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INVITATION TO BID

Procurement and Supply of Safety & Security Equipment For Government Schools in Area C

ITB No.: ITB-2019-PAL-85880

Projects: Multi-Year Resilience Programme / Support to Education

Country: occupied Palestinian territory

Issued on: 9 December 2019

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Section 1. Letter of Invitation

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

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

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Schedule of Requirements and Technical Specifications
- Section 6: Returnable Bidding Forms
 - 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 either sending an email to proc3.papp@undp.org, indicating whether you intend to submit a Bid or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the ITB. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this ITB.

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

Sincerely yours,

Shehadeh A. Habash
Head of Procurement Unit
UNDP/PAPP



Section 2. Instruction to Bidders

| GENERAL PROVISIONS | |
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| 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 whether they are subject to any sanction or temporary suspension imposed by</p> |

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| | <p>these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, 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 the ITB. Should such errors or omissions be discovered, the Bidder must</p> |

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| | 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) days after the final date of validity of the Bid. 12.2 The Bid Security shall be included along with the Bid. If Bid Security is required |

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| | <p>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 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</p> |

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| | <p>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 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> |

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| | 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. |
| 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

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| 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-notices/resources/</p> |
| 23. Deadline for Submission of Bids and Late Bids | <p>23.1 Complete Bids must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognise the actual date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Bid that is received after the deadline for the</p> |

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| | 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 examination by price. Qualification assessment (if pre-qualification was not done) |

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| | <ul style="list-style-type: none"> a) Evaluation of Technical Bids b) Evaluation of prices <p>Detailed evaluation will be focussed on the 3 - 5 lowest priced bids. Further higher priced bids shall be added for evaluation if necessary</p> |
| 28. Preliminary Examination | <p>28.1 UNDP shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Bid at this stage.</p> |
| 29. Evaluation of Eligibility and Qualification | <p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required; d) They are able to comply fully with the UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients. |
| 30. Evaluation of Technical Bid and prices | <p>30.1 The evaluation team shall review and evaluate the Technical Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the BDS and other ITB documents. When necessary, and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.</p> |
| 31. Due diligence | <p>31.1 UNDP reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance |

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| | <p>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 shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> |

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| | 34.4 | If the Bidder does not accept the correction of errors made by UNDP, its Bid shall be rejected. |
| E. AWARD OF CONTRACT | | |
| 35. Right to Accept, Reject, Any or All Bids | 35.1 | UNDP reserves the right to accept or reject any bid, to render any or all of the bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer. |
| 36. Award Criteria | 36.1 | Prior to expiration of the period of Bid validity, UNDP shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification, and has offered the lowest price. |
| 37. Debriefing | 37.1 | In the event that a Bidder is unsuccessful, the Bidder may request for a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future Bids for UNDP procurement opportunities. The content of other Bids and how they compare to the Bidder's submission shall not be discussed. |
| 38. Right to Vary Requirements at the Time of Award | 38.1 | At the time of award of Contract, UNDP reserves the right to vary the quantity of goods and/or services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions. |
| 39. Contract Signature | 39.1 | Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids. |
| 40. Contract Type and General Terms and Conditions | 40.1 | The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html |
| 41. Performance Security | 41.1 | A performance security, if required in the BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within a maximum of fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective. |
| 42. Bank Guarantee for Advanced Payment | 42.1 | Except when the interests of UNDP so require, it is UNDP's standard practice to not make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per the BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall |

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| | <p>submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP_DOCUMENT LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default</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: 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 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&refer er</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 | 14 | Joint Venture, Consortium, Association | Not Allowed |
| 3 | | Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids) | Allowed; (1) This tender contains three lots; Bidders have the right to quote for one lot only ; (2) Bidders must quote for all line items in the lot in order to be considered for evaluation. |
| | 20 | Alternative Bids | Shall not be considered |
| 4 | 21 | Pre-Bid conference | Will not be conducted |
| 5 | 16 | Bid Validity Period | 90 days |
| | 12 | Bid Security | Not applicable for Lot #1 For Lot #2 and Lot #3 , the Bid Security is Required in the amount of USD 4,500 for 120 days Acceptable Forms of Bid Security <ul style="list-style-type: none"> ▪ Bank Guarantee ▪ Any Bank-issued Check The original hard copy of the bid security must reach the office (by hand or courier) within (10) days from deadline of bids submission. |
| 6 | 38 | Right to Vary Requirements at the Time of Award | UNDP has the Right to Vary Requirements at the Time of Award and/or during execution of contract even if it exceeded the (25%) of the total offer, without any change in the unit price or other terms and conditions. |
| 7 | 42 | Advanced Payment upon signing of contract | Allowed up to a maximum of 20% of contract value upon furnishing proof |
| 8 | 43 | Liquidated Damages | Will be imposed as follows: Percentage of contract price per day of delay: 0.10% Max. number of days of delay 30, after which UNDP may |

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| | | | terminate the contract. |
| 9 | 41 | Performance Security | <p>For Lot #2 and Lot #3 only: Required in the amount of 10% of resulted contract price in the form of a Bank Guarantee (please see the template) (a) Within (7) days of receipt of the letter of Intent, and before contract signature, the successful Bidder shall furnish a Performance Security to UNDP in the amount of 10% of the contract Value; (b) The Performance Security shall be valid until end of defects liability period (i.e. 12 months after the intended completion date); (c) The proceeds of the Performance Security shall be payable to the UNDP as a compensation for any loss resulting from the Contractors' failure to complete its obligations under the contract; (d) The Performance Security shall be denominated in the currency of the contract.</p> |
| | | Maintenance Security | <p>For Lot #2 and Lot #3 only: Required in the amount of 5% of resulted contract price (a) Within (10) days from the date of Issue of a Satisfactory Certificate of Inspection and Testing by UNDP and/or End User/ certificate of substantial completion, the UNDP will return to the Contractor the Performance Security after the Contractor furnishes to the UNDP a Maintenance Bank Guarantee in an amount equal to (5%) of the implemented Contract Price to be valid until the end of the Warranty period/ defects liability period; (b) If, within 12 months after the goods have been put into service, any defects are discovered or arise in the normal course of usage, the Contractor shall remedy the defect either by replacement or by repair; (c) If the Contractor fails to replace/repair the defect during the above specified period, then UNDP does these repairs at the expense of the Contractor, which shall be deducted from due sums against the Maintenance Guarantee.</p> |
| 10 | 13 | Currency of Bid | United States Dollar |
| 11 | 31 | Deadline for submitting requests for clarifications/ questions | (5) days before the submission deadline |
| 12 | 18 | Contact Details for submitting clarifications/questions | Focal Person in UNDP: Shehadeh Habash E-mail address: proc3.papp@undp.org |
| 13 | 18, 19 and 21 | Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries | Posted directly to eTendering |

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| 14 | 23 | Deadline for Submission | As indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone. |
| 14 | 22 | Allowable Manner of Submitting Bids | e-Tendering |
| 15 | 22 | Bid Submission Address | https://etendering.partneragencies.org BU Code: PAL10 Event ID number: 0000005015 |
| 16 | 22 | Electronic submission (eTendering) requirements | <ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ If you are uploading a large number of files (ex. 15 or more), please zip the files into a ZIP folder and upload the folder instead of each file individually. You can upload several ZIP folders, but if you do this, please note that the total size of each ZIP folder uploaded cannot exceed 50MB. ▪ Documents which are required in original should be sent to the below address with a PDF copy submitted as part of the electronic submission: Programme of Assistance to the Palestinian People (UNDP/PAPP) UNDP/PAPP Jerusalem Office 3 Yaqubi Street, Wadi el-Joz East Jerusalem Tel: +972-2-626-8200 |
| 17 | 25 | Date, time and venue for the opening of bid | This is e-Tendering submission: the bidders will receive an automatic notification once their Bids are opened. |
| 18 | 27, 36 | Evaluation Method for the Award of Contract | Lowest priced technically responsive, eligible and qualified bid per lot |
| 19 | | Expected date for commencement of Contract | January 20, 2020 |
| 20 | | Maximum expected duration of contract | Within 45 days |
| 21 | 35 | UNDP will award the contract to: | One or more Proposers, depending on the following factors: UNDP will award the Contract to the technically responsive bidder who quoted the lowest price and qualified bid for the quoted lot. |
| 22 | 39 | 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 |

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| 23 | 39 | 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 |
| 24 | | Other Information Related to the ITB | Joint Venture, consortium, and associations are not allowed. |

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
- No Consortium, Associations, or Joint Ventures with other contracting companies
- Minimum Bid documents provided
- Bid Validity
- Bid Security submitted as per ITB requirements with compliant validity period
- Permit to work in the Country

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 | ▪ Permit to work in the Country | Form B: Bidder Information Form |
| QUALIFICATION | | |
| History of Non-Performing Contracts¹ | Non-performance of a contract did not occur as a result of contractor default for the last (3) years. | Form D: Qualification Form |

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.

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| Litigation History | No consistent history of court/arbitral award decisions against the Bidder for the last (3) years. | Form D: Qualification Form |
| Previous Experience | Minimum (5) years of relevant experience | Form D: Qualification Form |
| | Minimum (1) contract of similar value, nature and complexity implemented over the last (3) years executed by the bidder | Form D: Qualification Form |
| | Brands and models should have been introduced and successfully used in the local market for at least (1) year. | Form D: Qualification Form |
| Financial Standing | Lot #1: Minimum average annual turnover (sales) of US \$120,000 for the last (3) years. Lot #2: Minimum average annual turnover (sales) of US \$250,000 for the last (3) years. Lot #3: Minimum average annual turnover (sales) of US \$180,000 for the last (3) years. | Form D: Qualification Form |
| | Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. | Form D: Qualification Form |
| | Quick Ratio (QR) of not less than 1.0; bidders may use the form of Balance Sheet to calculate QR; If QR is less than 1, UNDP shall verify financial capacity of the bidder and has the authority to seek references from concerned parties & banks on the bidder' financial standing. UNDP reserves the right to reject any bid if submitted by a contractor whom the investigation leads to a result that he/she is not financially capable and/or had serious financial problems. | Form D: Qualification Form |
| | UNDP may additionally request a copy of the bank account statements including a summary of the financial transactions which have occurred over the past two years period on a bank account/accounts held by the business reflecting the account balance at the beginning and end of the period, total withdrawals, and total deposits. | Upon UNDP's official request |
| | | |
| 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. The bidder shall submit full data sheets & catalogues for the goods and other systems/equipment included in the technical specifications, including details on offered manufactures' warranties. | Form E: Technical Bid Form |
| Financial Evaluation | Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F. Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable). Comparison with budget/internal estimates. | Form F: Price Schedule Form |

Section 5a: Schedule of Requirements and Technical Specifications/Bill of Quantities

LOT #1: Safety and Security Items

(A) General Safety Tools

| | | |
|-------------------------|--------------------------|-------------------|
| Fire Extinguisher | QTY: 3 per school | |
| | COMPLIANCE | DEVIATIONS |
| Type: Halton gas -HCFC- | | |
| Shelf life: 9 years | | |
| Size: 3 kg | | |

| | | |
|-----------------------------------|--------------------------|-------------------|
| Torch with Rechargeable Batteries | QTY: 2 per school | |
| | COMPLIANCE | DEVIATIONS |
| Led Flash light | | |
| Rechargeable batteries | | |
| 100 Lumen | | |

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|--------------------------------|--------------------------|-------------------|
| Gas Tank for Training Purposes | QTY: 1 per school | |
| | COMPLIANCE | DEVIATIONS |
| Weight: 12Kg | | |

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|----------------------|--------------------------|-------------------|
| Radio with Batteries | QTY: 1 per school | |
| | COMPLIANCE | DEVIATIONS |
| Portable | | |

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| Megaphone Speaker with Batteries | QTY: 1 per school | |
| | COMPLIANCE | DEVIATIONS |
| Clear sound, long range & efficient design | | |

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|---|--------------------------|-------------------|
| Emergency Ladder | QTY: 1 per school | |
| | COMPLIANCE | DEVIATIONS |
| Portable Fire Ladder, Two Storey | | |
| Emergency Escape Ladder 5 m with Wide Steps, V Center Support | | |

| | | |
|-----------------|--------------------------|-------------------|
| Water Hose Pipe | QTY: 1 per school | |
| | COMPLIANCE | DEVIATIONS |
| PVC | | |
| Flexible | | |
| Length 50m | | |

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|--------------------------|---|-------------------|
| Vests and Whistles | QTY: 10 vests + 10 whistles per school | |
| | COMPLIANCE | DEVIATIONS |
| High Visibility Clothing | | |

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|-----------------------|---------------------------|-------------------|
| Garbage Bag "Bin bag" | QTY: 10 per school | |
| | COMPLIANCE | DEVIATIONS |
| size: 120/90 | | |

| | | |
|---|------------------------------|-------------------|
| Emergency Posters | QTY: 1 lot per school | |
| | COMPLIANCE | DEVIATIONS |
| Exit Signs (min. 2 per school for emergency exits) | | |
| Phone numbers of emergency services: (police, civil defense, ambulance, Fire) | | |
| Emergency Procedure | | |

(B) First Aid Tools

| | | |
|-------------------------------|-----------------------------------|-------------------|
| Gauze Pad | QTY: 40 pockets per school | |
| | COMPLIANCE | DEVIATIONS |
| Size: 7.5 cm x 7.5 cm | | |
| Expiry date: at least 2 years | | |

| | | |
|-------------------------|-----------------------------------|-------------------|
| Gauze Wrap | QTY: 40 pockets per school | |
| | COMPLIANCE | DEVIATIONS |
| Size: 7 cm width 270 cm | | |

| | | |
|-------------------------------|----------------------------------|-------------------|
| Antiseptic Solution | QTY: 5 Bottles per school | |
| | COMPLIANCE | DEVIATIONS |
| Expiry date: at least 3 years | | |
| 1 Liter Bottle | | |

| | | |
|----------------|---------------------------|-------------------|
| White Adhesive | QTY: 30 per school | |
| | COMPLIANCE | DEVIATIONS |
| White Adhesive | | |

| | | |
|-------------------------------|---------------------------------|-------------------|
| Plaster Wound | QTY: 30 boxes per school | |
| | COMPLIANCE | DEVIATIONS |
| Expiry date: at least 3 years | | |

| | | |
|---------------------|--------------------------------|-------------------|
| Medical Cotton Wool | QTY: 20 bags per school | |
| | COMPLIANCE | DEVIATIONS |
| 100 gm | | |

| | | |
|---|--------------------------------|-------------------|
| Burn Ointment | QTY: 5 boxes per school | |
| | COMPLIANCE | DEVIATIONS |
| Shelf Life: at least 3 years | | |
| Instructions for use should be enclosed with the device/ material | | |

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|------------------|----------------------------------|-------------------|
| Alcohol | QTY: 4 bottles per school | |
| | COMPLIANCE | DEVIATIONS |
| Bottle of 300 ml | | |

| | | |
|---|--------------------------------|-------------------|
| Antihistamine Cream | QTY: 5 boxes per school | |
| | COMPLIANCE | DEVIATIONS |
| Shelf Life: at least 3 years | | |
| Instructions for use should be enclosed with the device/ material | | |

| | | |
|----------------------|----------------------------------|-------------------|
| Elastic Grip Bandage | QTY: 20 pieces per school | |
| | COMPLIANCE | DEVIATIONS |
| Size: 6 cm x 4.5 m | | |

| | | |
|----------------------|----------------------------------|-------------------|
| Elastic Grip Bandage | QTY: 20 pieces per school | |
| | COMPLIANCE | DEVIATIONS |
| Size: 10 cm x 4.5 m | | |

| | | |
|----------|----------------------------------|-------------------|
| Soap Bar | QTY: 20 pieces per school | |
| | COMPLIANCE | DEVIATIONS |
| Soap Bar | | |

| | | |
|------------------------------------|---------------------------------|-------------------|
| Medical Gloves | QTY: 10 Boxes per school | |
| | COMPLIANCE | DEVIATIONS |
| Powder Free (3 sizes: 3M, 3L, 4XL) | | |

| | | |
|--|----------------------------------|-------------------|
| Safety Pins | QTY: 50 pieces per school | |
| | COMPLIANCE | DEVIATIONS |
| Stainless Steel | | |
| 4 pins (sizes: 32 mm, 40 mm, 48 mm, 56mm)/pack | | |

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|-----------------|---------------------------------|-------------------|
| Blunt Forceps | QTY: 2 pieces per school | |
| | COMPLIANCE | DEVIATIONS |
| Stainless Steel | | |

| | | |
|-------------------------|----------------------------------|-------------------|
| Blunt Dressing Scissors | QTY: 20 pieces per school | |
| | COMPLIANCE | DEVIATIONS |
| Stainless Steel | | |

| | | |
|---|---------------------------------|-------------------|
| Polydyne Ointment | QTY: 5 pieces per school | |
| | COMPLIANCE | DEVIATIONS |
| Shelf Life: at least 3 years | | |
| Instructions for use should be enclosed with the device/ material | | |

| | | |
|---|---------------------------------|-------------------|
| Fucidin Ointment | QTY: 5 pieces per school | |
| | COMPLIANCE | DEVIATIONS |
| Shelf Life: at least 3 years | | |
| Instructions for use should be enclosed with the device/ material | | |

| | | |
|------------------|----------------------------------|-------------------|
| Instant Ice Pack | QTY: 10 pieces per school | |
| | COMPLIANCE | DEVIATIONS |
| Instant Ice Pack | | |

| | | |
|--|--------------------------------|-------------------|
| Face Mask | QTY: 2 boxes per school | |
| | COMPLIANCE | DEVIATIONS |
| Full-width nosepiece guarantees proper fit | | |
| Disposable | | |
| 100 pcs/box | | |

| | | |
|--|---------------------------------|-------------------|
| Cervical Collar | QTY: 5 pieces per school | |
| | COMPLIANCE | DEVIATIONS |
| Size: 6-12 years | | |
| Skin friendly: materials protect skin integrity during extended wear | | |
| Ensures an optimal airway entrance and upper cervical spine immobilization | | |

| | | |
|---|---------------------------------|-------------------|
| Medical Thermometer | QTY: 5 pieces per school | |
| | COMPLIANCE | DEVIATIONS |
| Multi-Purpose | | |
| Mercury | | |
| Colored with a cover | | |
| Instructions for use should be enclosed with the device/ material | | |

| | | |
|--|---------------------------------|-------------------|
| Roll Splint | QTY: 5 pieces per school | |
| | COMPLIANCE | DEVIATIONS |
| Sam Splint, each with adhesive bandage at least 6 cm | | |

| | | |
|--|---------------------------------|-------------------|
| Board Splint | QTY: 5 pieces per school | |
| | COMPLIANCE | DEVIATIONS |
| Sam Splint, each with 2 elastic adhesive bandage at least 6 cm | | |

| | | |
|-----------------------|------------------------------|-------------------|
| First Aid bag | QTY: 1 bag per school | |
| | COMPLIANCE | DEVIATIONS |
| Portable, Lightweight | | |

(C) Emergency and First Aid Room Supplies

| Medical Privacy Screen | QTY: 1 per school | |
|--------------------------------------|-------------------|------------|
| | COMPLIANCE | DEVIATIONS |
| 3 Panels | | |
| Washable Curtain 120*60 cm | | |
| Replaceable on Snap-Out Rods | | |
| Steel Frames, LightWeight, 140*60 cm | | |
| Wild Base | | |
| On Wheels | | |

| Medical Couch | QTY: 1 per school | |
|-----------------|-------------------|------------|
| | COMPLIANCE | DEVIATIONS |
| Durable | | |
| 2 Section Couch | | |

| Emergency Blankets | QTY: 10 per school | |
|---|--------------------|------------|
| | COMPLIANCE | DEVIATIONS |
| All Weather Blanket | | |
| Compact, Lightweight | | |
| Aluminized, On Stretch Polyester | | |
| Size: 132 x 210 cm / Weight: 42.5 g | | |
| Instructions for use should be enclosed with the device/ material | | |

| Storage Cabinet | QTY: 1 per school | |
|--|-------------------|------------|
| | COMPLIANCE | DEVIATIONS |
| Mobile, Heavy-Duty Casters | | |
| 2 Adjustable Shelves | | |
| 4 Storage Compartments | | |
| 2 Locking Doors | | |
| Width: 91.4 cm, Depth: 60.96 cm, Height: 91.4 cm | | |

| Waiting Chair | QTY: 4 per school | |
|--|-------------------|------------|
| | COMPLIANCE | DEVIATIONS |
| <ul style="list-style-type: none"> -The metal framework shall be made from iron pipes (Φ25 mm, 2mm thick) painted using electrostatic process, mounted on heavy duty plastic heels. -The back and the seat shall be made of 17mm thick plywood, upholstered press sponge (33/35). Sponge for the chair back >4cm and for the seat >6cm. -The chair seat and back shall be fixed using (8) metal screws. | | |

| | | |
|---|--|--|
| -Steel frame is epoxy powder coated -Size: Seat 50 x 45cm / Back 50 x 22cm | | |
|---|--|--|

| Blood Pressure Monitor/Meter | QTY: 1 per school | |
|---|--------------------------|-------------------|
| | COMPLIANCE | DEVIATIONS |
| Digital | | |
| Fully Automatic Inflation & Deflation | | |
| Display Systolic, Diastolic & Pulse Rate | | |
| Instructions for use should be enclosed with the device/ material | | |

| Glucometer | QTY: 1 per school | |
|---|--------------------------|-------------------|
| | COMPLIANCE | DEVIATIONS |
| 100 Strips | | |
| Expiry Date at Least 2 years. | | |
| Instructions for use should be enclosed with the device/ material | | |

| Nebulizer | QTY: 1 per school | |
|---|--------------------------|-------------------|
| | COMPLIANCE | DEVIATIONS |
| Portable, Has Integrated Carrying Handle with Storage Compartment and Built-in Nebulizer Holder | | |
| Includes 50 Tubes and Masks (Adult and Kid Size) | | |
| Piston-driven Motor Ensures High Performance and Long Life | | |
| Complete with Disposable Nebulizer Featuring 0.2 ml/min Flow Rate | | |
| 5 ml Capacity | | |
| Instructions for use should be enclosed with the device/ material | | |

LOT #2: Surveillance & Intrusion Alarm System

(A) Surveillance System

| 4MP IP Outdoor Bullet Fixed Lens Camera | QTY: 5 per school | |
|---|-------------------|------------|
| | COMPLIANCE | DEVIATIONS |
| 1/3" 4Megapixel progressive CMOS | | |
| H.265 & H.264 dual-stream encoding | | |
| Min. 20fps@4M(2688×1520) & 25/30fps@3M(2304×1296) | | |
| WDR (120dB), Day/Night (ICR), 3DNR, AWB, AGC, BLC | | |
| fixed lens (3.6 mm) | | |
| IR LEDs Length 30m | | |
| IP67, Poe | | |

| 4MP Motorized IR Bullet Network Camera | QTY: 3 per school | |
|---|-------------------|------------|
| | COMPLIANCE | DEVIATIONS |
| 1/3" 4Megapixel progressive CMOS | | |
| H.265 & H.264 dual-stream encoding | | |
| Min. 20fps@4M(2688×1520) & 25/30fps@3M(2304×1296) | | |
| WDR (120dB), Day/Night (ICR), 3DNR, AWB, AGC, BLC | | |
| Micro SD card slot, up to 128GB | | |
| 2.7~13.5mm Motorized lens | | |
| IR LEDs Length 60m | | |
| IP67, Poe | | |

| NVR | QTY: 1 per school | |
|--|-------------------|------------|
| | COMPLIANCE | DEVIATIONS |
| 16 Channel 1U 4K&H.265 Network Video Recorder | | |
| Operating system: embedded LINUX | | |
| Smart H.265+/H.265/Smart H.264+/H.264/MJPEG | | |
| 320Mbps Incoming Bandwidth | | |
| Up to 12MP Resolution for Preview and Playback | | |
| HDMI/VGA simultaneous video output | | |
| Supported HDD: min. 2 SATA III Ports, Up to 8 TB capacity for each HDD | | |
| Installed HDD Surveillance – 8 TB min. (2) each | | |
| Ethernet Port: 1 1000Mbps Ethernet Port | | |

| 42" 4k Industrial Surveillance Monitor 24/7 | QTY: 1 per school | |
|--|-------------------|------------|
| | COMPLIANCE | DEVIATIONS |
| Industrial level DID LED panel, suitable for extensive 7×24 continuous works | | |
| Physical resolution of 4K | | |

| | | |
|---|--|--|
| 5ms fast response time, no image ghosting | | |
| Built-in speakers | | |
| Wall Bracket Included | | |

(B) Intrusion Alarm System

| Alarm System | QTY: please see below | |
|---|-----------------------|------------|
| | COMPLIANCE | DEVIATIONS |
| 8 Zones TCP/IP based -Burglar Alarm Control Panel with Backup Battery Quantity: 1 per school | | |
| System Should Be centrally connected to and managed from the Control Room & from mobile system should be connected to Land Line/GSM Adaptor connected to VMS | | |
| LCD Keypad - Quantity: 1 per school | | |
| Outdoor Pet-Immune Motion Sensor - Quantity: 6 per school | | |
| Indoor siren with flasher - Quantity: 1 per school | | |
| Outdoor siren with weather proof box and flasher - Quantity: 1 per school | | |
| Intrusion Alarm Cabling & Piping - Quantity: 9 per school | | |
| Needed cabling - HDMI/Power length as needed | | |
| Voice Dialer - Quantity: 1 per school | | |
| Install user application | | |

| Installation, Connectivity and Configuration and Training | QTY: 1 per school | |
|--|-------------------|------------|
| | COMPLIANCE | DEVIATIONS |
| Connecting to Google drive Full Training on the system functionality, operating, and configuration. | | |

LOT #3: Networking

(A) UPS

| Online 3KVA/2100 W UPS Rack Mount | QTY: 1 per school | |
|---|-------------------|------------|
| | COMPLIANCE | DEVIATIONS |
| Input- Voltage Range: Input range 115 ~295±%VAC / Input range 160~295±%VAC | | |
| Frequency: 46~64Hz 0.5Hz auto sensing | | |
| Phase: Single phase | | |
| Power Factor: ≥0.97 | | |
| Output- Voltage Range: 220/230Vac | | |
| Phase: Single phase | | |
| Frequency: 50Hz/60Hz | | |
| Overload: > 110% 30s turn to bypass mode ;> 150%,300ms turn to bypass mode | | |
| Crest Factor: 3:1 (Max) | | |
| Short Circuit Protection: 5 Cycles turn off inverter; No transfer to bypass provide alarm (AC mode) | | |
| Transfer Time Between AC Mode & Battery Mode: Zero transfer time | | |
| Transfer Time Between AC Mode & Bypass Mode: Zero transfer time 4ms (typical 2.5ms) | | |
| Efficiency: ≥85% | | |
| communication interface: RS232; SNMP (optional) | | |
| Noise Level: ≤45dB | | |
| Battery: Included with UPS, 12 V/7 AH sealed lead Acid Maintenance free | | |
| Warranty: Manufacture warranty | | |
| Installation and configuration with all needed parts | | |

(B) Client Desktop Workstation

| Client desktop workstation | QTY: 1 per school | |
|--|-------------------|------------|
| | COMPLIANCE | DEVIATIONS |
| Processor: Intel Xeon E5, 6 Core As Min, 12MB Smart Cache as Min | | |
| Chipset: Intel® C246 | | |
| Memory: 16GB 2666MHz DDR4 | | |
| Hard Disk: 256GB SSD + 1TR SATA HD | | |
| Storage Controller: Storage Controller 12.0 supporting SATA 6Gb/s and host-based RAID 0/1/5/10 | | |
| Graphics Card: NVIDIA Quadro P620, 2GB, 4 mDP to DP adapter | | |
| Network Controller: Intel Ethernet Connection 10/100/1000 Mbps | | |
| Mouse: USB Optical wheel Mouse | | |
| KB: A/E keyboard | | |

| | | |
|---|--|--|
| Audio Controller Speaker: Integrated High Definition Audio | | |
| Operating System: Pre installed Windows 10 Pro 64X License; It should have recovery partition or Recovery Media | | |
| Warranty: 3 Year Full Warranty on labour and parts | | |

(C) Networking

| Tested and Certified Brand Name Complete Network Point with the applicable standards | QTY: 8 per school | |
|--|-------------------|------------|
| | COMPLIANCE | DEVIATIONS |
| Shielded Cat 6A Network Cable from wall socket to patch panel | | |
| Cat6A Wall socket outlet with RJ45 shielded female connector | | |
| Fully populated 24 port RJ45 shielded female connector Brand name Patch Panel with both standards A&B (1/School) | | |
| Air patch panel (1/School) | | |
| Wall Frame and cover where applicable (pipes, trunks, back boxes) with termination and test | | |
| 4-Pair connection testing (Standard A) | | |
| Numbering and labeling (see Conditions) | | |
| Cat 6A 3.0m Patch cord | | |
| Cat 6A 0.5m Patch cord | | |

| Distribution Cabinet | QTY: 1 per school | |
|--|-------------------|------------|
| | COMPLIANCE | DEVIATIONS |
| 15 U Size | | |
| From metal with lockable-glass door | | |
| Removable side panels | | |
| Adjustable square rails | | |
| Cable knock-outs and mounting slots where needed | | |
| Cable slots in top and bottom | | |
| Includes Rack Mount Power Strip PDU (built in) Must be a brand name, 4 Outlet as min | | |
| Includes one, roof-mounted fan (built in) | | |
| Depth 600 mm as min | | |

| Managed Switch | QTY: 1 per school | |
|--|-------------------|------------|
| | COMPLIANCE | DEVIATIONS |
| Fully Managed | | |
| IEEE 802.3at, IEEE 802.3af power on up to 24 ports | | |
| 24 x PoE+ 10/100/1000 Mbps Ports, 2X SFP Modular Empty | | |
| Supports PoE + power up to 15.4W for each PoE+ port | | |
| Latency: 4µs or less | | |
| Switching Capacity: 52Gbps as Min | | |
| VLANs Supported: 4000 As Min | | |

| | | |
|---|--|--|
| Total PoE+ Power Budget 370 W as Min | | |
| Rack Mount | | |
| Support: Jumbo Frames, Auto-negotiation for Port Speed and Duplex, Multiple Spanning Tree Protocol (MSTP) | | |
| Unicast/Multicast traffic balance over trunking port | | |
| Warranty: 3 Years Manufactural warranty on labour and parts | | |

| Installation, Connectivity, Operation, and Testing | QTY: 1 per school | |
|---|-------------------|------------|
| | COMPLIANCE | DEVIATIONS |
| <p>A certification that shows the last date calibration for the tester; The network in Items (IP outdoor Camera and Motorized IR Camera) should be the same brand with gartner test for this brand; The switch must be one that is placed in gartner test; The cable must be numbered and labeled with a sticker inside the cabinet; The test must show the following standards:</p> <ul style="list-style-type: none"> • Wire Map • Length • Delay Skew • Propagation Delay • DC Loop Resistance • Insertion Loss (Attenuation) • NEXT, NEXT @ Remote • Return Loss (RL), RL @ Remote • Attenuation-to-crosstalk Ratio (ACR-N), ACR-N @ Remote • ACR-F (ELFEXT), ACR-F @ Remote <p>The winning bidder must remove debris (اي مخلفات حفر أو بقايا) resulting from network installation; One-year warranty for the Lan; The testing must be done in the presence of the directorate engineer; Power point throw separate trunk for the PDU inside the cabinet; all the system must be as one lot and operate with all functions.</p> | | |

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: *[check the condition that applies to this ITB, delete the entire row if condition is not applicable to the goods being procured]*

| | |
|--|---|
| Delivery Term [INCOTERMS 2010] (Pls. link this to price schedule) | DAP (Ramallah) |
| Exact Address of Delivery/Installation Location | Please see schedule of Schools |
| Mode of Transport Preferred | Air and Land |
| UNDP Preferred Freight Forwarder, if any | No preference |
| Distribution of shipping documents | Required by international suppliers |
| Delivery Date | The delivery date is maximum 45 days from date of receiving the Contract |
| Customs, if required, clearing shall be done by: | It is the sole responsibility of the suppliers to obtain the necessary approvals including clearance of goods until final delivery of goods to the final destination. |
| Ex-factory / Pre-shipment inspection | Not applicable |
| Inspection upon delivery | The technical team from the End User and UNDP will carry out the inspection upon delivery. |
| Installation Requirements | The goods shall be in accordance with Country standards. |
| Testing Requirements | The technical team from the End User and UNDP will test the goods. |
| Scope of Training on Operation and Maintenance | The winning Supplier of Lot #2 shall conduct training to min. (2) staff per school on the operation, functionality, configuration. and preventive maintenance of the equipment/system. Training materials shall be submitted in English and/or Arabic. A training proposal is required. This part should give full details on the methodology, number of training hours, course material, duration, and the proper execution of the training task. The course will start after maximum three days from the delivery/installation date of the contracted goods. All the arrangements and expenses related to the training sessions should be within the Supplier's responsibilities. |
| Commissioning | The supplier shall ensure the manufacturer's full commissioning procedure to be fully implemented. |

| | |
|---|--|
| Warranty Period | <p>One year from date of satisfactory acceptance of goods by the end user or as otherwise specified.</p> <p>The supplier shall - without charge - repair, replace, or adjust all necessary parts on the contracted goods that malfunction or fail during normal use during the coverage period due to a manufacturing defect in factory supplied materials or factory workmanship.</p> |
| Local Service Support | Required |
| Technical Support Requirements | <p><input checked="" type="checkbox"/> Ensure availability of spare parts for at least 3 years; Supply requested spare parts within maximum 72 hours if the requested parts are not available in the contractor's warehouse;</p> <p><input checked="" type="checkbox"/> Ensure the capability of providing maintenance support for Malfunctioning systems/goods within maximum 24-36 hours from reporting the incident;</p> <p><input checked="" type="checkbox"/> The winning Supplier shall assign a focal point to the MoE schools for a min. period of (1) year.</p> |
| Payment Terms | 100% within 30 days upon UNDP's acceptance of the goods delivered as specified and receipt of invoice |
| Conditions for Release of Payment | <p><input checked="" type="checkbox"/> Inspection</p> <p><input checked="" type="checkbox"/> Testing</p> <p><input checked="" type="checkbox"/> Training on Operation, Configuration, and Maintenance</p> <p><input checked="" type="checkbox"/> Submission of Manuals (Service Manual, Operating & instruction manuals)</p> <p><input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with ITB requirements</p> |
| All documentations, including catalogues, instructions and operating manuals, shall be in this language | English |

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

Technical Bid:

| | |
|--|--------------------------|
| Have you duly completed all the Returnable Bidding Forms? | |
| ▪ Form A: Bid Submission Form | <input type="checkbox"/> |
| ▪ Form B: Bidder Information Form | <input type="checkbox"/> |
| ▪ Form C: Joint Venture/Consortium/ Association Information Form | 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) <i>(If yes, provide a Copy of the valid Certificate):</i> | [Complete] |
| Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? <i>(If yes, provide a Copy of the valid Certificate):</i> | [Complete] |
| Does your Company have a written Statement of its Environmental Policy? <i>(If yes, provide a Copy)</i> | [Complete] |
| Does your organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues | [Complete] |
| Is your company a member of the UN Global Compact | [Complete] |
| Contact person that UNDP may | Name and Title: [Complete] |

| | |
|---|---|
| <p>contact for requests for clarifications during Bid evaluation</p> | <p>Telephone numbers: [Complete] Email: [Complete]</p> |
| <p>Please attach the following documents:</p> | <ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Audited financial reports for the most recent (3) years ▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any ▪ Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures ▪ Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney. ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ List of similar contracts during the past (3) years; information shall include date of contracts, details of clients, value of contract ▪ Copy of contract to prove relevance of experience and size. ▪ Relevant catalogues in English language to include full technical description of the offered goods; ▪ Time Schedule for Supply, transportation, installation, commissioning and training; ▪ Statement of warranty of defects in materials and workmanship and operation, backed by the manufacturers guarantee on the main components; ▪ CV of focal point proposed for this contract; ▪ Statement of Satisfactory Performance from the Top three (3) Clients for the past (3) years; ▪ A training proposal for operation and maintenance of the security systems are required. |

Form C: Joint Venture/Consortium/Association Information Form

Not Applicable

Form D: Eligibility and Qualification Form

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

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 (3) years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs.

The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

| 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) Clients or more.

Financial Standing

| | | |
|--|------|-----|
| Annual Turnover for the last 3 years | Year | USD |
| | Year | USD |
| | Year | USD |
| Latest Credit Rating (if any), indicate the source | | |

| Financial information (in US\$ equivalent) | 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) | | | |
| Annual Turnover | | | |
| Profits Before Taxes (PBT) | | | |
| Net Profit | | | |
| Current Ratio | | | |

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

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Form E: Format of Technical Bid

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

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

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 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.
- 1.3 Quality assurance procedures and risk mitigation measures.
- 1.4 Organization's commitment to sustainability.

SECTION 2: Scope of Supply, Technical Specifications, and Related Services

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

- 2.1 A detailed description of how the Bidder will deliver the required goods and services, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.3 The bid shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.4 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.5 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

| Goods and services to be Supplied and Technical Specifications | Your response | | | | |
|--|--|---|--|---|----------|
| | Compliance with technical specifications | | Delivery Date <i>(confirm that you comply or indicate your delivery date)</i> | Quality Certificate/Export Licenses, etc. <i>(indicate all that apply and attach)</i> | Comments |
| | Yes, we comply | No, we cannot comply <i>(indicate discrepancies)</i> | | | |
| Lot #1: Safety & Security Items | | | | | |
| Lot #2: Surveillance & Intrusion Alarm System | | | | | |
| Lot #3: Networking | | | | | |

| Other Related services and requirements <i>(based on the information provided in Section 5b)</i> | Compliance with requirements | | Details or comments on the related requirements |
|---|------------------------------|---|---|
| | Yes, we comply | No, we cannot comply <i>(indicate discrepancies)</i> | |
| Delivery Term | | | |
| Warranty | | | |
| Training | | | |
| After Sales Service | | | |
| | | | |
| | | | |

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the scope of goods and/or services.

Format for CV of Proposed Key Personnel

| | |
|--|---|
| Name of Personnel | [Insert] |
| Position for this assignment | [Insert] |
| Nationality | [Insert] |
| Language proficiency | [Insert] |
| Education/ Qualifications | <i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert] |
| Professional certifications | <i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i> <ul style="list-style-type: none">▪ Name of institution: [Insert]▪ Date of certification: [Insert] |
| Employment Record/ Experience | <i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert] |
| References | <i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert] |

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

FORM F: Price Schedule Form- Lot #1

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

Important: The Bidder may quote for one lot only. Bidders who quote for more than one lot will be considered not responsive to ITB terms and conditions.

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. Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be listed separately.

The Unit cost must include supply, shipping, clearance, upload/download, delivery of the goods and installation where applicable including one-year warranty. All unit costs quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.

Currency of the Bid: US \$

Price Schedule in accordance with Section 5a

| Description | UOM | # of Schools | Price of Lot/school | Grand Total Price | Lead Time (days) |
|---------------------------------|----------|--------------|---------------------|-------------------|------------------|
| Lot #1: Safety & Security Items | Lump sum | 21 | | | |

Please see attached List of Schools.

Name of Bidder: _____

Authorised signature: _____

Name of authorised signatory: _____

Functional Title: _____

LOT #1: Safety & Security Items

| No. | Item Name | Quantity | Unit Price US \$ | Total Price of line item in US \$ |
|------------|-----------------------------------|--------------|---------------------|--------------------------------------|
| (A) | General Safety Tools | | | |
| 1 | Fire Extinguisher | 3 | | |
| 2 | Torch with Rechargeable Batteries | 2 | | |
| 3 | Gas Tank for Training Purposes | 1 | | |
| 4 | Radio with Batteries | 1 | | |
| 5 | Megaphone Speaker with Batteries | 1 | | |
| 6 | Emergency Ladder | 1 | | |
| 7 | Water Hose Pipe | 1 | | |
| 8 | Vests | 10 | | |
| 9 | Whistles | 10 | | |
| 10 | Garbage Bag "Bin bag" | 1 | | |
| 11 | Emergency Posters | 1 | | |
| | Total of Safety Tools | | | |
| (B) | First Aid Tools | | | |
| 12 | Gauze Pad | 40 Pockets | | |
| 13 | Gauze Wrap | 40 Pockets | | |
| 14 | Antiseptic Solution | 5 Bottles | | |
| 15 | White Adhesive | 30 Adhesives | | |
| 16 | Plaster Wound | 30 Boxes | | |
| 17 | Medical Cotton Wool | 20 Bags | | |
| 18 | Burn Ointment | 5 Boxes | | |
| 19 | Alcohol | 6 Liters | | |
| 20 | Antihistamine Cream | 5 Boxes | | |
| 21 | Elastic Grip Bandage | 20 pcs | | |
| 22 | Elastic Grip Bandage | 21 pcs | | |
| 23 | Soap Bar | 20 pcs | | |
| 24 | Medical Gloves | 10 Boxes | | |
| 25 | Safety Pins | 50 pcs | | |
| 26 | Blunt Forceps | 2 pcs | | |
| 27 | Blunt Dressing Scissors | 20 pcs | | |
| 28 | Polydyne Ointment | 5 pcs | | |
| 29 | Fucidin Ointment | 5 pcs | | |
| 30 | Instant Ice Pack | 10 pcs | | |
| 31 | face Mask | 2 Boxes | | |
| 32 | Cervical Collar | 5 pcs | | |
| 33 | Medical Thermometer | 5 pcs | | |
| 34 | Roll Splint | 5 pcs | | |

| No. | Item Name | Quantity | Unit Price US \$ | Total Price of line item in US \$ |
|--|--|----------|---------------------|--------------------------------------|
| 35 | Board Splint | 5 pcs | | |
| 36 | First Aid bag | 1 bag | | |
| | Total of Aid Tools | | | |
| (C) | Emergency and First Aid Room Supplies | | | |
| 37 | Medical Privacy Screen | 1 | | |
| 38 | Medical Couch | 1 | | |
| 39 | Emergency Blankets | 10 | | |
| 40 | Storage Cabinet | 1 | | |
| 41 | Waiting Chair | 4 | | |
| 42 | Blood Pressure Monitor/Meter | 1 | | |
| 43 | Glucometer | 1 | | |
| 44 | Nebulizer | 1 | | |
| | Total of Suppliers | | | |
| Grand Total of Lot #1 per school in USD, VAT excluded | | | | |

FORM F: Price Schedule Form- Lot #2

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

Important: The Bidder may quote for one lot only. Bidders who quote for more than one lot will be considered not responsive to ITB terms and conditions.

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. Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be listed separately.

The Unit cost must include supply, shipping, clearance, upload/download, delivery of the goods and installation where applicable including one-year warranty. All unit costs quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.

Currency of the Bid: US \$

Price Schedule in accordance with Section 5a

| Description | UOM | # of Schools | Price of Lot/school | Grand Total Price | Lead Time (days) |
|--|----------|--------------|---------------------|-------------------|------------------|
| Lot #2: Surveillance & Intrusion Alarm Systems | Lump sum | 21 | | | |

Please see attached List of Schools.

Name of Bidder: _____

Authorised signature: _____

Name of authorised signatory: _____

Functional Title: _____

LOT #2: Surveillance & Intrusion Alarm Systems

| No. | Item Name | Quantity | Unit Price US \$ | Total Price of line item in US \$ |
|--|---|----------|---------------------|--------------------------------------|
| (A) | Surveillance System | | | |
| 1 | 4MP IP Outdoor Bullet Fixed Lens Camera | 5 | | |
| 2 | 4MP Motorized IR Bullet Network Camera | 3 | | |
| 3 | NVR | 1 | | |
| 4 | 32" 4k Industrial Surveillance Monitor 24/7 | 1 | | |
| 5 | Installation, Connectivity, Configuration, and Training | 1 | | |
| | Total of Surveillance System | | | |
| (B) | Intrusion Alarm System | | | |
| 6 | Alarm System | 1 | | |
| 7 | Installation, Connectivity, Configuration, and Training | 1 | | |
| | Total of Intrusion Alarm System | | | |
| Grand Total of Lot #2 per school in USD, VAT excluded | | | | |

FORM F: Price Schedule Form- Lot #3

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

Important: The Bidder may quote for one lot only. Bidders who quote for more than one lot will be considered not responsive to ITB terms and conditions.

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. Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be listed separately.

The Unit cost must include supply, shipping, clearance, upload/download, delivery of the goods and installation where applicable including one-year warranty. All unit costs quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.

Currency of the Bid: US \$

Price Schedule in accordance with Section 5a

| Description | UOM | # of Schools | Price of Lot/school | Grand Total Price | Lead Time (days) |
|--------------------|----------|--------------|---------------------|-------------------|------------------|
| Lot #3: Networking | Lump sum | 21 | | | |

Please see attached List of Schools.

Name of Bidder: _____

Authorised signature: _____

Name of authorised signatory: _____

Functional Title: _____

LOT #3: Networking

| No. | Item Name | Quantity | Unit Price US \$ | Total Price of line item in US \$ |
|--|-----------------------------------|------------|---------------------|--------------------------------------|
| (A) | Online 3KVA/2100 W UPS Rack Mount | 1 Lump sum | | |
| (B) | Client Desktop Workstation | 1 Lump sum | | |
| (C) | Networking | 1 Lump sum | | |
| Grand Total of Lot #3 per school in USD, VAT excluded | | | | |

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]