

# **INVITATION TO BID**

**ITB-2014-205**

**Procurement and Supply of an Armoured Toyota Land Cruiser**

UNDP/PAPP Jerusalem



**United Nations Development Programme  
Programme of Assistance to the Palestinian People**

July, 2014

## Section 1. Letter of Invitation

July 3, 2014

ITB-2014-205: Procurement and Supply of an Armoured Toyota Land Cruiser

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:

- Section 1 – This Letter of Invitation
- Section 2 – Instructions to Bidders (including Data Sheet)
- Section 3 – Schedule of Requirements and Technical Specifications
- Section 4 – Bid Submission Form
- Section 5 – Documents Establishing the Eligibility and Qualifications of the Bidder
- Section 6 – Technical Bid Form
- Section 7 – Price Schedule Form
- Section 8 – General Terms and Conditions

Your offer, comprising of a Technical Bid and Price Schedule, in separate sealed envelopes, should be submitted in accordance with Section 2.

You are kindly requested to submit an acknowledgment letter to UNDP to the following address:

**United Nations Development Programme  
Jerusalem 91191**

The letter should be received by UNDP no later than **21 July 2014**. The same letter should advise whether your company intends to submit a Bid. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

If you have received this ITB through a direct invitation by UNDP, transferring this invitation to another firm requires notifying UNDP accordingly.

Should you require any clarification, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this ITB.

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

Yours sincerely,

Khaled Shahwan

Deputy Special Representative  
(Operations)-UNDP/PAPP



## Section 2: Instruction to Bidders

### Definitions

- a) *"Bid"* refers to the Bidder's response to the Invitation to Bid, including the Bid Submission Form, Technical Bid and Price Schedule and all other documentation attached thereto as required by the ITB.
- b) *"Bidder"* refers to any legal entity that may submit, or has submitted, a Bid for the supply of goods and provision of related services requested by UNDP.
- c) *"Contract"* refers to the legal instrument that will be signed by and between the UNDP and the successful Bidder, all the attached documents thereto, including the General Terms and Conditions (GTC) and the Appendices.
- d) *"Country"* refers to the country indicated in the Data Sheet.
- e) *"Data Sheet"* refers to such part of the Instructions to Bidders used to reflect conditions of the tendering process that are specific for the requirements of the ITB.
- f) *"Day"* refers to calendar day.
- g) *"Goods"* refer to any tangible product, commodity, article, material, wares, equipment, assets or merchandise that UNDP requires under this ITB.
- h) *"Government"* refers to the Government of the country where the goods and related services provided/rendered specified under the Contract will be delivered or undertaken.
- i) *"Instructions to Bidders"* refers to the complete set of documents which provides Bidders with all information needed and procedures to be followed in the course of preparing their Bid
- j) *"ITB"* refers to the Invitation to Bid consisting of instructions and references prepared by UNDP for purposes of selecting the best supplier or service provider to fulfil the requirement indicated in the Schedule of Requirements and Technical Specifications.
- k) *"LOI"* (Section 1 of the ITB) refers to the Letter of Invitation sent by UNDP to Bidders.
- l) *"Material Deviation"* refers to any contents or characteristics of the bid that is significantly different from an essential aspect or requirement of the ITB, and (i) substantially alters the scope and quality of the requirements; (ii) limits the rights of UNDP and/or the obligations of

the offeror; and (iii) adversely impacts the fairness and principles of the procurement process, such as those that compromise the competitive position of other offerors.

- m) *"Schedule of Requirements and Technical Specifications"* refers to the document included in this ITB as Section 3 which lists the goods required by UNDP, their specifications, the related services, activities, tasks to be performed, and other information pertinent to UNDP's receipt and acceptance of the goods.
- n) *"Services"* refers to the entire scope of tasks related or ancillary to the completion or delivery of the goods required by UNDP under the ITB.
- o) *"Supplemental Information to the ITB"* refers to a written communication issued by UNDP to prospective Bidders containing clarifications, responses to queries received from prospective Bidders, or changes to be made in the ITB, at any time after the release of the ITB but before the deadline for the submission of Bid.

## **A. GENERAL**

1. UNDP hereby solicits Bids as a response to this Invitation to Bid (ITB). Bidders must strictly adhere to all the requirements of this ITB. No changes, substitutions or other alterations to the rules and provisions stipulated in this ITB may be made or assumed unless it is instructed or approved in writing by UNDP in the form of Supplemental Information to the ITB.
2. Submission of a Bid shall be deemed as an acknowledgement by the Bidder that all obligations stipulated by this ITB will be met and, unless specified otherwise, the Bidder has read, understood and agreed to all the instructions in this ITB.
3. Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of any Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this ITB.
4. UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See [http://www.undp.org/about/transparencydocs/UNDP\\_Anti\\_Fraud\\_Policy\\_English\\_FINAL\\_june\\_2011.pdf](http://www.undp.org/about/transparencydocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf) and [http://www.undp.org/content/undp/en/home/operations/procurement/procurement\\_protests/](http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protests/) for full description of the policies)
5. In responding to this ITB, UNDP requires all Bidders to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP's interests paramount. Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All 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:

- 5.1 Are, or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Schedule of Requirements and Technical Specifications, cost analysis/estimation, and other documents to be used for the procurement of the goods and related services in this selection process;
- 5.2 Were involved in the preparation and/or design of the programme/project related to the goods and related services requested under this ITB; or
- 5.3 Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, Bidders must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.

6. Similarly, the following must be disclosed in the Bid:

- 6.1 Bidders who are owners, part-owners, officers, directors, controlling shareholders, or key personnel who are family of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving the goods and related services under this ITB; and
- 6.4 Others that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure of such disclosure may result in the rejection of the Bid.

7. 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 as an independent entity, the extent of Government ownership/share, receipt of subsidies, mandate, access to information in relation to this ITB, and others that may lead to undue advantage against other Bidders, and the eventual rejection of the Bid.
8. All Bidders must adhere to the UNDP Supplier Code of Conduct, which may be found at this link: <http://web.ng.undp.org/procurement/undp-supplier-code-of-conduct.pdf>

## **B. CONTENTS OF BID**

### **9. Sections of Bid**

Bidders are required to complete, sign and submit the following documents:

- 9.1 Bid Submission Cover Letter Form (see ITB Section 4);
- 9.2 Documents Establishing the Eligibility and Qualifications of the Bidder (see ITB Section 5);
- 9.3 Technical Bid (see prescribed form in ITB Section 6);
- 9.4 Price Schedule (see prescribed form in ITB Section 7);
- 9.5 Bid Security, if applicable (if required and as stated in the DS nos. 9-11, see prescribed

- Form in ITB Section 8);
- 9.6 Any attachments and/or appendices to the Bid (including all those specified under the **Data Sheet**)

## 10. Clarification of Bid

- 10.1 Bidders may request clarification of any of the ITB documents no later than the number of days indicated in the **Data Sheet** (DS no. 16) prior to the Bid submission date. Any request for clarification must be sent in writing via courier or through electronic means to the UNDP address indicated in the **Data Sheet** (DS no. 17). UNDP will respond in writing, transmitted by electronic means and will transmit copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Bidders who have provided confirmation of their intention to submit a Bid.
- 10.2 UNDP shall endeavor to provide such 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 Bid, unless UNDP deems that such an extension is justified and necessary.

## 11. Amendment of Bid

- 11.1 At any time prior to the deadline for submission of Bid, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of a Supplemental Information to the ITB. All prospective Bidders will be notified in writing of all changes/amendments and additional instructions through Supplemental Information to the ITB and through the method specified in the **Data Sheet** (DS No. 18).
- 11.2 In order to afford prospective Bidders reasonable time to consider the amendments in preparing their Bid, UNDP may, at its discretion, extend the deadline for submission of Bid, if the nature of the amendment to the ITB justifies such an extension.

# C. PREPARATION OF BID

## 12. Cost

The Bidder shall bear any and all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid was selected or not. UNDP shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

## 13. Language

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 **Data Sheet** (DS No. 4). Any printed

literature furnished by the Bidder written in a language other than the language indicated in the **Data Sheet**, must be accompanied by a translation in the preferred language indicated in the **Data Sheet**. For purposes of interpretation of the Bid, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language shall govern. Upon conclusion of a contract, the language of the contract shall govern the relationship between the contractor and UNDP.

#### 14. Bid Submission Form

The Bidder shall submit the Bid Submission Form using the form provided in Section 4 of this ITB.

#### 15. Technical Bid Format and Content

Unless otherwise stated in the **Data Sheet** (DS no. 28), the Bidder shall structure the Technical Bid as follows:

- 15.1 Expertise of Firm/Organization – this section should provide details regarding management structure of the organization, organizational capability/resources, and experience of organization/firm, the list of projects/contracts (both completed and ongoing, both domestic and international) which are related or similar in nature to the requirements of the ITB, manufacturing capacity of plant if Bidder is a manufacturer, authorization from the manufacturer of the goods if Bidder is not a manufacturer, and proof of financial stability and adequacy of resources to complete the delivery of goods and provision of related services required by the ITB (see ITB Clause 18 and DS No. 26 for further details). The same shall apply to any other entity participating in the ITB as a Joint Venture or Consortium.
- 15.2 Technical Specifications and Implementation Plan – this section should demonstrate the Bidder's response to the Schedule of Requirements and Technical Specifications by identifying the specific components proposed; how each of the requirements shall be met point by point; providing a detailed specification and description of the goods required, plans and drawings where needed; the essential performance characteristics, identifying the works/portions of the work that will be subcontracted; a list of the major subcontractors, and demonstrating how the bid meets or exceeds the requirements, while ensuring appropriateness of the bid to the local conditions and the rest of the project operating environment during the entire life of the goods provided. Details of technical bid must be laid out and supported by an Implementation Timetable, including Transportation and Delivery Schedule where needed, that is within the duration of the contract as specified in the **Data Sheet** (DS noS. 29 and 30).

Bidders must be fully aware that the goods and related services that UNDP require may be transferred, immediately or eventually, by UNDP to the Government partners, or to an entity nominated by the latter, in accordance with UNDP's policies and procedures. All bidders are therefore required to submit the following in their bids :

- a) A statement of whether any import or export licences are required in respect of

the goods to be purchased or services to be rendered, including any restrictions in the country of origin, use or dual use nature of the goods or services, including any disposition to end users;

- b) Confirmation that the Bidder has obtained license of this nature in the past, and have an expectation of obtaining all the necessary licenses, should their bid be rendered the most responsive; and
- c) Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods".

15.3 Management Structure and Key Personnel – This section should include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the technical bid, clearly defining their roles and responsibilities. CVs should establish competence and demonstrate qualifications in areas relevant to the requirements of this ITB.

In complying with this section, the Bidder assures and confirms to UNDP that the personnel being nominated are available to fulfil the demands of the Contract during its stated full term. If any of the key personnel later becomes unavailable, except for unavoidable reasons such as death or medical incapacity, among other possibilities, UNDP reserves the right to render the Bid non-responsive. Any deliberate substitution of personnel arising from unavoidable reasons, including delay in the implementation of the project of programme through no fault of the Bidder, shall be made only with UNDP's acceptance of the justification for substitution, and UNDP's approval of the qualification of the replacement who shall be either of equal or superior credentials as the one being replaced.

15.4 Where the **Data Sheet** requires the submission of the Bid Security, the Bid Security shall be included along with the Technical Bid. The Bid Security may be forfeited by UNDP, and reject the Bid, in the event of any or any combination of the following conditions:

- a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the **Data Sheet** (DS no. 11), or;
- b) If the Bid Security amount is found to be less than what is required by UNDP as indicated in the **Data Sheet** (DS no. 9), or;
- c) In the case the successful Bidder fails:
  - i. to sign the Contract after UNDP has awarded it;
  - ii. to comply with UNDP's variation of requirement, as per ITB Clause 35; or
  - iii. to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering effective the contract that may be awarded to the Bidder.

## 16. Price Schedule

The Price Schedule shall be prepared using the attached standard form (Section 7). It shall list all major cost components associated with the goods and related services, and the detailed breakdown of such costs. All goods and services described in the Technical Bid must be priced separately on a one-to-one correspondence. Any output and activities described in the



Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of the items or activities, as well as in the final total price of the bid.

## **17. Currencies**

All prices shall be quoted in the currency indicated in the **Data Sheet** (DS no. 15). However, where Bids are quoted in different currencies, for the purposes of comparison of all Bid:

- 17.1 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 Bid; and
- 17.2 In the event that the Bid found to be the most responsive to the ITB requirement is quoted in another currency different from the preferred currency as per **Data Sheet** (DS no. 15), then UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.

## **18. Documents Establishing the Eligibility and Qualifications of the Bidder**

18.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided under Section 5, Bidder Information Forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfactions. These include, but are not limited to the following:

- a) That, in the case of a Bidder offering to supply goods under the Contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination;
- b) That the Bidder has the financial, technical, and production capability necessary to perform the Contract; and
- c) That, to the best of the Bidder's knowledge, it is not included in the UN 1267 List or the UN Ineligibility List, nor in any and all of UNDP's list of suspended and removed vendors.

18.2 Bids submitted by two (2) or more Bidders shall all be rejected by UNDP if they are found to have any of the following:

- 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
- f) an expert proposed to be in the bid of one Bidder participates in more than one Bid received for this ITB process. This condition does not apply to subcontractors being included in more than one Bid.

## 19. Joint Venture, Consortium or Association

If the Bidder is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of 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 joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along 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 entities that comprise the joint venture.

After the bid has been submitted to UNDP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of UNDP. Furthermore, neither the lead entity nor the member entities of the joint venture can:

- a) Submit another Bid, either in its own capacity; nor
- b) As a lead entity or a member entity for another joint venture submitting another Bid.

The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the ITB, both in the bid and in the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP.

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the ITB, it should present such information in the following manner:

- a) Those that were undertaken together by the joint venture; and
- b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the ITB.

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 joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

If the Bid of a joint venture is determined by UNDP as the most responsive Bid that offers the best value for money, UNDP shall award the contract to the joint venture, in the name of its designated lead entity, who shall sign the contract for and on behalf of all the member entities.

## 20. Alternative Bid

Unless otherwise specified in the **Data Sheet** (DS nos. 5 and 6), alternative bid shall not be considered. 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.

## 21. Validity Period

- 21.1 Bid shall remain valid for the period specified in the **Data Sheet** (DS no. 8), commencing on the submission deadline date also indicated in the **Data Sheet** (DS no. 21). A Bid valid for a shorter period shall be immediately rejected by UNDP and rendered non-responsive.
- 21.2 In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bid. The request and the responses shall be made in writing, and shall be considered integral to the Bid.

## 22. Bidder's Conference

When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the **Data Sheet** (DS no. 7). 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 either posted on the UNDP website, or disseminated to the individual firms who have registered or expressed interest with the contract, whether or not they attended the conference. No verbal statement made during the conference shall modify the terms and conditions of the ITB unless such statement is specifically written in the Minutes of the Conference, or issued/posted as an amendment in the form of a Supplemental Information to the ITB.

## D. SUBMISSION AND OPENING OF BID

### 23. Submission

- 23.1 The Technical Bid and the Price Schedule **must** be submitted together and sealed together in one and the same envelope, delivered either personally, by courier, or by electronic method of transmission. If submission will not be done by electronic means, the Technical Bid and Price Schedule must be sealed together in an envelope whose external side must :
- a) Bear the name of the Bidder;
  - b) Be addressed to UNDP as specified in the **Data Sheet** (DS no.20); and
  - c) Bear a warning not to open before the time and date for Bid opening as specified in the **Data Sheet** (DS no. 24).

If the envelope is not sealed nor labelled as required, the Bidder shall assume the responsibility for the misplacement or premature opening of Bid due to improper sealing and labelling by the Bidder.

- 23.2 Bidders must submit their Bid in the manner specified in the **Data Sheet** (DS nos. 22 and 23). When the Bid is expected to be in transit for more than 24 hours, the Bidder must ensure that sufficient lead time has been provided in order to comply with UNDP's deadline for submission. UNDP shall indicate for its record that the official date and time of receiving the Bid is the actual date and time when the said Bid has physically arrived

at the UNDP premises indicated in the **Data Sheet** (DS no. 20).

23.3 Bidders submitting Bid by mail or by hand shall enclose the original and each copy of the Bid, in separate sealed envelopes, duly marking each of the envelopes as "Original Bid" and the others as "Copy of Bid". The two envelopes, consisting of original and copies, shall then be sealed in an outer envelope. The number of copies required shall be as specified in the **Data Sheet** (DS no. 19). In the event of any discrepancy between the contents of the "Original Bid" and the "Copy of Bid", the contents of the original shall govern. The original version of the Bid shall be signed or initialled by the Bidder or person(s) duly authorized to commit the Bidder on every page. The authorization shall be communicated through a document evidencing such authorization issued by the highest official of the firm, or a Power of Attorney, accompanying the Bid.

23.4 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder accepts the General Contract Terms and Conditions of UNDP as attached hereto as Section 11.

## **24. Deadline for Submission of Bid and Late Bids**

Bid must be received by UNDP at the address and no later than the date and time specified in the **Data Sheet** (DS no. 20 and 21).

UNDP shall not consider any Bid that arrives after the deadline for submission of Bid. Any Bid received by UNDP after the deadline for submission of Bid shall be declared late, rejected, and returned unopened to the Bidder.

## **25. Withdrawal, Substitution, and Modification of Bid**

25.1 Bidders are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of its Bid to the requirements of the ITB, keeping in mind that material deficiencies in providing information requested by UNDP, or lack clarity in the description of goods and related services to be provided, may result in the rejection of the Bid. The Bidder shall assume any responsibility regarding erroneous interpretations or conclusions made by the Bidder in the course of understanding the ITB out of the set of information furnished by UNDP.

25.2 A Bidder may withdraw, substitute or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 23, 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 must accompany the respective written notice. All notices must be received by UNDP prior to the deadline for submission and submitted in accordance with ITB Clause 23 (except that withdrawal notices do not require copies). The respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION".

25.3 Bid requested to be withdrawn shall be returned unopened to the Bidders.

- 25.4 No Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bid and the expiration of the period of Bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.

## **26. Bid Opening**

UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members. If electronic submission is permitted, any specific electronic Bid opening procedures shall be as specified in the **Data Sheet** (DS no. 23).

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 submission, for which the Bid shall be returned unopened to the Bidder.

## **27. Confidentiality**

Information relating to the examination, evaluation, and comparison of Bid, 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.

Any effort by a Bidder to influence UNDP in the examination, evaluation and comparison of the Bid or contract award decisions may, at UNDP's decision, result in the rejection of its Bid.

In the event that a Bidder is unsuccessful, the Bidder may seek a meeting with UNDP for a debriefing. The purpose of the debriefing is discussing the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving the bid presented to UNDP. The content of other bid and how they compare to the Bidder's submission shall not be discussed.

# **E. EVALUATION OF BID**

## **28. Preliminary Examination of Bid**

UNDP shall examine the Bid to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, whether or not the Bidder is in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors, and whether the Bid are generally in order, among other indicators that may be used at this stage. UNDP may reject any Bid at this stage.

## **29. Evaluation of Bid**

- 29.1 UNDP shall examine the Bid to confirm that all terms and conditions under the UNDP General Terms and Conditions and Special Conditions have been accepted by the Bidder without any deviation or reservation.

29.2 The evaluation team shall review and evaluate the 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 **Data Sheet** (DS No. 25). Absolutely no changes may be made by UNDP in the criteria after all Bids have been received.

29.1 UNDP reserves the right to undertake a post-qualification exercise, aimed at determining, to its satisfaction the validity of the information provided by the Bidder. Such post-qualification shall be fully documented and, among those that may be listed in the **Data Sheet** (DS No.33), may include, but need not be limited to, all or any combination of the following :

- a) Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted;
- 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 any other entity that may have done business with the bidder;
- d) Inquiry and reference checking with other previous clients on the quality of performance on on-going or previous contracts completed;
- e) Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder;
- f) Testing and sampling of completed goods similar to the requirements of UNDP, where available; and
- g) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.

### **30. Clarification of Bid**

To assist in the examination, evaluation and comparison of bids, UNDP may, at its discretion, ask any Bidder to clarify its Bid.

UNDP's request for clarification and the Bidder's response shall be in writing. Notwithstanding the written communication, 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 Bid, in accordance with ITB Clause 35.

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 Bid.

### **31. Responsiveness of Bid**

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, and specifications of the ITB without material deviation, reservation, or omission.

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.

## **32. Nonconformities, Reparable Errors and Omissions**

32.3 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.

32.4 Provided that a Bid is substantially responsive, UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, 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.

32.5 Provided that the Bid is substantially responsive, UNDP shall correct arithmetical errors as follows:

- 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;
- 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
- 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 subject to the above.

32.6 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall be rejected.

## **F. AWARD OF CONTRACT**

### **33. Right to Accept, Reject, or Render Non-Responsive Any or All Bid**

33.1 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. Furthermore, UNDP is not obligated to award the contract to the lowest price offer.

33.2 UNDP shall also verify, and immediately reject their respective Bid, if the Bidders are found to appear in the UN's Consolidated List of Individuals and Entities with

Association to Terrorist Organizations, in the List of Vendors Suspended or Removed from the UN Secretariat Procurement Division Vendor Roster, the UN Ineligibility List, and other such lists that as may be established or recognized by UNDP policy on Vendor Sanctions. (See

[http://www.undp.org/content/undp/en/home/operations/procurement/procurement\\_protest/](http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/)

#### **34. Award Criteria**

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 (See DS No. 32).

#### **35. Right to Vary Requirements at the Time of Award**

At the time of award of Contract, UNDP reserves the right to vary the quantity of the goods and/or related 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.

#### **36. Contract Signature**

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 of the successful Bidder to comply with the requirement of ITB Section F.3 and this provision shall 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 Bidder with the second highest rated Bid, or call for new Bid.

#### **37. Performance Security**

A performance security, if required, shall be provided in the amount and form provided in Section 9 and by the deadline indicated in the **Data Sheet** (DS no. 14), as applicable. Where a Performance Security will be required, the submission of the said document, and the confirmation of its acceptance by UNDP, shall be a condition for the effectivity of the Contract that will be signed by and between the successful Bidder and UNDP.

#### **38. Bank Guarantee for Advanced Payment**

Except when the interests of UNDP so require, it is the UNDP's preference to make no advanced payment(s) on contracts (i.e., payments without having received any outputs). In the event that the Bidder requires an advanced payment upon contract signature, and if such request is duly accepted by UNDP, and the said advanced payment exceeds 20% of the total Bid price, or exceed the amount of USD 30,000, UNDP shall require the Bidder to submit a Bank Guarantee in the same amount as the advanced payment. A bank guarantee for advanced payment shall be furnished in the form provided in Section 10.

#### **39. Vendor Protest**



UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a purchase order or 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/procurement/protest.shtml>

## Instructions to Bidders

### DATA SHEET

The following data for the supply of goods and related services shall complement / supplement the provisions in the Instruction to Bidders. In the case of a conflict between the Instruction to Bidders and the Data Sheet, the provisions in the Data Sheet shall prevail.

<b>DS No.</b>	<b>Cross Ref. to Instructions</b>	<b>Data</b>	<b>Specific Instructions / Requirements</b>
1		Project Title:	Procurement of an Armoured Vehicle
2		Title of Goods/Services/Work Required:	ITB-2014-205: Procurement and Supply of an Armoured Toyota Land Cruiser
3		Country:	Jerusalem, Israel
4	C.13	Language of the Bid:	English
5	C.20	Conditions for Submitting Bid for Parts or sub-parts of the Total Requirements	Not allowed
6	C.20	Conditions for Submitting Alternative Bid	Shall not be considered
7	C.22	A pre-Bid conference will be held on:	n/a
8	C.21.1	Period of Bid Validity commencing on the submission date	120 days
9	B.9.5 C.15.4 b)	Bid Security	n/a
10	B.9.5	Acceptable forms of Bid Security	n/a

11	B.9.5 C.15.4 a)	Validity of Bid Security	n/a
12		Advanced Payment upon signing of contract	Not allowed
13		Liquidated Damages	Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.5 % Max. no. of days of delay :month Next course of action : terminate the purchase order
14	F.37	Performance Security	Required  a) Within seven (7) days of receipt of the Purchase Order from the purchaser, the successful Bidder shall furnish a Performance Security to the Purchaser in the amount of 10% of the Purchase Order Value. b) The Performance Security shall be valid until a date 30 days from the date of Issue of a Satisfactory Certificate of Inspection and Testing by the procuring UN entity. c) The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the contract. d) The Performance Security shall be denominated in the currency of the Purchase Order and shall be in one of the following form of a bank guarantee or irrevocable letter of credit, issued by a reputable bank located in the purchaser's country or abroad in the form provided in these Solicitation Documents.
15	C.17 C.17.2	Preferred Currency of Bid and Method for Currency conversion	United States Dollars (US\$)
16	B.10.1	Deadline for submitting requests for clarifications/ questions	9 July 2014
17	B.10.1	Contact Details for submitting clarifications/questions	E-mail address dedicated for this purpose: proc7.papp@undp.org

18	B.11.1	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	Posting on the website on 14 July 2014 <a href="http://www.ps.undp.org/content/papp/en/home/operations/procurement/">http://www.ps.undp.org/content/papp/en/home/operations/procurement/</a>
19	D.23.3	No. of copies of Bid that must be submitted	One copy
20	D.23.1 b) D.23.2 D.24	Bid submission address	UNDP/PAPP Jerusalem Office 4A Ya'qubi Street, Wadi el-Joz East Jerusalem 91191 Tel: +972 2 626 8 200 Fax: +972 2 626 8 222
21	C.21.1 D.24	Deadline of Bid Submission	Date and Time : <b>21 July 2014 at 11 a.m. (Jerusalem time)</b>
22	D.23.2	Manner of Submitting Bid	Courier/Hand Delivery
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	n/a
24	D.23.1 c)	Date, time and venue for opening of Bid	Date and Time : 21 July 2014 at 11:30 a.m. (Jerusalem time)
25		Evaluation method to be used in selecting the most responsive Bid	Non-Discretionary "Pass/Fail" Criteria on the Technical Requirements; and Lowest price offer of technically qualified/responsive Bid
26	C.15.1	Required Documents that must be Submitted to Establish Qualification of Bidders (In "Certified True Copy" form only)	<ol style="list-style-type: none"> <li>1) Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li>2) Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation</li> <li>3) Trade name registration papers</li> <li>4) Recommendation letters from United Nations or/and international diplomatic entities with contact details;</li> <li><b>5) Information provided in accordance with</b></li> </ol>

			<p><b><u>Section 3.a.1 , 2 &amp; 3</u></b></p> <p><b>6) Warranty schedule per Article 21 of Section 3.a.</b></p> <p>7) Quality Certificate (ISO 9001) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any</p> <p>8) 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</p> <p>9) Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past three years.</p> <p>10) Statement of Satisfactory Performance from the Top (5) Clients in terms of Contract Value the past three years.</p> <p>11) All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.</p>
27		Other documents that may be Submitted to Establish Eligibility	Catalogues, brochures and detailed specifications.
28	C.15	Structure of the Technical Bid and List of Documents to be Submitted	Please see point 26
29	C.15.2	Latest Expected date for commencement of Contract	August 20, 2014
30	C.15.2	Maximum Expected duration of contract	Three months
31		UNDP will award the contract to:	One Bidder only
32	F.34	Criteria for the Award and Evaluation of Bid	<p><b><u>Award Criteria</u></b></p> <p>1) Non-discretionary "Pass" or "Fail" rating on</p>

			<p>the detailed contents of the Schedule of Requirements and Technical Specifications</p> <p>2) Compliance on the following qualification requirements:</p> <p><b>Bid Evaluation Criteria</b></p> <p>1) Full compliance of Bid to the Technical Requirements per <b>Section 3.a.</b>;</p> <p>2) Relevant experience of at least three years with United Nations or/and international diplomatic entities and satisfactory performance with such entities;</p> <p>3) Acceptance of warranty <b>per article 21 of Section 3a</b>;</p> <p>4) Acceptability of the Delivery Schedule.</p>
33	E.29	Post qualification Actions	<p>1) Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder;</p> <p>2) Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;</p> <p>3) <b>Technical Inspection (initial and final inspections) per Section 3a.</b></p>
34		Conditions for Determining Contract Effectivity	UNDP's receipt of the signed Purchase order
35		Other Information Related to the ITB	n/a

## Section 3a: Schedule of Requirements and Technical Specifications

### Technical Specifications - LEVEL VR7 ARMoured VEHICLE



#### TOYOTA LANDCRUISER V8

The supplier shall provide valid certification, in the name of the armouring manufacturer, from a recognized government testing agency<sup>1</sup>, that the vehicles to be provided under this ITB are fully compliant with **the European Committee for Standardization (CEN) VRG standards to Vehicle Resistant VPAM BRV 2009 (VR7) – DIN EN 1063, 1522 and 1523VRG**, where a complete armoured vehicle of the same model and type as specified within this ITB, shall have undergone a thorough destructive testing process from a recognized government testing agency, and shall have demonstrated the ability as a completed product to successfully defeat all threats defined in VPAM-BRV-2009 Guideline for VR7 level.

Certification must also be produced, from a recognized government testing agency, in the name of the armouring manufacturer, confirming that all armour plating and glazing used in the up-armour production of these specific vehicles, as required and supplied under this specific ITB, fully comply with **the European Committee for Standardization (CEN) VRG standards to Vehicle Resistant VPAM BRV 2009 (VR7) – DIN EN 1063, 1522 and 1523VRG**.

In addition to the above certification, the armouring manufacturer should also provide blast test certification, from a recognized government testing agency such as, and equivalent to, IABG Germany, that the completed product is certified to withstand the effects of a blast from the following ordnance:

- DM31 Anti-Personnel Mine blast (IED test)
- DM51 Hand grenade tests
- 15Kg Gerosit (IED test, 2m distance)

The armouring manufacturer must be ISO 9001 compliant with fully documented quality control procedures for all materials used in the manufacturing process for the vehicles being procured under this ITB, and will also be required to produce welding and other technical qualifications for all the

technicians/workers employed on the armouring production process for the specific vehicles to be provided in terms of this ITB.

The supplier must provide valid certifications of road worthiness, TUV/MOT of EU standard or equivalent, for the vehicle to be provided under this specific ITB.

Once the base vehicle has been modified the original Toyota manufacturer's warranty is void. Therefore the full warranty liability on the base vehicle rests with the armouring supplier, and all bidders must clearly indicate their acceptance of this requirement.

For the purposes of ensuring support on warranties and guarantees, the Supplier and the Armouring Manufacturer should preferably be one and the same entity or company.

## **INSPECTIONS**

All suppliers and armouring manufacturers, if two separate entities, shall agree to allow full and unfettered access, and shall guarantee full cooperation and support, to UNDP personnel and/or technical consultants duly appointed by UNDP and acting on behalf of UNDP, for the purpose of conducting various inspections, audits and quality checks to ensure that the vehicles to be provided under this ITB are fully certified and compliant with all the specifications contained within this ITB document.

These inspections and audits shall include, but not be limited to, the following:

**Initial Technical Inspection** (at the premises of the armouring manufacturer): To include but not limited to;

- Inspection of the vehicle, to be supplied under this ITB, after completion of the first stage of armouring (no interior fitted) to ensure that the materials used comply fully with the necessary ballistic certification in accordance with the specified international standards.
- Inspection of all welding to ensure that the correct standards have been applied and that heat stress factors have not adversely affected the quality of these materials used.
- Inspection of all mechanical modifications and upgrades to ensure that systems, components and installation will comply fully with the specifications provided by UNDP

**Final Technical Inspection** (at the premises of the armouring manufacturer): To include but not limited to;

- Inspection of the vehicles prior to delivery ensuring that the completed vehicles comply fully with the specifications provided by UNDP.
- Inspection and testing of all functions, controls and equipment ensuring proper operation as stipulated within the specifications provided by UNDP.
- Conduct a test drive and quality inspection ensuring that the mechanical upgrades and modifications contained within the specification provided by UNDP, have been completed in full and that the required levels of safety, performance and operation of the components are met.

All suppliers and armouring manufacturers shall guarantee, that at their own costs at no additional charge to UNDP, they will conduct any and all works, replacements, modifications and upgrades required to rectify or correct any mistakes in workmanship and/or non-compliance, of their own doing, with the specifications provided and contained in this ITB.

The cost for the two Technical Inspections, Initial and Final, as described above, will be borne by UNDP. The costs for any additional inspections, over and above the Initial and Final Technical Inspections described above, resulting from any fault or non-compliance with the technical specification by the supplier and/or armouring manufacturer, will be borne by the Supplier and will be deducted from the final payment.

## **BASE VEHICLE SPECIFICATIONS AND UPGRADES**

### **1. General**

This specification requires a modified standard vehicle variant, as opposed to a manufactured vehicle, which must resemble the standard civilian variant as far as possible. The vehicle should be designed for simplicity and ruggedness and must be mechanically and electronically simple to maintain without special diagnostic tools.

### **2. Base Vehicle**

- Toyota Land Cruiser V8 (EU version), five doors
- Engine: 4.5 l, Diesel, 4461 cc, 210 KW (286 HP)
- Transmission: Automatic (only),
- Colour: pearl white (070)

### **3. Cooling System:**

- An auxiliary engine oil cooler must be installed
- An additional radiator fan must be installed (depending on the geographical location and conditions)

### **4. Braking System:**

- The standard original brake fluid lines must be replaced with (steel braided) high-performance tubing to sustain additional fluid pressures
- The standard original OE brake fluid must be replaced with high-performance brake fluid to minimum specification of DOT 5.1 (Proof of compliance will be required)
- The standard original front brake disc systems must be replaced with high-performance disc brake system incorporating a 6-piston caliper system, dual-ventilated high-performance type brake discs that are at least 40% larger than the OE discs, and high-performance brake disc pads such as that manufactured by AP Racing or Alcon, or similar.
- The standard original rear brake disc systems must be replaced with high-performance disc brake system incorporating a 4-piston caliper system, high-performance type brake discs that are at least 40% larger than the OE discs and high-performance brake disc pads such as manufactured by AP Racing or Alcon or similar.
- Bidders are required to provide technical specifications on the entire braking systems to be installed on the specific vehicles to be supplied in terms of this ITB



## **5. Fuel Tanks**

- Combined total fuel tank capacity of at least 90-litre is required
- The original fuel tanks must be replaced with EXPLOSAFE type tanks (certification to be provided), including diesel vehicles
- All fuel tanks and fuel lines must be protected with armour steel to a minimum of Level-B6
- Bidders are required to provide technical specifications on the upgraded fuel tank systems to be installed on the specific vehicles to be supplied in terms of this ITB

## **6. Central Locking**

- The driver must be able to lock all doors internally without stopping
- Remote locking is not standard requirement under this specification but at the minimum a key-operated central locking from the driver's door must be provided, i.e. when the driver's door is locked externally all doors are simultaneously locked
- Child security locks on the rear doors are required

## **7. Seats, seatbelts and interior upholstery**

- Both front seats must be "single" seats
- Seat belts must be provided and must be long enough to accommodate a XXL person wearing a ballistic vest. They will be required to function as normal after the armouring modification and conversion has been completed and be able retract when not in use
- The standard rear type bench seat with seat belts for two passengers is to be retained
- The interior upholstery must be of a heavy-duty, durable and washable fabric (not plastic or vinyl), to match the colour of the dashboard, and must offer some degree of burn resistance and be of semi-luxury quality
- The floor of the entire vehicle must be covered in a durable and washable rubber matting (not carpeting). The floor must retain the standard vehicles insulation against road-noise, heat and cold.
- The standard seats/benches in the rear cargo compartment must be removed
- The cargo compartment must be provided with luggage nets and hooks or loop fasteners must be fitted to the floor
- Bidders are required to provide specifications on the interior upholstery to be installed on the specific vehicles to be supplied in terms of this ITB

## **8. HVAC System:**

- The original heating, ventilation and air-conditioning system must be upgraded to compensate for the extremely hot climates where summer temperatures reach in excess of 40°C.
- The HVAC system must provide variable controlled ducting and ventilation for both front and rear passenger compartments
- The HVAC system must include upgraded compressors, condensers and evaporators

- Bidders are required to provide technical specifications of the upgraded air-conditioning system to be installed on the specific vehicles to be supplied in terms of this ITB

## **9. Wheels, Tires, and Run-Flat Assemblies:**

- All wheel rims, including the two spare wheels, supplied with the vehicles must be of steel construction certified according to TUV/MOT type recommendations and legal requirements to carry the additional weight of the armouring (alloy rims will not be accepted)
- All six wheels must be fitted with heavy-duty all terrain tyres, similar to BF Goodrich All Terrain, each tyre rated to a minimum payload of 1,350 kg @80psi
- All six wheels must be fitted with run-flat systems rated at 50km at a speed of 80 km/h run-flat capability supplied by either Rodgard, Hutchinson or Runflat International. No other type will be accepted
- Bidders are required to provide technical specifications on the steel rims, the run-flat systems and the tyres to be installed on the specific vehicles to be supplied in terms of this ITB.
- Suppliers are to label the recommended tyre pressures both Bar and PSI for the supplier's vehicles on the inside of the fuel filler cover

## **10. Doors and Door Hinges**

- All standard door hinges on all doors must be removed and replaced with engineered-for-purpose heavy-duty type hinges capable of sustained functioning of the heavier armoured doors
- All four passenger doors must be fitted with gas springs to assist with ease of opening and closing, and to prevent slamming when closing.
- All door pillars must be armoured and specially reinforced to prevent distortion caused by the additional weight of the doors
- All door hinges must directly connect the armouring steel in the doors to the armouring steel in the pillars; no weight may be carried by the standard sheet steel of the base vehicle.
- Door check straps must be fitted to all doors to prevent doors from reaching full articulation
- All internal door panels (6 doors) must be fitted with reinforced robust grab handles adequately secured to enable sustained opening and closing of the heavier armoured doors.
- All doors (5 doors) must be fitted with manual "Battle Lock" deadbolts.
- Bidders are required to provide technical specifications on heavy-duty door hinge systems and the reinforcement of the door pillars to be installed on the specific vehicles to be supplied in terms of this ITB

## **11. Suspension System**

- The standard original suspension system must be completely replaced with an engineered-for-purpose high performance suspension system providing constant loading. Only Bilstein and/or Eibach components will be accepted
- Off-the-shelf suspension system components providing temporary loading, such as those manufactured for heavy-duty off-road use, will not be accepted.
- Upgraded steering dampers, front and rear shock absorbers from a high quality manufacturer of sufficient design to prevent fluid from boiling, front and rear springs as well as the front and

rear anti-roll bars (of a minimum diameter of 32mm) must be installed. Only Bilstein and/or Eibach components will be accepted

- Suspension turrets and anchoring points must all be strengthened and reinforced to enable the additional load.
- Bidders are required to provide complete technical specifications on the heavy-duty engineered-for-purpose suspension systems, and the reinforced suspension turrets and anchoring points, to be installed on the specific vehicles to be supplied as per this specific ITB
- Bidders are required to provide independent certification that the suspension is sufficient for the additional weight of the specific vehicle offered and not just certified as heavier duty.

## **12. Steering**

- Upgraded steering dampers, from a high quality manufacturer such as Bilstein must be installed.

## **13. Bumpers and Side-Step Rails**

- The original front and rear standard bumpers must be replaced with black heavy-duty wrap-around steel bumpers/bull bar, such as those manufactured by ARB (specify specific model) or similar, to the front and rear. (Steel tube for the rear bumper will not be accepted)
- The rear steel bumper must include a towing hook with spring loaded closer/retainer
- The front bumpers must include two reinforced towing points, one right and one left, for the attachment of shackles and towing straps
- The heavy duty steel bumpers(front and rear) and the towing hook are to be securely fixed with tungsten steel bolts to ensure secure towing of the heavier vehicles under situations of duress
- Black steel side-step rails, as manufactured by ARB (specify) or similar, must be fitted to both sides of the vehicles
- Winches need not be provided
- Bidders are required to provide technical specifications and photographs of the front and rear bumpers to be fitted as well as the fixing specifications

## **14. Roof Rack**

- The vehicle must be fitted with a small black steel roof rack, such as those manufactured by ARB or similar, large enough to carry one spare wheel and one wheeled garage jack only.
- The roof rack is to be modified to include secure but quick-release restraints for the spare wheel and the jack
- Two steel steps must be positioned on the right rear side of the vehicle to facilitate access to the roof rack.
- Bidders are required to provide technical specifications and photographs of the roof racks to be fitted as well as the fixing specifications

## **15. Spare Wheel Mounts**

- One spare wheel is to be mounted underneath the rear of the vehicle (as is standard) and one on the roof rack
- Spare wheels may not be mounted to the rear of the vehicle impeding the opening of the rear cargo doors.
- The second spare wheel is to be mounted on the roof rack, see paragraph 15, and is to be secured with quick-release, but lockable, restraints
- Bidders are required to provide technical specifications and photographs of the spare wheel swing-out bracket to be fitted as well as the fixing specifications.

## **16. Transmission**

- The original standard transmission must be replaced with a complete heavy-duty high-performance assembly specifically designed and engineered to function for sustained periods under extreme conditions and to cope with the additional loading factors resulting from the additional weight of the armouring.
- Bidders are required to provide technical specifications on heavy-duty transmission to be installed on the vehicle to be supplied in terms of this ITB
- Bidders are required to provide dynamometer test results of the vehicle after armouring with a minimum full power test period of 10 minutes.

## **17. Lights**

- All standard original lights, including the interior cabin lights, on the vehicles will be required to function as normal after the armouring modification and conversion has been completed
- Dual blue strobe lights, of European manufacture, must be installed in the front radiator grille and at the rear of the vehicle
- The front and rear strobe lights must have independent switches (one for front and one for rear) located in the front compartment in such a way as to enable equal ease of operation by both the driver and the front passenger who is usually a security officer and will usually operate this equipment
- The vehicle must be fitted with an additional interactive "kill switch" that will enable all vehicle lights to be switched off and must be fitted in such a way as to enable equal ease of operation by both the driver and the front passenger who is usually a security officer and will usually operate this equipment

## **18. Siren, Intercom and Public Address System**

- A siren, intercom and public address system, of European manufacture, must be installed with switching and handset located in the front compartment in such a way as to enable equal ease of operation by both the driver and the front passenger who is usually a security officer and will usually operate this equipment.
- The siren should only provide one distinct acoustic sound; the variable type is not required.
- Equipment may not be installed in the glove box.

## 19. Batteries and Electrical

- The vehicle must be fitted with a dual or auxiliary battery system, managed by an intelligent split charging system. The battery status monitoring screen is not required.
- An electrical power cut-off or isolation switch is to be installed in the engine compartment enabling the batteries to be isolated when the vehicle is not in use so as to avoid power drainage.
- The original standard batteries must be removed and all batteries supplied and installed must be the leak resistant Optima “gel” type to reduce the potential for acid spray.
- The vehicle must be fitted with front a rear wipers, water sprayers and defoggers which must function as normal after the armouring modification and conversion has been completed
- The vehicle is to be provided with the standard Toyota sound system incorporating a front-loading CD player (cassette players will not be accepted) and speakers as provided by standard Toyota Land Cruiser model.
- GPS, CD player, Bluetooth connection, etc, as installed in the original vehicle, must be functional
- The selected supplier will be required to provide a complete electrical manual depicting all modifications to the original standard electrical wiring systems and must provide complete circuit/wiring diagrams.

## 20. Manuals and Warranties

- Once the base vehicle has been modified the original Toyota manufacturer’s warranty is void. Therefore the full warranty liability rests with the armouring supplier, and all bidders must clearly indicate their acceptance of this requirement
- The supplier must include a standard mechanical and electrical warranty on the base vehicle, Toyota Land Cruiser 200 Series, including a warranty on the turbo if the diesel model is provided, for a minimum period of 2 years (24 months) or 60,000km (Sixty Thousand Kilometers) whichever occurs first.
- The supplier is to provide a full warranty covering the entire up-armouring and modification conversion, including the braking and suspension systems and the dual-battery system, for a minimum period of **2 years (24 months) or 60,000km (Sixty Thousand Kilometres) whichever occurs first.**
- The supplier must provide a full warranty for a minimum period of 2 years (24 months) or 60,000km (Sixty Thousand Kilometres) whichever occurs first. covering delaminating on all glazing to be supplied and included in the up-armouring and modification conversion of the specific vehicles to be provided as per this ITB.
- The supplier must provide a 5 year (60 months) anti-perforation corrosion warranty on the ballistic steel used in the up-armouring and modification conversion of the specific vehicles to be provided as per this ITB.
- The supplier is to provide detailed Dealer (Toyota), Operator and supplemental electrical wiring manuals for the specific vehicles to be supplied under this ITB.
- The supplier must provide full details of warranty claims procedure.

## **21. Communications Equipment**

- VHF Radio (Motorola) must be installed during the armouring process
- The VHF antennae must be securely fitted to one of the front fenders of the vehicle, and not the roof. Magnetic mounting will not be accepted.
- All wiring must be run through pre-installed conduit tubing so as to facilitate the ease of any post-manufacture replacement and/or maintenance of wiring and equipment.
- Wiring must be incorporated in the certified armouring design and manufacture in order to prevent the creation of gaps in the armour during the installation of the equipment
- Equipment may not be installed in the glove box.

## **22. Protected Tailpipe**

- The tailpipe must be protected against the insertion of any foreign object.

## **23. Rear-View and Side Mirrors**

- Standard left and right side mirrors must be adjustable from inside the vehicle.
- A secondary rear-view mirror must be installed, alongside or above the OE internal rear-view mirror, for the front passenger who is usually a security officer

## **24. Sump and Steering Protection**

- Steel protection plates must be installed on each vehicle to protect the underside of the engine and steering components in the event the vehicle crosses a central lane divider or extremely rough ground. These must be easily removable for the purposes of vehicle maintenance.
- Bidders are required to provide technical specifications on the engineered sump and steering protection systems to be installed on the vehicle

## **25. Accessories, Tools and Spare Parts to be included for each vehicle**

- Dealer network manual
- Operator's manual
- Electrical wiring manual
- Communication equipment manuals
- Keys one (1) plus two (2) spare
- Touch-up paint
- One air vehicle (bottle) jack to cope for additional weight of armour and wheel changing accessories
- One wheeled garage jack with minimum capacity of 3 tons
- One "hooligan" bar and hammer required for emergency entry
- One First Aid Kit
- Two roadside warning triangles
- Heavy-duty electrical "jumper" cables

- One nylon snatch strap with reinforced loops at each end, minimum of 8m length with a minimum capacity of 3tons
- Two large U-bolts of a minimum capacity of 2,5tons
- One hand held 1 kg fire extinguisher securely mounted in the front forward passenger footwell (pictures to be included in submission)
- One hand held 1 kg fire extinguisher to be securely mounted (internally) to the right rear cargo door (pictures to be included in submission)
- Manufacturer recommended spare parts for two years operation.

**Supplier should submit evidence that the offered spare parts are the recommended parts by the base vehicle manufacturer and by the armouring manufacturer for two years operation.**

## **ARMOURING SPECIFICATIONS AND UPGRADES**

### **26. Standards**

The supplier shall provide valid certification, in the name of the armouring manufacturer, from a recognized government testing agency, that the vehicles to be provided under this ITB are fully compliant with **the European Committee for Standardization (CEN) VRG standards to Vehicle Resistant VPAM BRV 2009 (VR7) – DIN EN 1063, 1522 and 1523VRG**, where a complete armoured vehicle of the same model and type as specified within this ITB, shall have undergone a thorough destructive testing process from a recognized government testing agency, and shall have demonstrated the ability as a completed product to successfully defeat all threats defined as per VPAM BRV 2009 Guideline.

In addition to the above certification, the armouring manufacturer should also provide blast test certification, from a recognized government testing agency such as IABG Germany, that the completed product is certified to withstand the effects of a blast from the following ordnance:

- DM31 Anti-Personnel Mine blast (IED test)
- DM51 Hand-grenade tests
- 15Kg Gerosit (IED test)

The armouring process on the standard base vehicles should be integrated after the base vehicle production without changing, as far as is possible, the exterior appearance.

All gaps between the main body of the vehicle and the doors must be overlapped and fitted with features to prevent foreign projectiles or splinters from entering the passenger compartment.

All bidders will be required to produce original and authentic certification, in registered name of the armouring manufacturing company, to the international CEN standard of VR7 as described above. Any bidders that cannot produce this certification will be automatically disqualified.

Any bidders requiring UNDP to indemnify the supplier and/or the armouring manufacturer against faulty workmanship or against penetrations will be automatically disqualified. Bidders will be required to guarantee the quality of the workmanship and the compliance with the international armouring standards as described above.

## **27. Materials**

All armouring materials used in the armouring process such as steel, aramid and glass shall have undergone a thorough destructive testing process from a recognized government testing agency, and shall have demonstrated the ability, and be fully certified to successfully defeat all threats defined as per VPAM BRV 2009 Guideline:

- 5.56 X 45mm (SS 109)
- 5.45 X 39mm Kalashnikov
- 7.62 X 51mm (NATO) ball
- 7.62 X 39mm Kalashnikov ball
- A minimum of 2 X DM51 hand grenades detonated simultaneously directly on top and underneath the vehicle

Supplier must retain a 1m x 1m sample of the ballistic steel(s) used during the production of the vehicle for a period of 3 (Three) years. This is to be clearly marked, recorded and placed in storage, this may be necessary for independent testing in the event of an incident involving the vehicle to investigate any unlawful failure of the ballistic material(s) used.

Ballistic test reports from a recognized government testing agency must be presented as part of the submission for each batch of armouring material used in the production process of the vehicle certifying that the materials used comply fully with the requirements of ballistic level B6 as described above. All ballistic glass installed on the vehicle supplied under this ITB must be rated as providing B6 ballistic protection level at an ambient temperature of 50°C and shall carry a 2 Year (24 month) warranty against de-lamination. The supplier will be required to provide valid certification from a recognized government testing agency, to this effect.

Suppliers and armouring manufacturers must allow UNDP, or its appointed consultants, to inspect, at any stage of the armouring manufacturing process, the specific vehicle to be supplied under this ITB.

## **28. Opaque Areas:**

All opaque areas, including the roof, are to be protected with steel plating against soft core projectiles fired with the following and all lesser weapons at every possible angle (VPAM BRV 2009).

- 5.56 X 45mm (SS 109)
- 7.62 X 51mm (NATO) ball
- A minimum of 2 X DM51 hand grenades detonated simultaneously directly on top and underneath the vehicle

## **29. Transparent Areas**

All transparent areas are to be protected against projectiles fired with the following and all lesser weapons at 90 degree impact angle.

- 7.62 x 39 mm, FJ/PB/SC, AK 47 (Kalashnikov) OBR-43 PS
- 5.45 x 39.5 mm AP, FJ/PB/SCP, AKS 74 (Kalashnikov) OBR-74
- 5.56 x 45 mm, FJ/PB/SCP, US Rifle M16 A2, SS-109 / M-8555
- 7.62 X 51 mm, FJ/PB/SC, "FAL" / "LAR" NATO Rifle

All ballistic glass must be installed in a ballistic steel frame to ensure that angled shots cannot penetrate through the sides of the glass.



All ballistic glass must have zero tinting.

Manufacturers must provide a Warranty covering de-lamination of all the ballistic glass used in the armouring process for a period of 2 years.

Cross sectional drawings through pillars, can trails and sills for all ballistic glass installations, must be provided by the bidder.

The driver's door window must be fitted with a window lifter & lock system to allow opening of at least 10cm.

### **30. Floor**

The floor of the vehicle is to be designed in such a way that it will defeat at least two DM 51 hand grenades detonated simultaneously per square meter and all lesser explosives in full compliance with **the European Committee for Standardization (CEN) VRG standards to Vehicle Resistant VPAM BRV 2009 (VR7) – DIN EN 1063, 1522 and 1523VRG**, as certified by a recognized government testing agency.

Bolted on under-floor plates will not be acceptable.

### **31. Engine Compartment**

Both batteries are to be protected within steel armoured boxes within the engine compartment against projectiles and splinters. Armoured boxes must be easily removed for maintenance or transportation.

The vehicle management system, including fuse boxes, which controls essential electrical vehicle functions, must be protected with armoured steel to level B6 to protect it against splinters and fragmentation.

The vehicle must be fitted with an Emergency Fire Suppression System. The 5.0 liter bottle of Aqueous Film Forming Foam must be located and adequately secured in the luggage compartment. In the event of a fire in the engine area, the suppressant system is to be controlled by pressing a switch on the vehicle control panel operated with equal ease by either the driver or the front passenger who is usually a security officer and will usually operate this equipment

Full length armoured steel to the level of B6 ballistic certification is to be mounted on both sides of the engine compartment behind the vehicle wings protecting the engine compartment.

An armoured grille, to the level B6, must be installed to provide protection to the radiator and engine from frontal attack. Construction of such a grille may not inhibit the cooling capacity of radiator, or the air intake capacity of the HVAC system.

The dashboard, bulk head, firewall and openings for normal vehicle functions such as steering column, foot pedals and other controls, must all be protected by ballistic steel to level B6.

### **32. Protected Fuel Tanks**

- All fuel tanks (including diesel) should be fully armoured using blast steel to combat ballistic and fragmentation attacks.
- Aramid armour or blast mats may can be used but in combination with 2-3 mm ballistic steel
- All fuel tanks (including diesel vehicles) fitted to vehicles must be of the EXPLOSAFE type.
- Fuel line hoses must also be protected against blast and projectiles.

### 33. Door Apertures

Each and every door aperture must have a ballistic steel overlap and splash return around the entire door aperture, through 360° of the aperture, to prevent any ballistic leakage and also to keep the armoured door in place in the event of a large side blast.

Cross sectional drawings through pillars, can trails and sills for all door installations, must be provided by the bidder.

#### **Section 3.a.1. Technical Schedule**

In this schedule the Bidders shall provide all the applicable data of the equipment offered, **failing to do so may result in the bid being rejected**

SPECIFICATION:	PROVIDED (Y/N)	REMARKS
<b><u>Features:</u></b> The bidder shall provide the following information, as stipulated and contained within the specifications, on the specific vehicles to be supplied under this ITB, to the satisfaction of the evaluation panel?		
Full technical data provided on the base vehicle platform as per the specification		Bidders quoting on the diesel variant need to indicate this in the bid documentation
Full technical data provided on the replacement, modified and upgraded braking system to be installed as per the specification		
Full technical data provided on the replacement, modified and upgraded fuel tank system to be installed as per the specification		
Full data provided on the interior seating, seatbelts and upholstery to be installed as per the specification		
Full technical data provided on the locking systems to be installed on all doors as per the specification		
Full technical data provided on the heavy-duty and upgraded air-conditioning system to be installed as per the specification		
Full technical data provided on the replacement, modified and upgraded wheel rims, tyres and run-flat system to be installed as per the specification		
Full technical data provided on the		

SPECIFICATION:	PROVIDED (Y/N)	REMARKS
replacement, modified and upgraded suspension system to be installed as per the specification		
Full technical data provided on the replacement, modified and upgraded door hinges, pillars and check straps to be installed as per the specification		
Full technical data provided on the replacement, modified and upgraded steering system to be installed as per the specification		
Full technical data provided on the heavy-duty steel front and rear bumpers as per the specification		
Full technical data provided on the roof rack and steel steps to be installed as per the specification		
Full technical data provided on the spare wheel mounting systems to be installed as per the specification		
Full technical data provided on the modified and upgraded chassis system to be installed as per the specification		
Full technical data provided on the replacement, modified and upgraded transmission system to be installed as per the specification		
Full technical data provided on the modified and upgraded lighting system to be installed as per the specification		
Full technical data provided on the siren and public address system to be installed as per the specification		
Full technical data provided on the replacement, modified and upgraded batteries to be installed as per the specification		
Full technical data provided on the communications systems to be installed as per the specification		
Full technical data provided on the replacement, modified and upgraded transmission assembly system to be installed as per the specification		

SPECIFICATION:	PROVIDED (Y/N)	REMARKS
Full technical data provided on the sump and steering protection system to be installed as per the specification		
Have all the accessories been included as per the specification		
<b>Manuals and Warranties:</b> Has the bidder provided the following information as stipulated and contained within the specification on the specific vehicles to be supplied under this ITB		
Base vehicle manual with dealer network		
Mechanical and electrical warranty on the base vehicle for 2 years		
Armouring manufacturing warranty for a period of 2 years		
Warranties on all mechanical replacement, modifications and upgrades such as the suspension and braking systems for a period of 2 years		
Warranty covering de-lamination of all the ballistic glass used in the armouring process for a period of 2 years		
An anti-perforation corrosion warranty on all the ballistic materials used covering a period of 5 years		
Supplemental electrical manual detailing upgrades and modifications to the electrical system		
<b>Armouring Specifications and Upgrades:</b> Has the bidder provided the following information as stipulated and contained within the specification on the specific vehicles to be supplied under this ITB		
The supplier shall provide valid certification, in the name of the armouring manufacturer, from a recognized government testing agency <sup>2</sup> , that the vehicles to be provided under this ITB are fully compliant with the European Committee for Standardization (CEN) VRG standards to Vehicle Resistant Level 7 (VR7) in accordance with BRV VPAM 2009 – DIN EN 1063, 1522 and 1523VRG, where a complete armoured		

<sup>2</sup> The preferred agency should be the German National Ballistics Laboratory, known as the *Beschussamt Mellrichstadt*.

SPECIFICATION:	PROVIDED (Y/N)	REMARKS
vehicle of the same model and type as specified within this ITB, shall have undergone a thorough destructive testing process from a recognized government testing agency <sup>2</sup> , and shall have demonstrated the ability as a completed product to successfully defeat all threats defined as ballistic B6 at both 45 & 90 degrees and various oblique angles		
Valid certification, in the name of the armouring manufacturer, from a recognized government testing agency <sup>3</sup> , that the ballistic materials to be used in the up-armour manufacturing process on the vehicles to be supplied under this ITB have been tested and comply fully, with the standards and specifications required to achieve Level B6 certification		
Valid certification, in the name of the armouring manufacturer, from a recognized government testing agency <sup>3</sup> , that the ballistic glass to be used, in the armouring of the vehicles to be supplied under this ITB, is capable of providing Level B6 ballistic protection at ambient temperatures of 50°C and is guaranteed against de-lamination for a period of two years		
Full technical data on the armouring methodology of opaque areas		
Full technical data on the armouring methodology of transparent areas		
Full technical data and drawings on ballistic steel frames for all armoured glazing indicating shields and splash guards		
Full technical data on the armouring methodology of the roof and floor areas		
Full technical data on the armouring methodology of the engine compartment area, including drawings were required		
Full technical data on the armouring methodology for the fuel tanks, including		

SPECIFICATION:	PROVIDED (Y/N)	REMARKS
drawings were required		
Full technical data and drawings on ballistic steel frames for all armoured doors indicating shields and splash guards		
Suppliers must retain a 1m x 1m sample of the ballistic steel(s) used during the production of the vehicles for a period of 3 (Three) years. This is to be clearly marked, recorded and placed in storage, this may be necessary for independent testing in the event of an incident involving the vehicle to investigate any failure of the ballistic material(s) used.		

SIGNATORY OF AUTHORISED PERSON TO SIGN BIDDING DOCUMENT			
Name (Please Print)	Designation	Signature	Date

### **Section 3.a.2. Schedule of Non-Compliance**

In this schedule the Bidder shall provide a list of deviations to this specification, documenting the effects that such deviations is likely to have on the equipment's life and operating characteristics. Each deviation shall be referred to the relevant specification clause.

<b>Clause No.</b>	<b>Non-Compliance</b>

<b>SIGNATORY OF AUTHORISED PERSON TO SIGN BIDDING DOCUMENT</b>			
<b>Name (Please Print)</b>	<b>Designation</b>	<b>Signature</b>	<b>Date</b>

### **Section 3.a.3. Schedule of Certificates Required**

In this schedule, the certificates provided with this document are to be listed. The items listed below are compulsory to be submitted with the bid, **failing will result in the bid being rejected**

<b>Certificate</b>	<b>Provided Y/N</b>
Certification of agreement from the Armouring Manufacturer, and the Supplier if two separate entities, that the original Toyota mechanical and electrical warranties on the base vehicles will remain intact and valid after the armouring manufacture process	
Valid certification, in the name of the armouring manufacturer, from a recognized government testing agency <sup>3</sup> , that the vehicles to be provided under this ITB are fully compliant with the European Committee for Standardization (CEN) VRG standards to Vehicle Resistant Level 6 (VR6) in accordance with BRV 1999 – DIN EN 1063, 1522 and 1523VRG, where a complete armoured vehicle of the same model and type as specified within this ITB, shall have undergone a thorough destructive testing process from a recognized government testing agency <sup>4</sup> , and shall have demonstrated the ability as a completed product to successfully defeat all threats defined as ballistic B6 at both 45 & 90 degrees and various oblique angles: <ul style="list-style-type: none"> <li>• 5.56 X 45mm (SS 109)</li> <li>• 5.45 X 39mm Kalashnikov</li> <li>• 7.62 X 51mm (NATO)</li> <li>• 7.62 X 39mm Kalashnikov</li> <li>• A minimum of 2 X DM51 hand grenades detonated simultaneously directly on top and underneath the vehicle</li> </ul>	
Valid certifications of road worthiness, TUV/MOT of EU standard or equivalent, for the specific vehicles to be provided under this specific ITB	
Valid certification, in the name of the armouring manufacturer, from a recognized government testing agency <sup>4</sup> , confirming that all armour plating and glazing used in the up-armour production of these specific vehicles, as required and supplied under this specific ITB, fully comply with <b>the European Committee for Standardization (CEN) VRG standards to Vehicle Resistant BRV 1999 VR6 or VPAM BRV 2009 (VR7) – DIN EN 1063, 1522 and 1523VRG.</b>	

<sup>3</sup> The preferred agency should be the German National Ballistics Laboratory, known as the *Beschussamt Mellrichstadt*.



<b>Certificate</b>	<b>Provided Y/N</b>
Valid certification that the armouring manufacturer is fully ISO 9001 compliant providing, in addition, fully documented quality control procedures for all materials used in the manufacturing process for the vehicles being procured under this ITB, and also the welding and other technical qualifications and certifications for all the technicians/workers employed on the armouring and mechanical and electrical modification production process for the specific vehicles to be provided in terms of this ITB.	
Certification of agreement from the Armouring Manufacturer, and the Supplier if two separate entities, full and unfettered access, and guaranteeing full cooperation and support, to UNDP personnel and/or technical consultants duly appointed by UNDP and acting on behalf of UNDP, for the purpose of conducting various inspections, audits and quality checks to ensure that the vehicles to be provided under this ITB are fully certified and compliant with all the specifications contained within this ITB document.	
Certification of agreement from the Armouring Manufacturer, and the Supplier if two separate entities, that at their own costs at no additional charge to UNDP, they will conduct any and all works, replacements, modifications and upgrades required to rectify or correct any mistakes in workmanship and/or non-compliance, of their own doing, with the specifications provided and contained in this ITB as determined during any of the technical inspections or audits to be conducted by UNDP personnel and/or technical consultants duly appointed by UNDP and acting on behalf of UNDP.	
Certification from the Armouring Manufacturer, and the Supplier if two separate entities, that any additional technical inspections, over and above the Initial and Final technical inspections to be paid by UNDP, resulting from any fault or non-compliance with the technical specification by the supplier and/or armouring manufacturer, will be borne by the Supplier and will be deducted from the final payment.	
Certification from the Armouring Manufacturer, and the Supplier if two separate entities, that a 1m x 1m sample of the ballistic steel(s) used during the production of the vehicles will be retained for a period of 3 (Three) years. This sample is to be clearly marked, recorded and placed in storage, as this may be necessary for independent testing in the event of an incident involving the vehicle to investigate any failure of the ballistic material(s) used.	

<b>SIGNATORY OF AUTHORISED PERSON TO SIGN BIDDING DOCUMENT</b>			
<b>Name (Please Print)</b>	<b>Designation</b>	<b>Signature</b>	<b>Date</b>

## Section 3b: Related Services

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 fulfilment of the requirements:

Delivery Term [INCOTERMS 2010]	DAP – Jerusalem including all incurred costs excluding customs Duties & Taxes.
Exact Address of Delivery Location	UNDP/PAPP Jerusalem office Jerusalem 91191
Mode of Transport Preferred	Please specify
UNDP Preferred Freight Forwarder, if any	n/a
Distribution of shipping documents	n/a
Delivery Date	Three months
Customs, if needed, clearing shall be done by:	UNDP
Ex factory / Pre-shipment inspection	Yes; Please refer to Section 3.a
Inspection upon delivery	Yes; it will be done by UNDP consultants
Installation Requirements	n/a
Testing Requirements	As part of the inspection
Scope of Training on Operation and Maintenance	n/a
Commissioning	n/a
Technical Support Requirements	Please refer to Section 3.a
Payment Terms ( <i>max. advanced payment is 20% of total price as per UNDP policy</i> )	100% within 30 days upon UNDP's acceptance of the goods delivered as specified and receipt of invoice
Conditions for Release of Payment	<ul style="list-style-type: none"> <li>▪ Pre-shipment inspection per Section 3.a.</li> <li>▪ Inspection upon arrival at destination</li> <li>▪ Testing</li> <li>▪ Written Acceptance of Goods based on full compliance with ITB requirements</li> </ul>
After-sale services required	Warranty per Section 3.a.
All documentations, including catalogs, instructions and operating manuals, shall be in	English

## Section 4: Bid Submission Form

***(This should be written in the Letterhead of the Bidder. Except for indicated fields, no changes may be made in this template.)***

---

Insert: Location

Insert: Date

To: UNDP / PAPP

Dear Sir/Madam:

We, the undersigned, hereby offer to supply the goods and related services required for the **Procurement and Supply of an Armoured Toyota Land Cruiser** in accordance with your Invitation to Bid dated October 21, 2013. We are hereby submitting our Bid, which includes the Technical Bid and Price Schedule.

We hereby declare that :

- a) All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby fully accept the Schedule of Requirements and Technical Specifications describing the duties and responsibilities required of us in this ITB, and the General Terms and Conditions of UNDP's Standard Contract for this ITB.

We agree to abide by this Bid for 120 days.

We undertake, if our Bid is accepted, to initiate the supply of goods and provision of related services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this Bid, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature *[In full and initials]*: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Contact Details: \_\_\_\_\_

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*[please mark this letter with your corporate seal, if available]*

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## Section 5: Documents Establishing the Eligibility and Qualifications of the Bidder

### Bidder Information Form

Date: *[insert date (as day, month and year) of Bid Submission]*

ITB No.: *[insert number of bidding process]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Bidder's Legal Name <i>[insert Bidder's legal name]</i>		
2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i>		
3. Actual or intended Country/ies of Registration/Operation: <i>[insert actual or intended Country of Registration]</i>		
4. Year of Registration in its Location: <i>[insert Bidder's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Bidder's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (Score and Source, if any)		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. Bidder's Authorized Representative Information  Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List ? <input type="checkbox"/> YES or <input type="checkbox"/> NO		
14. Attached are copies of original documents of:  <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet <input type="checkbox"/> If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered <input type="checkbox"/> If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law.		

### Joint Venture Partner Information Form (if Registered)

Date: *[insert date (as day, month and year) of Bid Submission]*  
ITB No.: *[insert number of bidding process]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Bidder's Legal Name: <i>[insert Bidder's legal name]</i>		
2. JV's Party legal name: <i>[insert JV's Party legal name]</i>		
3. JV's Party Country of Registration: <i>[insert JV's Party country of registration]</i>		
4. Year of Registration: <i>[insert Party's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Party's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any) :Click here to enter text.		
1. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved. Click here to enter text.		
13. JV's Party Authorized Representative Information Name: <i>[insert name of JV's Party authorized representative]</i> Address: <i>[insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[insert email address of JV's Party authorized representative]</i>		
14. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2. <input type="checkbox"/> In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law.		

## Section 6: Technical Bid Form

ITB-2013-289: Procurement and Supply of an Armoured Toyota Land Cruiser

<b>Name of Bidding Organization / Firm:</b>	
<b>Country of Registration:</b>	
<b>Name of Contact Person for this Bid:</b>	
<b>Address:</b>	
<b>Phone / Fax:</b>	
<b>Email:</b>	

### SECTION 1: EXPERTISE OF FIRM/ ORGANISATION

*This section should fully explain the Bidder's resources in terms of personnel and facilities necessary for the performance of this requirement.*

**1.1 Brief Description of Bidder as an Entity:** Provide a brief description of the organization / firm submitting the Bid, its legal mandates/authorized business activities, the year and country of incorporation, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the delivery of goods and/or performance of related services, indicating the status/result of such litigation/arbitration.

**1.2. Financial Capacity:** Based on the latest Audited Financial Statement (Income Statement and Balance Sheet) describe the financial capacity (liquidity, stand-by credit lines, etc.) of the bidder to engage into the contract. Include any indication of credit rating, industry rating, etc.

**1.3. Track Record and Experiences:** Provide the following information regarding corporate experience within at least the last five (5) years which are related or relevant to those required for this Contract.

Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)

### 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 specifications.*

**2.1. Scope of Supply:** Please provide a detailed description of the goods to be supplied, indicating clearly how they comply with the technical specifications required by the ITB (see below table); describe how the organisation/firm will supply the goods and any related services, keeping in mind the appropriateness to local conditions and project environment.

Item No.	Description/ Specification of Goods	Source/ Manufacturer	Country of Origin	Qty	Quality Certificate/ Export Licences, etc. (indicate all that applies and if attached)

*A supporting document with full details may be annexed to this section*

**2.2. Technical Quality Assurance Mechanisms:** The bid shall also include details of the Bidder's internal technical and quality assurance review mechanisms, all the appropriate quality certificates, export licenses and other documents attesting to the superiority of the quality of the goods and technologies to be supplied.

**2.3. Reporting and Monitoring:** Please provide a brief description of the mechanisms proposed for this project for reporting to the UNDP and partners, including a reporting schedule.

**2.4. Subcontracting:** Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.

**2.5. Risks / Mitigation Measures:** Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

**2.6 Implementation Timelines:** The Bidder shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

**2.7. Partnerships (Optional):** Explain any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.

**2.8. Anti-Corruption Strategy (Optional):** Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.

**2.9 Statement of Full Disclosure:** This is intended to disclose any potential conflict in accordance with the definition of "conflict" under Section 4 of this document, if any.

**2.10 Other:** Any other comments or information regarding the bid and its implementation.



### SECTION 3: PERSONNEL

**3.1 Management Structure:** Describe the overall management approach toward planning and implementing the contract. Include an organization chart for the management of the contract, if awarded.

**3.2 Staff Time Allocation:** Provide a spreadsheet will be included to show the activities of each personnel involved in the implementation of the contract. Where the expertise of the personnel is critical to the success of the contract, UNDP will not allow substitution of personnel whose qualifications had been reviewed and accepted during the bid evaluation. (If substitution of such a personnel is unavoidable, substitution or replacement will be subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution).

**3.3 Qualifications of Key Personnel.** Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in area of expertise relevant to the Contract. Please use the format below:

<b>Name:</b>		
<b>Role in Contract Implementation:</b>		
<b>Nationality:</b>		
<b>Contact information:</b>		
<b>Countries of Relevant Work Experience:</b>		
<b>Language Skills:</b>		
<b>Education and other Qualifications:</b>		
<b>Summary of Experience:</b> <i>Highlight experience in the region and on similar projects.</i>		
<b>Relevant Experience (From most recent):</b>		
<b>Period: From – To</b>	<b>Name of activity/ Project/ funding organisation, if applicable:</b>	<b>Job Title and Activities undertaken/Description of actual role performed:</b>
<i>e.g. June 2010-January 2011</i>		
<i>Etc.</i>		
<i>Etc.</i>		
<b>References (minimum of 3):</b>	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	
<b>Declaration:</b>		
I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.		
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>		
Signature of the Nominated Team Leader/Member		Date Signed

## Section 7: Price Schedule Form

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The Bidder is required to prepare the Price Schedule as indicated in the Instruction to Bidders.

The Price Schedule must provide a detailed cost breakdown of all goods and related services to be provided, from unit price to lot prices. 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.

No.	Deliverables	Expected Date of Delivery	Price in USD (Lump Sum, All Inclusive) DAP PAPP Jerusalem office <sup>4</sup>
1	One Armoured Toyota Land Cruiser		

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Contact Details: \_\_\_\_\_

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<sup>4</sup> DAP – Jerusalem to exclude duty, customs fees, taxes but includes deliveries carrier unloading

## **Section 11: General Terms & Conditions for Goods**

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### **1. ACCEPTANCE OF THE PURCHASE ORDER**

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

### **2. PAYMENT**

- 6.1.** UNDP shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 6.2.** Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 6.3.** Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 6.4.** The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.

### **3. TAX EXEMPTION**

3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.

3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

### **4. RISK OF LOSS**

Risk of loss, damage to or destruction of the goods shall be governed in accordance with DDU

Incoterms 2000, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

## **5. EXPORT LICENCES**

Notwithstanding any INCOTERM 2000 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

## **6. FITNESS OF GOODS/PACKAGING**

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

## **7. INSPECTION**

1. UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.

2. Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

## **8. INTELLECTUAL PROPERTY INFRINGEMENT**

The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

## **9. RIGHTS OF UNDP**

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- a) Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.
- b) Refuse to accept delivery of all or part of the goods.
- c) Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

## **10. LATE DELIVERY**

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNDP.

## **11. ASSIGNMENT AND INSOLVENCY**

- 11.1. The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
- 11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

## **12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM**

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.

## **13. PROHIBITION ON ADVERTISING**

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNDP without specific permission of UNDP in each instance.

## **14. CHILD LABOUR**

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

## **15. MINES**

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

## **16. SETTLEMENT OF DISPUTES**

### **16.1 Amicable Settlement**

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

### **16.2 Arbitration**

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

## **17. PRIVILEGES AND IMMUNITIES**

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

## **18. SEXUAL EXPLOITATION:**

18.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

18.2 UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any

services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

**19.0 OFFICIALS NOT TO BENEFIT:**

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

**20. AUTHORITY TO MODIFY:**

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possess the authority to agree on behalf of UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.