

ITB-2014-241

## **INVITATION TO BID**

### **King Abdullah Bin Abdul-Aziz City for Charity Housing and Income Generating Projects in Hebron**

#### **Establishment of a Minimarket (Consumer Cooperative)**

**Palestine**



**United Nations Development Programme**  
August, 2014

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**Section 1. Letter of Invitation**

Jerusalem  
August 8, 2014

**Establishment of a Minimarket (Consumer Cooperative)**

Dear Interested Bidder,

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, Technical Specifications and Terms of Reference
- 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 – Form for Bid Security *[disregard, if not required as per Data Sheet]*
- Section 9 – Form for Performance Security *[disregard, if not required as per Data Sheet]*
- Section 10 – Form for Advanced Payment Guarantee *[disregard, if not required as per Data Sheet]*
- Section 11 – General Terms and Conditions of the Contract to be Signed

Interested bidders may obtain further information via email address: **proc9.papp@undp.org**

Any further enquiries received on or before **20 August 2014**, will be documented and posted on the UNDP/PAPP designated web site on **22 August 2014**. No inquiries will be accepted after **20 August 2014**.

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

Bids must be delivered to the following address on or before **2:00 p.m.** (Jerusalem time) on **28 August 2014**:

United Nations Development Programme (UNDP / PAPP)  
4A Ya'qubi Street  
PO Box 51359  
Tel: 02-6268200  
Jerusalem

Late bids shall be rejected

Bids will be opened in the presence of bidder's authorized representatives, who choose to attend, at half an hour past bid closing time on 26 August 2014, at the address mentioned above.



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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.

This letter is not to be construed in any way as an offer to contract with your firm.



Yours sincerely,

Khaled Shahwan

Deputy Special Representative of the Administrator (Operations)  
United Nations Development Programme (UNDP/PAPP)

A handwritten signature in blue ink is located in the bottom left corner of the page.

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## 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

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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/transparencypdocs/UNDP\\_Anti\\_Fraud\\_Policy\\_English\\_FINAL\\_june\\_2011.pdf](http://www.undp.org/about/transparencypdocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf) and [http://www.undp.org/content/undp/en/home/operations/procurement/procurement\\_protest/](http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/) 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;

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- 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**

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- 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 on-going, 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.



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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

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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:

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- 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

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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 labeled as required, the Bidder shall assume the responsibility for the misplacement or premature opening of Bid due to improper sealing and labeling 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 initialed 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.

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#### 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.

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## **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

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- 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



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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

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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>

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## 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.

DS No.	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
1		Project Title:	<b>King Abdullah Bin Abdul-Aziz City for Charity Housing and Income Generating Projects in Hebron</b>
2		Title of Goods/Services/Work Required:	<b>Establishment of a Minimarket (Consumer Cooperative)</b>
3		Country:	Palestine
4		Minimum Qualifying Criteria (Clauses 9.1 & 9.2)	<p>All items under this clause are required to be submitted by the bidders including:</p> <ul style="list-style-type: none"> <li>(a) Valid registration certificate with Ministries of economy and finance.</li> <li>(b) List and value of projects performed for the last 2 years, plus client's contact details who may be contacted for further information on those contracts.</li> <li>(c) List and value of on-going projects with contact details of clients and current percentage completion of each ongoing project.</li> <li>(d) Independently audited financial accounts for the last two years in English or Arabic. UNDP will check the financial accounts to compute the quick ratio (QR). Quick ratio tests the company's financial strength and liquidity by calculating a company's liquid assets in proportion to its liabilities.</li> <li>(e) <b>If QR is less than 1</b>; UNDP shall verify financial capacity of the bidder and had the authority to seek references from concerned parties &amp; banks on the bidder' financial standing. UNDP had the right to reject any bid if submitted by a contractor whom investigation leads to a result</li> </ul>

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DS No.	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
			that he is not financially capable and/or had serious financial problems. (f) Information regarding any litigation, current or during the last five years, in which the Bidder was/is involved, the parties concerned, and the disputed amounts and awards thereof.
4	C.13	Language of the Bid:	<input checked="" type="checkbox"/> English
5	C.20	Conditions for Submitting Bid for Parts or sub-parts of the Total Requirements	<input type="checkbox"/> Allowed <i>[if yes, describe how, and ensure that requirements properly define the sub-parts]</i> <input checked="" type="checkbox"/> Not allowed
6	C.20	Conditions for Submitting Alternative Bid	<input checked="" type="checkbox"/> Shall not be considered <input type="checkbox"/> Shall be considered. A Bidder may submit an alternative Bid, <u>but only if it</u> also submits a Bid that meets the base case (i.e., what is originally required by UNDP in this ITB). UNDP shall only consider the alternative bid offered by the Bidder whose Bid for the base case was determined to be a responsive Bid that offers the lowest price.
7	C.22	A pre-Bid conference will be held on:	Interested bidders can visit the project site if deemed necessary by any of them for purposes of preparing of their bids.  The contact details of the person responsible for coordination of the site visits are as follows:  UN HABITAT responsible Engineer Mobile: <b>0598935387/6</b>
8	C.21.1	Period of Bid Validity commencing on the submission date	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days

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DS No.	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
9	B.9.5 C.15.4 b)	Bid Security	<input type="checkbox"/> Required Amount: Click here to enter text. Form: Click here to enter text.  <input checked="" type="checkbox"/> Not Required
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	<input type="checkbox"/> Allowed up to a maximum of ____% of contract <input checked="" type="checkbox"/> Not allowed
13		Liquidated Damages	<input type="checkbox"/> Will not be imposed <input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay:0.3% Max. no. of days of delay :60 Next course of action : Contract Termination
14	F.37	Performance Security	<input checked="" type="checkbox"/> Required Amount :10% of resulting contract value Form:Section 9 – Form for Performance Security Validity : 4 calendar months <input type="checkbox"/> Not Required
15	C.17 C.17.2	Currency of Bid and Method for Currency conversion	<input checked="" type="checkbox"/> United States Dollars (US\$) <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency  <i>Reference date for determining UN Operational Exchange Rate : August 2014</i>
16	B.10.1	Deadline for submitting requests for clarifications/ questions	Seven (7) days before the submission date.
17	B.10.1	Contact Details for submitting	Focal Person in UNDP: The Procurement Analyst Address:

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DS No.	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
		clarifications/questions <sup>1</sup>	United Nations Development Programme (UNDP / PAPP) 4A Ya'qubi Street Tel: 02-6268200 Jerusalem E-mail address dedicated for this purpose: <b>proc9.papp@undp.org</b>
18	B.11.1	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	<input type="checkbox"/> Direct communication to prospective Bidders by email or fax <input checked="" type="checkbox"/> Direct communication to prospective Bidders by Posting on the designated UNDP website on <b>22 August 2014:</b> <a href="http://www.ps.undp.org/content/papp/en/home/operations/procurement.html">http://www.ps.undp.org/content/papp/en/home/operations/procurement.html</a>
19	D.23.3	No. of copies of Bid that must be submitted	Original : 1 Copies : 1
20	D.23.1 b) D.23.2 D.24	Bid submission address	United Nations Development Programme (UNDP / PAPP) 4A, Ya'qubi Street Tel: 02-6268200 Jerusalem
21	C.21.1 D.24	Deadline of Bid Submission	Date and Time : August 28, 2014 2:00 PM
22	D.23.2	Manner of Submitting Bid	<input checked="" type="checkbox"/> Courier/Hand Delivery <input type="checkbox"/> Electronic submission of Bid
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: August 28, 2014 2:30 PM Venue : United Nations Development Programme (UNDP / PAPP) 4A, Ya'qubi Street Tel: 02-6268200 Jerusalem

<sup>1</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.

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DS No.	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
25		Evaluation method to be used in selecting the most responsive Bid	<input type="checkbox"/> Non-Discretionary "Pass/Fail" Criteria on the Technical Requirements; and <input checked="" type="checkbox"/> 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)	<input checked="" type="checkbox"/> Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured. <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation <input checked="" type="checkbox"/> Trade name registration papers, if applicable <input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 2 years <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top Two (2) Clients in terms of Contract Value the past 7 years. <input checked="" type="checkbox"/> List of Bank References (Name of Bank, Location, Contact Person and Contact Details) <input checked="" type="checkbox"/> 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.
27		Other documents that may be Submitted to Establish Eligibility	N/A
28	C.15	Structure of the Technical Bid and List of Documents to be Submitted	<i>Refer to points 4 &amp; 26 above</i>



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DS No.	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
29	C.15.2	Latest Expected date for commencement of Contract	<i>September 22, 2014</i>
30	C.15.2	Maximum Expected duration of contract	Three (3) calendar months
31		UNDP will award the contract to:	<input checked="" type="checkbox"/> One Bidder only <input type="checkbox"/> One or more Bidders, depending on the following factors: <i>[clarify fully how and why will this be possible. Please do not choose this option without indicating the parameters for awarding to multiple Bidders]</i>
32	F.34	Criteria for the Award and Evaluation of Bid	<p><b>Award Criteria</b></p> <input type="checkbox"/> Non-discretionary "Pass" or "Fail" rating on the detailed contents of the Schedule of Requirements and Technical Specifications <input checked="" type="checkbox"/> Compliance on the following qualification requirements : <p><b>Bid Evaluation Criteria</b></p> <input checked="" type="checkbox"/> Minimum no. of years of experience: <i>[2 years];</i> <input checked="" type="checkbox"/> Current ratio of not less than 1.0 <input checked="" type="checkbox"/> Full compliance of Bid to the Technical Requirements; <input checked="" type="checkbox"/> Quality Inspection and Testing Certificates for the goods to be supplied; <input checked="" type="checkbox"/> After-sales service of at least <i>one year</i> . <input checked="" type="checkbox"/> Warranty on parts and services for a minimum period of <i>one year</i> <input checked="" type="checkbox"/> User's Training for a minimum of <i>four persons</i> to be conducted at <i>the project site</i> for a period of <i>one month</i> <input checked="" type="checkbox"/> Maximum percentage of supply/work that can be sub-contracted <i>[30%];</i> <input checked="" type="checkbox"/> Appropriateness of the Implementation Timetable to Project Schedule; <input type="checkbox"/> Others <i>[pls. specify and list further]</i>
33	E.29	Post qualification Actions	<input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial

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DS No.	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
			<p>documents submitted;</p> <p><input checked="" type="checkbox"/> Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;</p> <p><input checked="" type="checkbox"/> 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><input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;</p> <p><input checked="" type="checkbox"/> Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder;</p> <p><input checked="" type="checkbox"/> Testing and sampling of completed goods similar to the requirements of UNDP, where available;</p>
34		Conditions for Determining Contract Effectivity	<p><input checked="" type="checkbox"/> UNDP's / UN HABITAT's receipt of Performance Bond</p> <p><input checked="" type="checkbox"/> UNDP's / UN HABITAT's approval of submittals, drawings, samples, etc.</p> <p><input type="checkbox"/> Others <i>[click here to specify]</i>.</p>
35		Other Information Related to the ITB	N/A

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

**For Schedule of Requirements and Technical Specifications, please refer to section 7.**

### **King Abdullah Bin Abdul-Aziz City for Charity Housing Project in Hebron Income Generating Activities - Minimarket (Consumer Cooperative)**

#### **Terms of Reference (ToR)**

#### **1. Background**

The Hebron city is located in the southern area of the West Bank in the Occupied Palestinian Territories to the south of Jerusalem. Over 60% of the population there lives on less than \$2 a day and unemployment reaches some 30%. These difficult economic conditions severely affect poor women. Promoting income generation cooperatives and micro enterprise development (including household-based economic initiatives) provides alternatives to expensive products in the formal market. These cooperatives and economic initiatives become a sustainable source for generating income and improving livelihoods of poor women and their families.

#### **2. Income Generating Activities**

In April and June 2014, brainstorming sessions were held with active participation of underprivileged women-led families selected as beneficiaries of the King Abdullah City Project. The meetings tackled potential income generating activities that could be feasible and would enhance the sources of income for these families. Establishing a minimarket (consumer cooperative) was the first priority identified by beneficiaries<sup>2</sup>.

The objective of this ToR is to provide a reference for establishing a minimarket as an income generating activity for selected marginalized women beneficiaries and their families.

#### **2.1 Minimarket (Consumer Cooperative)**

##### **2.1.1 Objective**

The main objective of the Consumer Cooperative (the **minimarket**) is to establish a self-service shop offering a wide variety of food and household products to its 100 member families (about 700 individuals) at competitive prices and also create a source of income for these families. It will provide food items such as fresh produce, dairy, along with canned and packaged goods as well as various non-food items such as household cleaners, and basic pharmacy products. It will also sell a variety of other simple household products that are consumed regularly, such as sweets and snacks.

##### **2.1.2 Location**

The minimarket will be located in the ground floor of the first block of buildings (Block 1) at King Abdullah Bin Abdul Aziz City for Charity Housing. It is also situated near "Wadi Al Besas" residential area in the Western part of Hebron city.

<sup>2</sup> Embroidery products and Manual craftworks (ceramic products and handmade beaded works) were priorities 2 and 3.

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### 2.1.3 Advantages

The basic advantage is the availability of a broad selection of goods under a single roof, at relatively low prices. The fact that this minimarket will be developed as a consumer cooperative (retail cooperative) for 100 women-households (more than 700 individuals) will make these families daily clients for this cooperative business. Other advantages include frequently the convenience of shopping hours that extend into the evening hours.

### 2.1.4 Marketing Strategy

The minimarket will allocate a special budget to advertising, typically through newspapers and will also present in-shop displays of products.

It will tend to offer goods at relatively low prices through buying larger quantities of goods from manufacturers at lower prices (**i.e. benefiting from discounts on large quantities bought** and thus increasing opportunities for economies of scale). This policy will be also applied during the start-up financing stage which will be provided through UN-Habitat's project.

It will also try to minimize financing costs by paying for goods at least 30 to 90 days after receipt from suppliers (which is very normal in this retail business).

This approach will make it possible for the minimarket cooperative to sell at competitive retail prices and thus attract other clients from the neighborhood.

### 2.1.5 Scope of Work

The project is looking for contracting vendor/s and/or contractor to supply the equipment; goods; materials, and implement the works needed for establishing a minimarket (consumer cooperative) clarified under the tables below.

Interested and qualified vendors and firms are invited to submit a **bid** for the provision of the items requested **under the three components (tables 1 to 3)** in this TOR to **UNDP (as instructed in the data sheet)**, to be quoted without VAT.

**Timeframe:** The assignment/s is/are expected to be provided within three months, starting from signing the contract, with the possibility for extension at no additional cost (zero-cost extension) upon recommendation and approval of the project manager.

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### 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 fulfillment of the requirements:

Delivery Term [INCOTERMS 2010] (Pls. link this to price schedule)	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input checked="" type="checkbox"/> DAP <input type="checkbox"/> Other <i>Click here to specify</i>	
Exact Address of Delivery/Installation Location	The ground floor of the first block of buildings (Block 1) at King Abdullah Bin Abdul Aziz City for Charity Housing, situated near "Wadi Al Besas" residential area in the Western part of Hebron city.	
Mode of Transport Preferred	<input type="checkbox"/> AIR	<input checked="" type="checkbox"/> LAND
	<input type="checkbox"/> SEA	<input type="checkbox"/> OTHER <i>[pls. specify]</i>
UNDP Preferred Freight Forwarder, if any	N/A	
Distribution of shipping documents <i>(if using freight forwarder)</i>	N/A	
Delivery Date	Within three months from signing the contract.	
Customs, if needed, clearing shall be done by:	<input checked="" type="checkbox"/> UNDP <input checked="" type="checkbox"/> Supplier <input type="checkbox"/> Freight Forwarder	
Ex-factory / Pre-shipment inspection	N/A	
Inspection upon delivery	Full technical Inspection will be conducted by an assigned technical committee by UN HABITAT	
Installation Requirements	Full installation as per applicable standards and manufacturer's instructions as needed	
Testing Requirements	Testing as per applicable standards and manufacturer's instructions as needed	
Scope of Training on Operation and Maintenance	Training on Operation and Maintenance should be provided for four assigned persons	
Commissioning	To be done as per applicable codes and relevant technical practice	

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Payment Terms	Milestone	% Payment	Target Date
	Deliver Component 1/Table 1 (Equipment/ Refrigerators)	100 % of component 1	one month from signature of contract
	Deliver Component 2/Table 2 (Carpentry and Metallic Works)	100% of component 2	Two months from signature of contract
	Deliver Component 3/ Table 3 (Goods)	100% of component 3	Three months from signature of contract
100% of each payment shall be processed within 30 days upon UNDP's/UN HABITAT's acceptance of the goods or works/services delivered as specified and receipt of an invoice.			
Conditions for Release of Payment	<input checked="" type="checkbox"/> Passing Inspection upon arrival at destination <input checked="" type="checkbox"/> Successful Installation <input checked="" type="checkbox"/> Successfully Passing Testing <input checked="" type="checkbox"/> Conducting Training on Operation and Maintenance <input checked="" type="checkbox"/> Written Acceptance of Goods or services /works based on full compliance with ITB requirements <input type="checkbox"/> Others <i>[pls. specify]</i>		
After-sale services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of one year <input checked="" type="checkbox"/> Technical Support as needed during one year from delivery <input type="checkbox"/> Others <i>[pls. specify]</i>		
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English or Arabic <input type="checkbox"/> Others <i>[pls. specify, including dialects, if needed]</i>		

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#### **Section 4: Bid Submission Form<sup>3</sup>**

***(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: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to supply the goods and related services required for [insert: title of goods and services required as per ITB] in accordance with your Invitation to Bid dated Insert: bid date. 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 [insert: period of validity as indicated in Data Sheet].

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.

---

<sup>3</sup> No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.



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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.		

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### 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.		

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## Section 6: Technical Bid Form

**INSERT TITLE OF THE ITB**

<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)

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## 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

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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.

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### SECTION 3: PERSONNEL (optional to submit for this ITB)

**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>		
<b>References (minimum of 3):</b>	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>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/>		
Signature of the Nominated Team Leader/Member		Date Signed



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## Section 7: Price Schedule Form<sup>4</sup>

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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.

The format shown on the following pages should be used in preparing the Price Schedule.

### **Deliverables under Three Components: Equipment (table 1), Works (table 2), and Goods (table 3)**

Table 1 (below) shows the equipment that need to be supplied; table 2 shows the materials and works that need to be supplied and implemented inside the minimarket place; and table 3 shows the goods that should be supplied.

#### **Notes:**

- 1. The English version of the following price schedules will be provided to any interested bidder upon his written request to UNDP.**
- 2. All food products under table 3 and Annex 1 should have clear production and expiry dates. The remaining validity period for all products to be supplied should be No less than 70% of the overall given validity duration by the manufacturer.**

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<sup>4</sup> No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.

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**Table-1: Equipment "Refrigerators"**

توريد وتركيب وتشغيل ثلاجات تبريد

Total USD	Quantity	Unit Price (USD)	Unit	Description	Item
المجموع	الكمية	سعر الوحدة	الوحدة	الوصف	رقم البند
				اجور توريد وتركيب وتشغيل ثلاجات تبريد جاهزة صاج سماكة 06 ملم ابيض مجلفن مدهون بالابعاد والاحجام التالية وتركيب مواتير و اجهزة تبريد فرنسية تتلائم مع ابعاد وحجم الثلاجة واستخدام البولينثان المضغوط وكل ما يلزم لانجاز الاعمال جاهزة ومدهونة ومركبة في الموقع والاسعار تشمل سنة صيانة شاملة القطع وكل ما يلزم	1
	2		عدد	ثلاجات اربع ابواب بطول 2.45 م وارتفاع 2م وعرض 72 سم بكل ما يلزمها شغالة	1.1
	3		عدد	ثلاجات 3 ابواب بطول 2 م وارتفاع 2م وعرض 72 سم بكل ما يلزمها شغالة	1.2
	2		عدد	ثلاجات 2 ابواب بطول 1.35 م وارتفاع 2م وعرض 72 سم بكل ما يلزمها شغالة	1.3
	1		عدد	توريد نظام محاسبة وإدارة مبيعات لنقطة البيع POS بالموصفات التالية: برنامج العربي للمحاسبة يحوي نقاط البيع POS حالة الاستخدام الكامل (محاسبة + نقطة بيع) . قاري باركود يدوي محمول MOTOROLA LS-1203 . قاري باركود ثابت MOTOROLA LS-7708 . طابعة حرارية للوصلات جرار نقود CASH Drawer . جهاز كمبيوتر HP PRO 3500 i3-3240/4GB/500GB/LED 20"	2
	المجموع Total (USD)				

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**Table-2: Carpentry and Metallic Works for The Minimarket**

اعمال خشبية ومعننية وسوكريت

Total USD	Quantity	Unit Price USD	Unit	Description	Item #
المجموع شيكل	الكمية	سعر الوحدة شيكل	الوحدة	الوصف	رقم البند
	550		م.ط	اجور توريد وتركيب رفوف حديد سماكة 2 ملم مدهونة باللون الابيض عرض 35 سم مع اطار للأسعار لغرض وضع مواد غذائية عليها والسعر يشمل الاعمدة والزوايا اللازمة لحمل الرفوف وكل ما يلزم لانتهاء الاعمال وتثبيتها بالشكل المطلوب	1
	1		مقطوع	اجور توريد وتركيب بروفيلات زوايا حديد 44 x سم سماكة 3 ملم ملحومة ومدهونة وجاهزة مع ارجل زاوية 5*7*7 لغرض حمل صناديق الخضار والفواكة مع الارجل و غطي البلاستيك وكل ما يلزم لانجاز الاعمال الابعاد 3*2.8م	2
	15		م.ط	كالسابق ولكن اجور توريد وتركيب بروفيلات زوايا حديدية سماكة 2 ملم مدهونة ومثبتة على الحائط بزاوية 45 درجة والسعر يشمل الارجل وكل ما يلزم لانجاز وتثبيت الاعمال	3
	1		مقطوع	اجور توريد وتركيب كاونتر خشبي سماكة 3 سم مغطى بقشرة فورمايكا حسب التفصيلة المرفقة والسعر يشمل كراسي عدد 2 وكل ما يلزم للتركيب والتثبيت من قطع واكسسوارات جاهزة	4
	2		عدد	اجور توريد ميزان الكتروني رقمي وزن لغاية 30 كغم ويحفظ البيانات لمدة 90 يوم	5
	400		م2	اجور توريد وتركيب وتجهيز سقف مستعارة لغرض الديكور من الفاير جلاس والسعر يشمل كافة وحدات الإنارة والتديدات الكهربائية وكل ما يلزم لانجاز الأعمال	6
	70		م2	اجور توريد وتركيب زجاج سوكريت ثابت ومتحرك (دقات ابواب) سماكة 8 ملم والسعر يشمل الايدي والزراويل للابواب والشبر وعمدان التثبيت واطار مجلفن وكل ما يلزم لانتهاء وتجهيز الاعمال من قطع واكسسوارات حسب اصول مصنعية زجاج السوكريت	7
المجموع (USD) Total					

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**Table-3: Goods to be supplied**

جدول 3: السلع المطلوب تزويدها

Total Price (USD)	Quantity	Unit Price (USD)	Unit of measure	Weight gram	Description	S. #
السعر الاجمالي	الكمية	سعر الوحدة بالدولار الامريكي	الوحدة	الوزن - غم	الوصف	الرقم
بالدولار الامريكي						
	8		بكيت		جلاكسي مرة 24 حبة	1
	8		كرتونه	400	بوكر مدور كروستاتين	2
	20		كرتونه		سنكرس 24 حبة	3
	8		بكيت		ام اند امز انبوب	4
	8		كرتونه		مالتيزرز	5
	8		بكيت		سنكرس 4 شيكل 24 حبة	6
	8		بكيت		باونتي 3 شيكل 24 حبة	7
	8		بكيت		مصاص بيبي دول	8
	8		بكيت		جلاكسي ريبيل 2 شيكل 24 حبة	9
	15		كرتونه		مارس هدايا	10
	15		بكيت		سنكرز كراميل 32 حبة	11
	60		كرتونه	300	بسكوت ز عتر - تركي	12
	15		كرتونه	250	ويفر - سنقرط	13
	10		كرتونه		علي بابا 12*	14
	8		حبل		جوم بيبتي 3 شيكل يوغورت	15
	8		حبل		سوس بيبتي 2 شيكل حبل 6*	16
	8		كرتونه		كيك كاب 24 حبة اش 6*	17
	8		كرتونه		كيك كاب 24 حبة اش 7*	18
	8		ستاند		لبان متر حجم كبير ستاند 4*	19
	8		كرتونه	900	بيتي بير هلك 900 غم 5*	20
	50		شرحة		مخلل خيار حجم 12* 25-18	21
	30		شرحة		مخلل خيار حجم 13* 9-7	22
	30		شرحة		مخلل زيتون بدون بزر اخضر 12*	23
	10		كرتونه	500	جلي بودرة اكياس 12* 500	24
	15		كرتونه	400	بيجلة بلغارية 400 غم 8*	25
	10		كرتونه		هدايا ايفيليا حديد 8*	26
	10		مطربان		لبان مسطرة 40 حبة 12*	27
	8		كرتونه	400	طعام اطفال (قمح وفواكة) 400 12*	28
	6		كرتونه		حلقوم جيلو حبة كبيرة 10*1	29
	6		كرتونه		حلقوم جيلو حبة صغيرة 10*1	30

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Total Price (USD)	Quantity	Unit Price (USD)	Unit of measure	Weight gram	Description	S. #
السعر الاجمالي	الكمية	سعر الوحدة بالدولار الامريكي	الوحدة	الوزن - غم	الوصف	الرقم
بالدولار الامريكي						
	6		كرتونه		ملبس سلكي مشكل *8	31
	6		صندوق		بلو دانس 500 مل *24	32
	6		كرتونه		اجوزة هوبي كراميل 24 حبة *6	33
	15		شرحة		نسكافيه نستلة *12	34
	8		كرتونه		مكريل جاط *48 حبة	35
	8		مطربان		مصاص مطربان - 75 حبة	36
	30		كرتونه		تونا لارونا شقف *48 حبة	37
	6		بكيت		البيني اصابع 2 ش 18 حبة *6	38
	10		شرحة		مبيض نستلة *12	39
	10		بكيت		ديو حجم كبير 2 ش 18 قطعة *6	40
	40		كرتونه		فول الطاهي عريض	41
	8		كرتونه		كيك الببلا 1 ش 24 حبة *6	42
	10		كرتونه	820	هدايا اسماتيلو اولكر علب *6	43
	8		كرتونه		ويفر ديليس نصف شيكل *6	44
	8		كرتونه		ويفر كريزي 1 ش *6	45
	8		بكيت		اوزمو استكس 3 ش	46
	8		بكيت		مصاص اوزمو 2 ش	47
	6		بكيت		قرطوس اوزمو 2 ش *10	48
	6		كرتونه		جريب تايم نصف شيكل *12	49
	6		بكيت		توجي 2 اصبع *8	50
	6		كرتونه	400	بسكويت الماني اكياس *10	51
	30		كرتونه		بون بون هدايا	52
	6		كرتونه	550	ملبس مغربي 550 غم *12	53
	6		كرتونه		بيتي فور ايطالي	54
	8		شرحة	500	ميونيز كرولي 500 غم *12	55
	15		ربطة		فستق الننتشة 1 ش *3	56
	15		ربطة		فستق الننتشة 2 ش *2	57
	10		بكيت		بزر مقشر الننتشة *3	58
	10		بكيت		ملبس توفي ودرز الماني	59
	8		كرتونه		كيك هواي 1 ش	60
	10		كرتونه		هدايا رولي اني *8	61
	12		كرتونه		بسكويت دوكس 24 قطعة *6	62
	8		كرتونه		كيك اكثيف 24 حبة نص شيكل *6	63

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Total Price (USD)	Quantity	Unit Price (USD)	Unit of measure	Weight gram	Description	S. #
السعر الاجمالي	الكمية	سعر الوحدة بالدولار الامريكي	الوحدة	الوزن - غم	الوصف	الرقم
بالدولار الامريكي						
	6		بكيث		لبان سجائر 36 حبة * 12	64
	10		كرتونه		جوز هند علب الاندلس * 6	65
	10		بكيث		بزر 1 ش بالتوابل * 30	66
	15		كرتونه	450	شوكو نسكويك بودرة 450 غم	67
	3		كرتونه	800	لحمة سنيورة 800 غم	68
	8		كرتونه		بوشار 1 ش * 40	69
	15		صندوق		قهوة علب * 24	70
	8		بكيث		فستق سوداني	71
	5		كرتونه		عصير انجوي 1 لتر زجاج	72
	5		صندوق		عصير كابي واحد ونص لتر * 6	73
	10		صندوق		عصير برتقال لتر ونص * 12	74
	15		صندوق		عصير زجاج 330 مل برتقال * 12	75
	10		صندوق		لتر ونص * 6 Seven up	76
	10		صندوق		سيفن أب 330 علب	77
	8		صندوق		عصير انجوي 200 مل تتراباك	78
	6		صندوق		هايبى مشروب طاقة * 24	79
	5		صندوق		اكس ال مشروب طاقة 24 علب	80
	6		صندوق		عصير كرتون واحد لتر * 12	81
	4		صندوق		مشروب طاقة بلو 24 علب	82
	50		صندوق		مشروب كوكاكولا 2 لتر 6 قنيية	83
	10		صندوق		مشروب كوكاكولا 1.25 لتر 6 قنيية	84
	40		صندوق		مشروب كوكاكولا علب صغيرة	85
	30		صندوق		صندوق سبرايت 2 لتر 6 قنيية	86
	10		صندوق		سبرايت 1.25 لتر 6 قنيية	87
	20		صندوق		سبرايت علب صغيرة 24 علب	88
	10		صندوق		فانتا 2 لتر 6 قنيية	89
	8		صندوق		مشروب فانتا 1.25 لتر 6 قنيية	90
	8		صندوق		مشروب فانتا علب صغيرة	91
	12		صندوق		كولا كلب علب صغيرة 24	92
	8		صندوق		عصير توب درينك برتقال لتر ونص	93
	20		جلن		كلور النسر 4 لتر جلن البطة	94
	30		عبوة		منظف حمام افييف الاصلي	95

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Total Price (USD)	Quantity	Unit Price (USD)	Unit of measure	Weight gram	Description	S. #
السعر الاجمالي	الكمية	سعر الوحدة بالدولار الامريكي	الوحدة	الوزن - غم	الوصف	الرقم
بالدولار الامريكي						
	30		جلن		سائل جلي البرنس هيلين 3 لتر برافو	96
	60		علبة		سائل جلي فيري	97
	60		كيس		سرف غسيل ستار يدوي 1 كغم	98
	60		علبة		اجكس منظف زجاج	99
	80		كرتونه		كرتونة مسحوق غسيل ايريال 3كغم 6بكيت	100
	30		كيس		مسحوق غسيل اونو 1 كغم	101
	50		عبوة		فلاش الاصلي	102
	100		كيس		بكيت لفاف تواليت اخضر 24 لفة	103
	200		بكيت		بكيت تواليت ابيض مضغوط ليدي فاين 18 قطعة	104
	200		بكيت		محارم ناعمة كبير بكيت 1 كغم	105
	30		بكيت		محارم ناعمة صغير بكيت نص كيلو	106
	30		كيس		فوط اطفال هاجيز عادي	107
	30		كيس		فوط اطفال بامبرز عادي	108
	30		عدد		شامبو هيد اند شولدرز	109
	50		عدد		كرتونة اولويز كبير 18 حبة	110
	30		عدد		شامبو السنافر 4 لتر	111
	30		عدد		شامبو صان سلك كبير	112
	30		عدد		معجون بلاط اخضر	113
	20		عدد		معطر جو	114
	15		عدد		كريم فنجال الاصلي	115
	50		عدد		معجون اسنان كول جيت	116
	12		عدد		شفرات حلاقة اركو مان	117
	15		عدد		معطر غسيل كومفورت 4 لتر	118
	35		عدد		لفة قصدير 7 متر	119
	50		عدد		صابون دوف	120
	50		عدد		صابون هواي	121
	50		عدد		عصي خشب للمكانس	122
	200		كيس		ارز 5 كغم ابو غربية	123
	100		كيس		ارز 10كغم ابو غربية	124
	15		كرتونه		زيت اوركيدة شمس 3 لتر *6	125
	80		كرتونه		زيت اوركيدة ذرة 3 لتر *6	126



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Total Price (USD)	Quantity	Unit Price (USD)	Unit of measure	Weight gram	Description	S. #
السعر الاجمالي	الكمية	سعر الوحدة بالدولار الامريكي	الوحدة	الوزن - غم	الوصف	الرقم
بالدولار الامريكي						
	40		كرتونه		زيت اوركيدة ذرة 5 لتر *4	127
	20		كرتونه		زيت اوركيدة شمس 5 لتر *4	128
	80		كرتونه		زيت اوركيدة ذرة 1 لتر *12	129
	40		كرتونه		زيت شمس ذرة 1 لتر *13	130
	50		كرتونه		كرتونة سمينة غزال 1 كغم *12	131
	30		صندوق		زيتون اسود مشرح *12	132
	10		شرحة		شرحة زياون اخضر مشرح *12	133
	20		شرحة		شرحة بندورة ابراهيم 580 غم *12	134
	35		شرحة		بندورة ابو غربية *12/560	135
	20		شرحة		فاصوليا تامي البنت *12	136
	3		شرحة		مرتديلا سنيورة 225 غم *24	137
	5		صندوق		مربي حلواني 800 غم *12 عبوة	138
	10		صندوق		فلفل شرحة *12	139
	10		صندوق		باننجان علب *12	140
	15		كرتونه		مرقة دجاج فرجلو 570 غم *24	141
	5		كرتونه		باكنج باودر 100 ظرف الزهراء	142
	5		كرتونه		فانيلا 100 ظرف الزهراء	143
	50		كرتونه		تونا مارينا شقف *48	144
	30		كرتونه		تونا لارون ناعم *48	145
	15		كرتونه		مكريل لارونا سمك *50	146
	15		كرتونه		شنب مكريل مارينا *50	147
	15		كرتونه		مبيض كلاسك زجاج *12	148
	15		كرتونه		نسكافيه كلاسك مدور *12	149
	30		كروز		ملح كروز 10 ك	150
	120		كرتونه		كرتونة كاسات بلاستيك 30 ربطة تركي	151
	20		شوال		شوال شعير ية تبرا فز مبيت 20 كيس	152
	10		علبة		طحينية شاور الحمراء 1 كغم	153
	10		علبة		طحينية شاور الحمراء نص كغم	154
	80		شوال		طحين قمح شوالا	155a
	50		كروز		طحين قمح تركي كروز 10 كغم	155b
	30		كروز		سميد قمح تركي كروز 10 كغم	156
	20		عدد		خميرة انجل حجم صغير	157

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Total Price (USD)	Quantity	Unit Price (USD)	Unit of measure	Weight gram	Description	S. #
السعر الاجمالي	الكمية	سعر الوحدة بالدولار الامريكي	الوحدة	الوزن – غم	الوصف	الرقم
بالدولار الامريكي						
	20		عدد		خميرة انجل حجم كبير	158
	100		بكيت		شاي ليببتون 100 حبة	159
	60		بكيت		شاي النمر 100 حبة	160
	50		قنينة		ماء الزهر 650 مل	161
	50		قنينة		خل التفاح 650 مل	162
	8		كرتونه		نسكافيه اصابع 24 قطعة	163
	8		كرتونه		كابتشينو 29 قطعة بيع 1 شيكل	164
	400		علبة		فول مدمس هارفتست	165
	100		كرتونه		خيار مخلل زادنا 12 علبة	166
	25		كرتونه		ذرة معلبة حجم صغير	167
	20		كرتونه		ذرة معلبة حجم كبير	168
	30		علبة		فريكة مبيكت في علب كرتون	169
	30		كرتونه		كرتونة معكرونة نمرة 2 برافو 20 بكيت	170
	5		كرتونه		جبنة البقرة الاولى مثلثات	171
	8		كرتونه		عدين ويفر 200 غم *24	172
	20		كرتونه		كرتونة شيبس دورينوس 60 كيس	173
	60		كرتونه		قهوة 100 غم *50	174
	40		بكيت		بسكويت شاي 24 قطعة	175
	120		نصبة		ارز ابو غربية 25 مغن	176
	Subtotal of items 1 to 176 (USD) مجموع فرعي بنود 1 الى 176					
7,300	Stationary and Vegetables (USD) ٢نثريات وقرطاسية وتزويد خضار وفواكه					
	(USD) مجموع فرعي ANNEX 1 منتجات الجندي (ألبان وأجبان وسلطات) مرفق 1-					
	Grand Total Price of Goods to be Supplied (USD) – Excluding VAT المجموع الكلي					

<sup>5</sup> Fixed lump sum that should be kept for this price quotation. This amount should be divided as 50% for stationary and 50% for vegetables and fruits. The awarded Supplier/contractor should buy the items contained in the detailed list to be provided by the UN HABITAT assigned committee, and as instructed by them (prices charged should be as per the average prevailing market prices at the time of actual purchase), with a total cost that equals of this lump sum (i.e. USD 7,300).

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## Summary Table

No		Total Amount (USD)
1	Table-1: Equipment "Refrigerators"	
2	Table-2: Carpentry and Metallic Works for The Minimarket	
3	Table-3: Goods to be supplied	
	Grand Total – Excluding Value Added Tax (VAT)	

المبلغ الاجمالي بالكلمات :

اسم المقاول :

عنوان المقاول :

اسم الشخص المفوض بالتوقيع عن المقاول و مسماه الوظيفي :

التوقيع و ختم الشركة :

التاريخ :

### PAYMENT TERMS:

Payments are based upon delivery of the goods, equipment and works specified in this ITB.

**FOR THE ASSIGNMENT RENDERED PURSUANT TO THE ITB, THE AWARDED VENDOR/CONTRACTOR WILL BE PAID ACCORDING TO THE FOLLOWING SCHEDULE:**

Milestone	% Payment	Target Date
Deliver Component 1/Table 1 (Equipment/ Refrigerators)	100 % of component 1	one month from signature of contract
Deliver Component 2/Table 2 (Carpentry and Metallic Works)	100% of component 2	Two months from signature of contract
Deliver Component 3/ Table 3 (Goods)	100% of component 3	Three months from signature of contract

The awarded vendor/contractor is expected to perform the work in Hebron and to fit his work schedules within the stipulated hours of UN-HABITAT-oPt and the Hebron municipality.

All payments will be issued upon certification of UNHABITAT's Project manager.

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**Please insert your prices below:**

<b>Annex 1</b> <b>مرفق 1: منتجات شركة الجندي لتصنيع اللبن والمواد الغذائية جدول مرفق</b> <b>Dairy Products of AL Junedi Co. -For the Minimarket Cooperative</b>						
الرقم	الوصف	الوزن - غم	الوحدة	سعر الوحدة بالدولار الأمريكي	الكمية	السعر الاجمالي بالدولار الأمريكي
1	لبن أصيل	500	كاسة		100	
2	لبن أصيل	155	كاسة		200	
3	لبن جلن	4500	جلن		40	
4	لبن جلن مدور	4000	جلن		40	
5	لبن جلن مدور	3500	جلن		40	
6	لبن جلن	3000	جلن		20	
7	لبن جلن	2500	جلن		15	
8	لبن جلن مدور	2000	جلن		15	
9	لبن جلن	1500	جلن		25	
10	لبن جلن مدور	1000	جلن		30	
11	لبن جميد	1000	جلن		20	
	لبن أب	2000	جلن		10	
	لبن أب	1000	جلن		5	
	لبن أب	350	علبة		70	
	لبن أب كاسة	200	كاسة		48	
	فروت اب	250	علبة		25	
	فروت اب	750	علبة		25	
	اكتف يو غورت	250	علبة		25	
	كوكتيل	250	علبة		20	
	شمينت	200	كاسة		60	
	شمينت	125	كاسة		60	
	ك.شوكولاته	125	كاسة		35	
	كراميل فانيل	125	كاسة		20	
	كراميل فراولة	125	كاسة		20	
	لبن فواكه	155	كاسة		15	
	حويرنه	250	علبة		10	
	حويرنه	500	علبة		5	
	حويرنه	1000	سطل		3	
	لبنة كيس	900	كيس		7	

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<b>Annex 1</b> <b>مرفق 1: منتجات شركة الجندي لتصنيع الالبان والمواد الغذائية جدول مرفق</b> <b>Dairy Products of AL Junedi Co. -For the Minimarket Cooperative</b>						
الرقم	الوصف	الوزن - غم	الوحدة	سعر الوحدة بالدولار الامريكي	الكمية	السعر الاجمالي بالدولار الامريكي
	لبنة كيس	450	كيس		6	
	طرية علب	450	علبة		8	
	لبنة علب	900	علبة		12	
	لبنة غدير	450	علبة		7	
	لبنة غدير	200	علبة		7	
	لبنة بالز عتر	150	علبة		10	
	لبنة روعة	200	علبة		15	
	لبنة روعة	125	علبة		25	
	لبنة زعتر	200	علبة		20	
	لبنة طماطم	200	علبة		15	
	لبنة بيسان	200	علبة		15	
	لبنة جامدة	500	علبة زجاج		15	
	لبنة سطل	3000	سطل		5	
	جبنة فرحة	1200	سطل		3	
	جبنة فرحة	600	علبة		5	
	جبنة بيضاء	500	علبة		5	
	جبنة بيضاء	250	علبة		10	
	جبنة كيس	200	كيس		10	
	جبنة نابلسية	250	كيس		10	
	جبنة مغلية	650	سطل		10	
	جبنة عكاوي	250	كيس		10	
	فلفل حار	750	علبة زجاج		12	
	فلفل حار	350	علبة زجاج		12	
	طحينية غطاء لون احمر	1000	علبة		5	
	طحينية غطاء لون احمر	500	علبة		18	
	طحينية غطاء لون ازرق	900	علبة		22	
	طحينية غطاء لون ازرق	450	علبة		30	
	طحينية تنك	16 كغم	تنكة		0	
	طحينية سطل	3 كغم	سطل		4	
	سيرج بلدي	650	علبة		8	

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Annex 1						
مرفق 1: منتجات شركة الجندي لتصنيع اللبن والمواد الغذائية جدول مرفق						
Dairy Products of AL Junedi Co. -For the Minimarket Cooperative						
الرقم	الوصف	الوزن - غم	الوحدة	سعر الوحدة بالدولار الأمريكي	الكمية	السعر الاجمالي
						بالدولار الأمريكي
			زجاج			
	سيرج بلدي	250	علبة زجاج		26	
	رب البندورة	380	علبة زجاج		30	
	حليب 3%	1000	كرتون		15	
	حليب 1.5%	1000	كرتون		15	
	حليب 3%	250	كرتون		15	
	فريسكو	1000	كرتون		15	
	فريسكو	200	كرتون		15	
	شوكو ميلك	200	كرتون		15	
	ميلكو شوكولاته	150	كرتون		15	
	سوبريمو موز	200	كرتون		15	
	ميلكو موز	150	كرتون		15	
	سوبريمو فراولة	200	كرتون		15	
	ميلكو فراولة	150	كرتون		15	
	فروتي جوافا	200	كرتون		15	
	فروتي مانجا	200	كرتون		15	
	فروتي تفاح	200	كرتون		15	
	فروتي اناناس	250	كرتون		15	
	جوس اب عنب	200	كرتون		15	
	جوس اب عنب	150	كرتون		15	
	جوس اب برتقال	200	كرتون		15	
	جوس اب برتقال	150	كرتون		15	
	جوس اب كوكتيل	150	كرتون		15	
	حمص سادة	850	علبة		20	
	حمص سادة	1000	علبة		15	
	حمص سادة	500	علبة		20	
	حمص اكسترا	850	علبة		15	
	حمص اكسترا	1000	علبة		15	
	حمص اكسترا	500	علبة		10	
	حمص اكسترا	250	علبة		15	

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<b>Annex 1</b> <b>مرفق 1: منتجات شركة الجندي لتصنيع الالبان والمواد الغذائية جدول مرفق</b> <b>Dairy Products of AL Junedi Co. -For the Minimarket Cooperative</b>						
الرقم	الوصف	الوزن - غم	الوحدة	سعر الوحدة بالدولار الامريكي	الكمية	السعر الاجمالي بالدولار الامريكي
	متبل اكسترا	250	علبة		10	
	مسبحة	250	علبة		10	
	سلطات الجندي	200	علبة		10	
	سلطات طبية	200	علبة		10	
	سلطات	125	علبة		10	
	سلطة ذرة	200	علبة		10	
	سلطة ذرة	125	علبة		10	
	سلطات سطل	3 kg	سطل		10	
	سلطة ذرة	3 kg	سطل		10	
<b>Grand Total of Annex 1 (USD)- Excluding VAT</b>						



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## Section 8: FORM FOR BID SECURITY

***(This must be finalized using the official letterhead of the Issuing Bank. Except for indicated fields, no changes may be made in this template.)***

---

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

WHEREAS [name and address of Contractor] (hereinafter called "the Bidder") has submitted a Bid to UNDP dated Click here to enter a date. , to deliver goods and execute related services for [indicate ITB title] (hereinafter called "the Bid"):

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

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Bid after the date of the opening of the Bid;
- c) Fails to comply with UNDP's variation of requirement, as per ITB Section F.3; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

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

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

This guarantee shall be valid until 30 days after the date of validity of the bids.

### SIGNATURE AND SEAL OF THE GUARANTOR BANK

Date .....

Name of Bank .....

Address .....

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### Section 9: FORM FOR PERFORMANCE SECURITY<sup>6</sup>

***(This must be finalized using the official letterhead of the Issuing Bank. Except for indicated fields, no changes may be made in this template.)***

---

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

WHEREAS *[name and address of Contractor]* (hereinafter called "the Contractor") has undertaken, in pursuance of Contract No. *Click to enter* , to deliver the goods and execute related services *Click here to enter text.* (hereinafter called "the Contract"):

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract:

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

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

This guarantee shall be valid until a date 30 days from the date of issue by UNDP of a certificate of satisfactory performance and full completion of services by the Contractor.

### **SIGNATURE AND SEAL OF THE GUARANTOR BANK**

Date .....

Name of Bank .....

Address .....

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<sup>6</sup> If the ITB requires the submission of a Performance Security, which shall be made a condition to the signing and effectivity of the contract, the Performance Security that the Bidder's Bank will issue shall use the contents of this template

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## Section 10: Form for Advanced Payment Guarantee

**(This must be finalized using the official letterhead of the Issuing Bank. Except for indicated fields, no changes may be made in this template.)**

\_\_\_\_\_ [Bank's Name, and Address of Issuing Branch or Office]

**Beneficiary:** \_\_\_\_\_ [Name and Address of UNDP]

**Date:** \_\_\_\_\_ ++++++

**ADVANCE PAYMENT GUARANTEE No.:** \_\_\_\_\_

We have been informed that [name of Company] (hereinafter called "the Contractor") has entered into Contract No. [reference number of the contract] dated [insert: date] with you, for the provision of [brief description of ITB requirements] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of [amount in words] ([amount in figures]) is to be made against an advance payment guarantee.

At the request of the Contractor, we [name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [amount in words] ([amount in figures])<sup>7</sup> upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation under the Contract because the Contractor has used the advance payment for purposes other than toward providing the goods and related services under the Contract.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Contractor on its account number \_\_\_\_\_ at [name and address of Bank].

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor as indicated in copies of certified monthly statements which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of the monthly payment certificate indicating that the Consultants have made full repayment of the amount of the advance payment, or on the \_\_\_ day of \_\_\_\_\_, 2\_\_\_, 20\_\_\_ whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

\_\_\_\_\_  
[signature(s)]

\_\_\_\_\_

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**Section 11: General Terms and Conditions of the Contract to be signed**

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**THE GENERAL TERMS AND CONDITIONS ARE AVAILABLE ONLINE AT:**

**<http://www.ps.undp.org/content/papp/en/home/operations/procurement.html>**