



# **INVITATION TO BID**

**Provision of office furniture for UN House in Viet Nam  
Green One UN House Project  
Viet Nam**

**Lot 4: Chairs**

**United Nations Development Programme  
October 2014**

## Section 1. Letter of Invitation

Hanoi, Viet Nam  
October 29, 2014

### Provision of office furniture for Green One UN House in Vietnam

#### Lot 4

Dear Sir/madam,

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 3a:	Schedule of Requirements and Technical Specifications
Section 3b:	Related Services
Section 4:	Bid Submission Form
Section 5:	Documents Establishing the Eligibility and Qualifications of the Bidder
Section 6a:	Technical Bid Form
Section 6b:	Technical Specifications and Schedule of Requirements Proposed by Bidder Form
Section 7:	Price Schedule Form
Section 8:	Form for Advanced Payment Guarantee
Section 9:	Contract to be Signed, including General Terms and Conditions
Section 10:	Evaluation process
Section 11:	Submission check list

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

You are requested to submit **a letter** to UNDP to confirm that your company will participate in this bidding or not. The letter can be sent by email to:

**Attention: Ms. Nguyen Thi Hoang Yen – Procurement Associate**  
Email: [nguyen.thi.hoang.yen@undp.org](mailto:nguyen.thi.hoang.yen@undp.org)

If your company does not intend to submit bid, UNDP would appreciate your indicating the reason, for our records.

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.

## Section 2: Instruction to Bidders

### Definitions

- a) *“Bid”* refers to the Bidder’s response to the Invitation to Bid, including the Bid Submission Form, Technical Bid and Price Schedule and all other documentation attached thereto as required by the ITB.
- b) *“Bidder”* refers to any legal entity that may submit, or has submitted, a Bid for the supply of goods and provision of related services requested by UNDP.
- c) *“Contract”* refers to the legal instrument that will be signed by and between the UNDP and the successful Bidder, all the attached documents thereto, including the General Terms and Conditions (GTC) and the Appendices.
- d) *“Country”* refers to the country indicated in the Data Sheet.
- e) *“Data Sheet”* refers to such part of the Instructions to Bidders used to reflect conditions of the tendering process that are specific for the requirements of the ITB.
- f) *“Day”* refers to calendar day.
- g) *“Goods”* refer to any tangible product, commodity, article, material, wares, equipment, assets or merchandise that UNDP requires under this ITB.
- h) *“Government”* refers to the Government of the country where the goods and related services provided/rendered specified under the Contract will be delivered or undertaken.
- i) *“Instructions to Bidders”* refers to the complete set of documents which provides Bidders with all information needed and procedures to be followed in the course of preparing their Bid
- j) *“ITB”* refers to the Invitation to Bid consisting of instructions and references prepared by UNDP for purposes of selecting the best supplier or service provider to fulfil the requirement indicated in the Schedule of Requirements and Technical Specifications.
- k) *“LOI”* (Section 1 of the ITB) refers to the Letter of Invitation sent by UNDP to Bidders.
- l) *“Material Deviation”* refers to any contents or characteristics of the bid that is significantly different from an essential aspect or requirement of the ITB, and (i) substantially alters the scope and quality of the requirements; (ii) limits the rights of UNDP and/or the obligations of the offeror; and (iii) adversely impacts the fairness and principles of the procurement process, such as those that compromise the competitive position of other offerors.
- m) *“Schedule of Requirements and Technical Specifications”* refers to the document included in this ITB as Section 3 which lists the goods required by UNDP, their specifications, the related services, activities, tasks to be performed, and other information pertinent to UNDP’s receipt and acceptance of the goods.
- n) *“Services”* refers to the entire scope of tasks related or ancillary to the completion or delivery of the goods required by UNDP under the ITB.

- o) *“Supplemental Information to the ITB”* refers to a written communication issued by UNDP to prospective Bidders containing clarifications, responses to queries received from prospective Bidders, or changes to be made in the ITB, at any time after the release of the ITB but before the deadline for the submission of Bid.

## A. GENERAL

1. UNDP hereby solicits Bids as a response to this Invitation to Bid (ITB). Bidders must strictly adhere to all the requirements of this ITB. No changes, substitutions or other alterations to the rules and provisions stipulated in this ITB may be made or assumed unless it is instructed or approved in writing by UNDP in the form of Supplemental Information to the ITB.
2. Submission of a Bid shall be deemed as an acknowledgement by the Bidder that all obligations stipulated by this ITB will be met and, unless specified otherwise, the Bidder has read, understood and agreed to all the instructions in this ITB.
3. Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of any Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this ITB.
4. UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See [http://www.undp.org/about/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;
  - 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:

Please refer to Section 11 - "Submission checklist" for detailed documents to be submitted.

### 10. Clarification of Bid

- 10.1 Bidders may request clarification of any of the ITB documents no later than the number of days indicated in the **Data Sheet** (DS no. 16) prior to the Bid submission date. Any request for clarification must be sent in writing via 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) and **in the submission checklist**, 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.

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

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

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

## 16. Price Schedule

The Price Schedule shall be prepared using the attached standard form (Section 7). It shall list all major cost components associated with the goods and related services, and the detailed breakdown of such costs. All goods and services described in the Technical Bid must be priced separately on a one-to-one correspondence. Any output and activities described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of the items or activities, as well as in the final total price of the bid.

## 17. Currencies

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

- 17.1 UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bid; and
- 17.2 In the event that the Bid found to be the most responsive to the ITB requirement is quoted in another currency different from the preferred currency as per **Data Sheet** (DS no. 15), then UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.

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

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

- a) That the Bidder has the financial, technical, and production capability necessary to perform the Contract; and
- b) That, to the best of the Bidder's knowledge, it is not included in the UN 1267 List or the UN Ineligibility List, nor in any and all of UNDP's list of suspended and removed vendors.

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

- a) they have at least one controlling partner, director or shareholder in common; or
- b) any one of them receive or have received any direct or indirect subsidy from the other/s; or
- c) they have the same legal representative for purposes of this ITB; or
- d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this ITB process;
- e) they are subcontractors to each other's bid, or a subcontractor to one bid also submits another Bid under its name as lead Bidder; or
- f) an expert proposed to be in the bid of one Bidder participates in more than one Bid received for this ITB process. This condition does not apply to subcontractors being included in more than one Bid.

## **19. Joint Venture, Consortium or Association**

If the Bidder is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all entities that comprise the joint venture.

After the bid has been submitted to UNDP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of UNDP. Furthermore, neither the lead



entity nor the member entities of the joint venture can:

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

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

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

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

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

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

## **20. Alternative Bid**

Unless otherwise specified in the **Data Sheet** (DS nos. 5 and 6), alternative bid shall not be considered. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative bid.

## **21. Validity Period**

21.1 Bid shall remain valid for the period specified in the **Data Sheet** (DS no. 8), commencing on the submission deadline date also indicated in the **Data Sheet** (DS no. 21). A Bid valid for a shorter period shall be immediately rejected by UNDP and rendered non-responsive.

21.2 In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bid. The request and the responses shall be made in writing, and shall be considered integral to the Bid.

## **22. Bidder's Conference**

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

## D. SUBMISSION AND OPENING OF BID

### 23. Submission

23.1 The Technical Bid and the Price Schedule **must be submitted together and sealed together in one and the same envelope**, delivered either personally, by courier, or by electronic method of transmission. If submission will not be done by electronic means, the Technical Bid and Price Schedule must be sealed together in an envelope whose external side must :

- a) Bear the name of the Bidder;
- b) Be addressed to UNDP as specified in the **Data Sheet** (DS no.20); and
- c) Bear a warning not to open before the time and date for Bid opening as specified in the **Data Sheet** (DS no. 24).

If the envelope is not sealed nor 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.

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

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

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

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

25.1 Bidders are expected to have sole responsibility for taking steps to carefully examine in

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

- 25.2 A Bidder may withdraw, substitute or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 23, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid must accompany the respective written notice. All notices must be received by UNDP prior to the deadline for submission and submitted in accordance with ITB Clause 23 (except that withdrawal notices do not require copies). The respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION".
- 25.3 Bid requested to be withdrawn shall be returned unopened to the Bidders.
- 25.4 No Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bid and the expiration of the period of Bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.

## **26. Bid Opening**

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

The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submission, for which the Bid shall be returned unopened to the Bidder.

## **27. Confidentiality**

Information relating to the examination, evaluation, and comparison of Bid, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.

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

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

# **E. EVALUATION OF BID**

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

UNDP shall examine the Bid to determine whether they are complete with respect to minimum

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

***Important Notes:*** Bidders failing to submit any of the following required mandatory documents/items OR to meet the requirements indicated in the **mandatory documents** will not be considered for detailed evaluation:

- All cost components in quoted option(s) are provided in the Price Schedule Form
- Certification or Authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer for offered item(s)

At preliminary review of the bids, if UNDP observes that bidders, by oversight, did not provide any of the documents in the submission checklist, which do not affect the substance of the technical component nor their financial offers such as: certificates, business registration, ect... UNDP will provide bidders a chance to supplement them within 4 days after UNDP notifies bidders of such missing documents.

## 29. Evaluation of Bid

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

29.2 The evaluation team shall review and evaluate the Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the **Data Sheet** (DS No. 25). Absolutely no changes may be made by UNDP in the criteria after all Bids have been received.

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

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

## 30. Clarification of Bid

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

UNDP's request for clarification and the Bidder's response shall be in writing. Notwithstanding the written communication, no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Bid, in accordance with ITB Clause 35.

Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bid.

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

UNDP's determination of a Bid's responsiveness will be based on the contents of the Bid itself.

A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the ITB without material deviation, reservation, or omission.

If a Bid is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the **material** deviation, reservation, or omission.

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

32.3 Provided that a Bid is substantially responsive, UNDP may waive any non-conformities or omissions in the Bid that, in the opinion of UNDP, do not constitute a **material deviation**.

32.4 Provided that a Bid is substantially responsive, UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

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

- a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the above.

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

## **F. AWARD OF CONTRACT**

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

33.1 UNDP reserves the right to accept or reject any Bid, to render any or all of the Bids as non-

responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. Furthermore, UNDP is not obligated to award the contract to the lowest price offer.

- 33.2 UNDP shall also verify, and immediately reject their respective Bid, if the Bidders are found to appear in the UN's Consolidated List of Individuals and Entities with Association to Terrorist Organizations, in the List of Vendors Suspended or Removed from the UN Secretariat Procurement Division Vendor Roster, the UN Ineligibility List, and other such lists that as may be established or recognized by UNDP policy on Vendor Sanctions. (See [http://www.undp.org/content/undp/en/home/operations/procurement/procurement\\_protest/](http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/))

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

Prior to expiration of the period of Bid validity, UNDP shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification, and has offered the lowest price (See DS No. 32).

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

At the time of award of Contract, UNDP reserves the right to vary the quantity of the goods and/or related services, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

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

Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP.

Failure of the successful Bidder to comply with the requirement of ITB Section F.3 and this provision shall constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security if any, and on which event, UNDP may award the Contract to the Bidder with the second highest rated Bid, or call for new Bid.

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

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

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

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

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

UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a purchase order or contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <http://www.undp.org/procurement/protest.shtml>

## Instructions to Bidders

### DATA SHEET

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

DS No.	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
1		Project Title:	<b>Green One UN House Project</b>
2		Title of Goods/Services/Work Required:	Provision of office furniture for Green One UN House in Vietnam (Lot 4)
3		Country:	Viet Nam
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	Lot 4 has 2 options. <b><u>Bidders can bid for one or more than one options in the lot.</u></b>  Bidders must submit complete bid for selected option(s) i.e. all items in the option must be quoted.  Evaluation will be done separately for each option.
6	C.20	Conditions for Submitting Alternative Bid	<input checked="" type="checkbox"/> Shall not be considered. A Bidder may choose option(s) to quote but must price all items in the option(s)
7	C.22	A pre-Bid conference will be held on:	Not Applicable
8	C.21.1	Period of Bid Validity commencing on the submission date	<input checked="" type="checkbox"/> 120 days
9	B.9.5 C.15.4 b)	Bid Security	<input checked="" type="checkbox"/> Not required
10	B.9.5	Acceptable forms of Bid Security	N/A
11	B.9.5	Validity of Bid Security	N/A



	C.15.4 a)		
12		Advanced Payment upon signing of contract	<input checked="" type="checkbox"/> Allowed up to a maximum of 20% of contract
13		Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per week of delay: 3 % of contract amount Max. no. of days of delay: 14 days Next course of action: Contract termination
14	F.37	Performance Security	<input checked="" type="checkbox"/> Not Required
15	C.17 C.17.2	Preferred Currency of Bid and Method for Currency conversion	<input checked="" type="checkbox"/> United States Dollars (USD) <i>Reference date for determining UN Operational Exchange Rate: at the submission deadline</i>
16	B.10.1	Deadline for submitting requests for clarifications/ questions	5 days before the submission date.
17	B.10.1	Contact Details for submitting clarifications/questions <sup>1</sup>	Ms. Nguyen Thi Hoang Yen Procurement Associate Address: 72 Ly Thuong Kiet Street, Hanoi, Viet Nam E-mail address dedicated for this purpose: <a href="mailto:nguyen.thi.hoang.yen@undp.org">nguyen.thi.hoang.yen@undp.org</a>
18	B.11.1	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	<input checked="" type="checkbox"/> Direct communication to prospective Bidders by email and Posting on the website <a href="http://www.vn.undp.org/content/vietnam/en/home/operations/procurement/procurement_notices.html">http://www.vn.undp.org/content/vietnam/en/home/operations/procurement/procurement_notices.html</a>  Bidders are responsible to check for addendums on the above website before submitting bids
19	D.23.3	If submit by hard copy, No. of hard copies of Bid that must be submitted.	Original : 01 Copies : 02  <u>Plus:</u> CD – ROM containing electronic files of the bid submitted in hardcopy and Price Schedule in Excel format. CD-ROM to be put inside the sealed bid envelope.
20	D.23.1 b) D.23.2 D.24	Bid submission address by Hardcopy	Ms. Huynh Huong Thanh Administrative Assistant UNDP Viet Nam 72 Ly Thuong Kiet Street, Hanoi, Viet Nam

<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.

21	C.21.1 D.24	Deadline of Bid Submission	<b>13 November 2014 (Hanoi time)</b>
22	D.23.2	Manner of Submitting Bid	<input checked="" type="checkbox"/> Courier/Hand Delivery <b>OR</b> <input checked="" type="checkbox"/> Electronic submission of Bid
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening	<input checked="" type="checkbox"/> Official Address for e-submission: <a href="mailto:bidding.vn@undp.org">bidding.vn@undp.org</a> (cc: <a href="mailto:undpprocurement@gmail.com">undpprocurement@gmail.com</a> ) <input checked="" type="checkbox"/> Format: PDF files only plus Price Schedule in Excel format, password protected <input checked="" type="checkbox"/> Password <b>must not</b> be provided to UNDP before submission deadline. Password <b>MUST</b> be provided to UNDP email: <a href="mailto:bidding.vn@undp.org">bidding.vn@undp.org</a> on <b>14 November 2014 (Hanoi time)</b> ; cc: undpprocurement@gmail.com <input checked="" type="checkbox"/> Max. File Size per transmission: 07 MB <input checked="" type="checkbox"/> Mandatory subject of email : {Name of bidder} – Office furniture for UN House (Lot # 4) <input checked="" type="checkbox"/> Time Zone to be Recognized: Hanoi (GMT +7)
24	D.23.1 c)	Date, time and venue for opening of Bid	<b>17 November 2014, 10.00 am Ha Noi Time</b> Venue : UNDP Lotus Meeting Room - 72 Ly Thuong Kiet, Ha Noi, Viet Nam
25		Evaluation method to be used in selecting the most responsive Bid	<input checked="" type="checkbox"/> Non-Discretionary “Pass/Fail” Criteria on the Technical Requirements and Schedule of Requirements; qualification requirements.  <input checked="" type="checkbox"/> Evaluation will be done separately for each lot and one contract will be signed for each lot  <input checked="" type="checkbox"/> The following methodology will be applied for financial evaluation of each lot:  <ul style="list-style-type: none"> <li>- <u>Option 1</u> bids will be evaluated at in the first instance and if the lowest priced technically responsive bid in Option 1 is within the UNDP budget available, this bid will be selected.</li> <li>- In case the lowest priced technically responsive bid in Option 1 is above the UNDP budget available, then the Option 2 bids will be considered.</li> <li>- <u>Option 2</u> will not be selected if the Option 1 bid is within the budget available.</li> <li>- See detailed evaluation process in Section 10</li> </ul>
26	C.15.1	Required Documents that must be Submitted to Establish Qualification of Bidders	<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"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation <input checked="" type="checkbox"/> Certification or Authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer for offered item(s) <input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates as required in the Schedule of Requirements and Technical Specifications (Section 3a), accreditations, awards and citations received by the Bidder, if required; <input checked="" type="checkbox"/> Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures if required;  <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top [3 ] Clients in terms of Contract Value in the past 3 years
27		Other documents that may be Submitted to Establish Eligibility	All cost components in the quoted option(s) in the Price Schedule, section 7, ITB are provided;
28	C.15	Structure of the Technical Bid and List of Documents to be Submitted	Please see submission checklist in Section 11
29	C.15.2	Latest Expected date for commencement of Contract	Will be set at time of signing contract; Bidders to note their delivery times from receipt of order in their bids.
30	C.15.2	Maximum Expected duration of contract	
31		UNDP will award the contract to:	<input checked="" type="checkbox"/> One Bidder
32	F.34	Criteria for the Award and Evaluation of Bid	<p><b><u>Technical Evaluation:</u></b></p> <input checked="" type="checkbox"/> Non-discretionary "Pass" or "Fail" rating on all the detailed contents of the Schedule of Requirements and Technical Specifications  Compliance on the following qualification requirements :  - Minimum no. of 3 years of experience in similar contracts.

			<ul style="list-style-type: none"> <li>- Offer warranty as indicated in the Technical specifications and Schedule of requirements;</li> <li>- Acceptability of the Transportation/Delivery schedule.</li> <li>- Appropriateness of the Implementation Timetable to Project Schedule</li> </ul> <p>Bidders achieving “Pass” ratings on all the criteria are considered technically responsive bids for <b><u>financial evaluation</u></b></p> <p><b><u>Financial Evaluation:</u></b></p> <p>The following methodology will be applied for each lot:</p> <ul style="list-style-type: none"> <li>- Option 1 bids will be evaluated at in the first instance and if the lowest priced technically responsive bid in Option 1 is within the UNDP budget available, this bid will be selected.</li> <li>- In case the lowest priced technically responsive bid in Option 1 is above the UNDP budget available, then the Option 2 bids will be considered.</li> <li>- Option 2 will not be selected if the Option 1 bid is within the budget available.</li> <li>- See detailed evaluation process in Section 10</li> </ul>
33	E.29	Post qualification Actions	<ul style="list-style-type: none"> <li>☑ Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted if required;</li> <li>☑ Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>☑ Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder if required;</li> <li>☑ Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed if required;</li> <li>☑ Physical inspection of the bidder’s plant, factory, branches or other places where business transpires, with or without notice to the bidder if required;</li> <li>☑ Testing and sampling of completed goods similar</li> </ul>

			to the requirements of UNDP if required
34		Conditions for Determining Contract Effectivity	<input checked="" type="checkbox"/> Acceptance of UNDP Purchase Order signed by both parties <input checked="" type="checkbox"/> UNDP's approval of drawings, samples if required etc. before manufacture/supply
35		Other Information Related to the ITB	<ul style="list-style-type: none"> <li>- Failure to (i) submit the listed mandatory documents/items or (ii) quote for all cost components in the bidden option(s) in the price schedule <b>WILL</b> result in rejection of your bid.</li> <li>- UNDP is exempted from import tax.</li> </ul>






Section 3a: Schedule of Requirements and Technical Specifications

Lot 4 - Chair

REF	DESCRIPTION	Q'ty	Specification						
			Reference Image	Dimension with +/- 50mm	Material	Colour	Accessories	Warranty	Test/Requirements
4.1	LF03, 04 and 05 Meeting chair	64		Width:500 mm Depth:530 mm Seat height: 470mm	Frame: solid beech timber Seat and back: matching beech plywood	Natural color, lacquered		2 years	ANSI/BIFMA X5.4 test for lounges and public seating or equivalent
4.2	LF08 Dining Chair	26		Width:600 mm Depth:570 mm Seat height: 500 mm	- Frame: 10 mm chromed rod steel - Seat and back: covered with fabric- <del>SenskaKJ-</del> 'tulipano' (85% wool, 15%nylon overall approximate dimension) or equivalent	Green		2 years	ANSI/BIFMA X5.4 test for lounges and public seating or equivalent
4.3	LF09 Dining Chair	20				Gold			

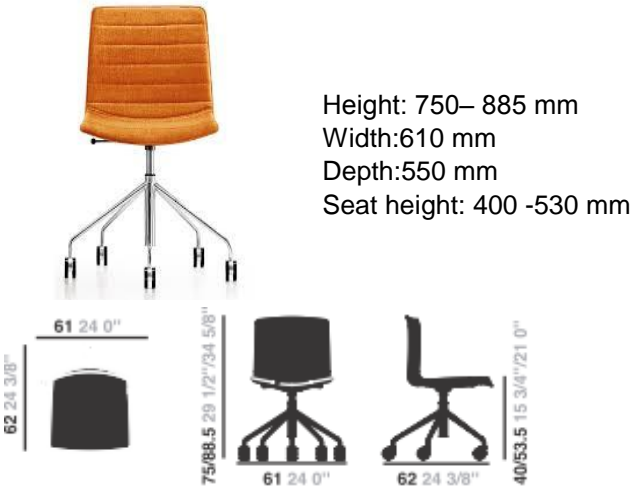

Section 3a: Schedule of Requirements and Technical Specifications

Lot 4 - Chair

REF	DESCRIPTION	Q'ty	Specification						
			Reference Image	Dimension with +- 50mm	Material	Colour	Accessories	Warranty	Test/Requirements
4.4	LF50, Conference seating	168			Frame: Chrome  Seat and backrest: Polypropylene  Writing tablet: right hand use, foldable and removable, high pressure laminate	- Seat and backrest: tomato red - Tablet: white	- Under seat and floor linking system    - Felt or plastic glides	2 years	ANSI/BIFMA X5.4 Lounge and Public Seating or EN 15573 or equivalent
4.5	Transport dolly for LF 50 chair	1						2 years	Carry minimum 30 chairs with linking for 40 chair without linking
4.6	Transport dolly for LF 50 writing tablet	1						2 years	Carry minimum 24 writing tablets

Section 3a: Schedule of Requirements and Technical Specifications



Lot 4 - Chair

REF	DESCRIPTION	Q'ty	Specification						
			Reference Image	Dimension with +- 50mm	Material	Colour	Accessories	Warranty	Test/Requirements
4.7	LF63, Meeting Chair	4		Height: 750– 885 mm Width:610 mm Depth:550 mm Seat height: 400 -530 mm	Seat base: five way swivel base in chromed steel Seat and Back: upholstery in <b>Elmoseft</b> semi -aniline leather or equivalent	Black	Mounted on Self -braking castors Fitted with Gas height adjustment mechanism Optional chrome arm	2 years	ANSI/BIFMA X5.4 Lounge and Public Seating
4.8	LF66, Visitor Chair	4		Height: 765mm Width:600 mm Depth:570 mm Seat height: 500 mm	Frame: 10 mm chromed rod steel Seat pad: upholstery in <b>Elmoseft</b> semi – aniline leather or equivalent Shell: polypropylene	Black		2 years	ANSI/BIFMA X5.4 Lounge and Public Seating or equivalent



Section 3a: Schedule of Requirements and Technical Specifications

Lot 4 - Chair

REF	DESCRIPTION	Q'ty	Specification						
			Reference Image	Dimension with +- 50mm	Material	Colour	Accessories	Warranty	Test/Requirements
4.9	LF68, Lounge chair	3		Seat height: 400mm Depth: 630mm Width: 710 mm	Frame: 10mm chrome steel tube Seat pad: upholstery in <del>Elmesoft</del> semi – aniline leather or equivalent Shell: <del>fire-retardant</del> polyurethane foam	Black		2 years	ANSI/BIFMA X5.4 Lounge and Public Seating or equivalent
4.10	LF71, Lounge chair	3		Height: 1070mm Width: 720 mm Seat height: 410mm <del>Armrest height: 560mm</del> Depth: 500mm	Base: four star base aluminum Seat: upholstery in fabric- <del>Instyle 'Tonic': 100% Australian worsted EthEco® wool or equivalent</del>	Straight up (red) Base: white		5 years	ANSI/BIFMA X5.4 Lounge and Public Seating or EN 1728 Seating Determination of strength and stability or equivalent

Note: Selected samples are required for approval prior to manufacture/supply

Deviation to Specification is not accepted

## Section 3b Related Services

Further to the Schedule of Requirements, 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 checked="" type="checkbox"/> CIP <input checked="" type="checkbox"/> Other costs: Custom clearance with UNDP support on papers work; transportation of goods from port to UN House in Ha Noi; unload shipments when they arrive at UN House.	
Exact Address of Delivery/Installation Location	UN House address: 304 Kim Ma, Ha Noi, Viet Nam	
Mode of Transport Preferred	<input checked="" type="checkbox"/> AIR	<input checked="" type="checkbox"/> LAND
	<input checked="" type="checkbox"/> SEA	<input type="checkbox"/> OTHER [pls. specify]
UNDP Preferred Freight Forwarder, if any	N/A	
Distribution of shipping documents (if using freight forwarder)	N/A	
Delivery Date	Will be set at time of signing contract; Bidders to note their delivery times from receipt of order in their bids.	
Customs, if needed, clearing shall be done by:	<input checked="" type="checkbox"/> Supplier	
Ex factory / Pre-shipment inspection	N/A	
Inspection upon delivery	Inspect the delivered and purchased goods and compare them with required criteria evaluated and selected at bidding	
Installation Requirements	Please refer to installation requirement in the Section 3a.	
Testing Requirements	Please refer to testing requirements in the Section 3a.	
Scope of Training on Operation and Maintenance	N/A	
Commissioning	Please refer to testing requirements in the ITB technical specifications	
Technical Support Requirements	Documentation for care, adjustment and maintenance, installation to be provided by the contractor	
Payment Terms	<input checked="" type="checkbox"/> Max of 20% contract amount upon issuance of PO and contractor submission of advanced payment warranty of equal payment amount using UNDP standard template in the ITB in Section 8 and the official invoice.  <input checked="" type="checkbox"/> 80% contract amount upon satisfactory completion of delivery, installation and other related services in Section 3(a-b) and provision of accepted required documents in the ITB such as: <ul style="list-style-type: none"> <li>• Official warranty certificates for supplied items</li> <li>• Written acceptance of goods and services on full compliance with ITB requirements by UN authorized staff</li> <li>• Official invoice /VAT invoice for local contractor</li> </ul> For overseas contractors, contract and payment shall be made in US Dollar. For local contractors, contract and payment shall be made in Vietnamese Dong.	

	<i>Currency conversion: UN Operational Exchange rate. Reference date for determining UN Operational Exchange Rate: at the submission deadline.</i>
Conditions for Release of Payment	<input checked="" type="checkbox"/> Please refer to payment terms in the previous section
After-sale services required	<input checked="" type="checkbox"/> As indicated in Section 3 (a-b)
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English

## Section 4: Bid Submission Form<sup>2</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: Procurement Unit, UNDP Vietnam

Dear Sir/Madam:

We, the undersigned, hereby offer to supply the goods and related services required for “Provision of office furniture for the Green One UN House in Vietnam – Lot 4” in accordance with your Invitation to Bid dated October 28, 2014. 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.
- e) We will comply with requirements specified in Section 3a-b of the ITB.

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

We agree to abide by this Bid for 120 days from bid submission deadline.

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

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

We remain,

Yours sincerely,

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

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

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

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

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

---

<sup>2</sup> No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.

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

### Bidder Information Form<sup>3</sup>

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.		

<sup>3</sup> The Bidder shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

# Joint Venture Partner Information Form (if Registered)<sup>4</sup>

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) : <i>Click here to enter text.</i>		
1. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved. <i>Click here to enter text.</i>		
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.		

<sup>4</sup> The Bidder shall fill in this Form in accordance with the instructions. Apart from providing additional information, No alterations to its format shall be permitted and no substitutions shall be accepted.

## Section 6a: Technical Bid Form<sup>5</sup>

*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) of the contractors

<sup>5</sup> Technical Bids not submitted in this format may be rejected.

## SECTION 2 - SCOPE OF SUPPLY, TECHNICAL SPECIFICATIONS, AND RELATED SERVICES

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

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

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

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

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

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

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

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

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

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

**2.8 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.

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



## Section 7: Price Schedule

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Attached form

## Section 8: Form for Advanced Payment Guarantee<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.)***

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\_\_\_\_\_ [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)]

**Note:** All italicized text is for indicative purposes only to assist in preparing this form and shall be deleted from the final product.

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<sup>6</sup> This Guarantee shall be required if the Contractor will require advanced payment of more than 20% of the contract amount, or if the absolute amount of the advanced payment required will exceed the amount of USD 30,000, or its equivalent if the price offer is not in USD, using the exchange rate stated in the Data Sheet. The Contractor's Bank must issue the Guarantee using the contents of this template.

<sup>7</sup> The Guarantor Bank shall insert an amount representing the amount of the advanced payment and denominated either in the currency/ies of the advanced payment as specified in the Contract.

## Section 9: Contract

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A UNDP STANDARD PURCHASE ORDER WITH ALL TERMS AND CONDITIONS SPECIFIED IN THE DATA SHEET WILL BE SIGNED WITH THE SELECTED BIDDER.

UNDP GENERAL TERMS AND CONDITIONS IN THIS LINK

[HTTP://WWW.UNDP.ORG.VN/DIGITALASSETS/32/32392\\_GENERAL\\_TERMS\\_AND\\_CONDITIONS\\_FOR\\_GOODS.PDF](http://www.undp.org.vn/digitalassets/32/32392_general_terms_and_conditions_for_goods.pdf)

WILL BE APPLIED TO THE CONTRACT.

## **SECTION 10: EVALUATION PROCESS**

<b>Steps</b>	<b>Evaluation description</b>	<b>Notes</b>
Step 1	<p>Preliminary review of mandatory documents:</p> <ul style="list-style-type: none"> <li>• Certification or Authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer for offered item(s)</li> <li>• All cost components in quoted option(s) are provided in the Price Schedule.</li> </ul>	Bidders submit all required documents and meet requirements in the mandatory documents, quote for all cost components in the bid option(s) will be accepted for detailed technical evaluation under step 2
Step 2	Detailed technical evaluation of submitted documents, specifications and requirements for <u>each option</u> .	Non-Discretionary "Pass/Fail" Criteria on the Technical Specifications and Requirements will be applied  Bids receiving all <b>PASS rates</b> in step 2 and step 3 will be considered technically qualified for financial assessment
Step 3	<p>Assess on Compliance on the following qualification requirements in the ITB:</p> <ul style="list-style-type: none"> <li>- 3 years of experience in similar contracts</li> <li>- 1-2 similar projects undertaken over the past 3 years</li> <li>- Acceptability of the Transportation/Delivery Schedule</li> <li>- Appropriateness of the Implementation Timetable to Project Schedule</li> </ul>	
Step 4	<p>Financial assessment of <b><u>ONLY</u></b> technical qualified bids:</p> <p>The following methodology will be applied for each lot:</p> <ul style="list-style-type: none"> <li>- Option 1 bids will be evaluated at in the first instance and if the lowest priced technically responsive bid in Option 1 is within the UNDP budget available, this bid will be selected.</li> <li>- In case the lowest priced technically responsive bid in Option 1 is above the UNDP budget available, then the Option 2 bids will be considered.</li> </ul> <p>Option 2 will not be selected if the Option 1 bid is within the budget available.</p> <ul style="list-style-type: none"> <li>- If the recommended bid requires submission of necessary information or documentation, stage 5 will be followed</li> </ul>	
Step 5	<p>Provided that lowest priced technically qualified bid is substantially responsive, UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid</p>	

## SECTION 11: SUBMISSION CHECKLIST

### CHECK LIST OF DOCUMENTS SUBMITTED BY BIDDERS

**Note:** Bidders are required to review carefully this checklist before submission to ensure complete submission

Item	Documents	To be completed by bidders		
		Doc submitted Y/N	Number of pages	Remarks
Note 1	<p>Hard copy submission (1 original + 2 copies) plus <b>CD – ROM</b> with electronic files of bid submitted in hardcopy and Excel file of “Price Schedule”.</p> <p>Subject of envelop: Company name - “Provision of office furniture for the Green One UN House in Vietnam – Lot 4”</p> <p>Hard copy submission must reach UNDP office by <b>13 November 2014 (Hanoi time)</b>.</p>			
Note 2	<p>Electronic submission:</p> <ul style="list-style-type: none"> <li>• Password protected</li> <li>• Password protected bid to be submitted to <a href="mailto:bidding.vn@undp.org">bidding.vn@undp.org</a> by <b>13 November 2014 (Hanoi time)</b>; cc: <a href="mailto:undpprocurement@gmail.com">undpprocurement@gmail.com</a></li> <li>• Password <b>must not</b> be provided to UNDP before submission deadline.</li> <li>• Password <b>MUST</b> be provided to UNDP email: <a href="mailto:bidding.vn@undp.org">bidding.vn@undp.org</a> on <b>14 November 2014 (Hanoi time)</b>; cc: <a href="mailto:undpprocurement@gmail.com">undpprocurement@gmail.com</a></li> <li>• Maximum file size per email: <b>07 MB</b></li> <li>• Email subject: (Company name) Office furniture for UN House – Lot 4 (Email 1 of...)</li> </ul>			
<b>A</b>	<b>Mandatory documents/items to be submitted*</b> <b>*(failure to submitted these items <u>will not be</u> considered for detailed evaluation)</b>			
1	Certification or Authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer for offered item(s)			
2	Price Schedule (Section 7, ITB) with <u>all cost components in the quoted option(s) provided</u>			
<b>B</b>	<b>Required documents for detailed evaluation</b>			
1	Duly signed and stamped Bid submission form (Section 4)			
2	Duly filled Documents Establishing the Eligibility and Qualifications of the Bidder Form (Section 5)			

3	Documents establishing the eligibility and qualifications of the bidder (documents listed in Section 5 and DS 26 - C.15.1) including:			
3.1	Company profile including printed brochures and product catalogues relevant to the goods/services being procured			
4.2	Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation			
4.3	Quality Certificate (e.g., ISO, etc.) and/or other similar relevant certificates as required in the Schedule of Requirements and Technical Specifications, accreditations, awards and citations received by the Bidder, if required.			
4.4	Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures, if required.			
4.5	Statement of Satisfactory Performance from the Top [3 ] Clients			
5	Duly filled Technical Bid Form (section 6a, ITB)			
6	Duly filled Technical Specifications and Schedule of Requirements Proposed by Bidder Form (Section 6b. ITB). <b>Note:</b> Deviation to Specifications is not accepted			
7	Other related documents (i.e. drawings, pictures...)			
8	This duly filled, checked, certified submission checklist to be attached to the submission			

Certified to check this submission checklist before submission.

Signature:.....

Name and title:.....

Date:.....