500 fn2 Document Capture Workstation or Equivalent	10	
7	Personal all in one HP LaserJet Pro MFP M227sdn or Equivalent	15	
8	Multi function printer MP 5055 Plus or Equivalent	10	
Bid Grand Total			
<i>The total price shall include all related costs (supply, delivery, installation, preventive maintenance and one-time Management Software)</i>			

Note:

- Bidders are required to quote prices for all quantity scenarios.
- The total price of above Schedule B will be used for financial evaluation of Lot 2.
- Bidders are required to use the corresponding unit price rates from the Schedule A for the quantity scenarios.

LOT3: SUPPLY OF PROFESSIONAL CAMERAS

Schedule A

In case the bidder is successful, the unit prices quoted in this schedule will be made an integral part of the LTA and will be the maximum unit price to be quoted by the bidder for each Call-Off order in the quantity range. For each Call-Off order UNDP may specify FCA delivery, request freight price CIP or DAP Khartoum:

#	Equipment	Estimated Qty Over the LTA Period	Unit	Unit Price for a single order Qty of 1-5 units	Unit Price for a single order Qty of 6-10 units	Unit Price for a single order Qty of 11-50 units	Unit Price for a single order Qty of above 51 units
1	Professional Camera: Canon EOS 5D Mark IV OR Equivalent	25	Each				

Schedule B

#	Equipment	QTY	Price (Currency)
1	Professional Camera: Canon EOS 5D Mark IV OR Equivalent	10	
Bid Grand Total <i>The total price shall include all related costs</i>			

Note:

- Bidders are required to quote prices for all quantity scenarios.
- The total price of above Schedule B will be used for financial evaluation of Lot 3.
- Bidders are required to use the corresponding unit price rates from the Schedule A for the quantity scenarios.



Name of Bidder:

Authorised signature:

Name of authorised signatory:

Functional Title:
