

Section 1. Letter of Invitation



Kyiv, Ukraine
October 29, 2014

ITB UKR/2014/62

**ALL UKRAINIAN PUBLIC AWARENESS CAMPAIGN ON ENERGY EFFICIENT LIGHTING (RE-ADVERTISED)
PART 1 'PRODUCTION OF VIDEO COMMERCIALS AND 'SCARF AND HAT' SETS AND
TRANSIT ADVERTISING**

Dear Bidders,

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

This ITB includes the following documents:

- Section 1 – This Letter of Invitation
- Section 2– Instructions to Bidders (including Data Sheet)
- Section 3– Schedule of Requirements and Technical Specifications
- Section 4– Bid Submission Form
- Section 5– Documents Establishing the Eligibility and Qualifications of the Bidder
- Section 6– Technical Bid Form
- Section 7– Price Schedule Form
- Section 8 – Form for Bid Security
- Section 9 – Form for Performance Security *(may be required from winning entity)*
- Section 10 – Form for Advanced Payment Guarantee *(may be required from winning entity)*
- Section 11 – Contract including UNDP General Terms and Conditions to be Signed

Your offer, comprising of the Technical and Financial Proposal in one archived password-protected file and samples of required products, should be submitted in accordance with Section 2.

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

United Nations Development Programme in Ukraine
procurement.ua@undp.org
Attention: Procurement Unit

The letter should be received by UNDP no later than November 5, 2014. The same letter should advise whether your company intends to submit a Bid. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

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

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

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

Bid and thanks you in advance for your interest in UNDP procurement opportunities.

Yours sincerely,



Ms. Inita Paulovica, UNDP Deputy Resident Representative

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/content/dam/undp/library/corporate/Procurement/english/Procurement%20Fraud%20Notice.pdf> and <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/> or full description of the policies)
5. In responding to this ITB, UNDP requires all Bidders to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP's interests paramount. Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:
 - 5.1 Are, or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Schedule of

- Requirements and Technical Specifications, cost analysis/estimation, and other documents to be used for the procurement of the goods and related services in this selection process;
- 5.2 Were involved in the preparation and/or design of the programme/project related to the goods and related services requested under this ITB; or
 - 5.3 Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

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

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

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

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

- 7. The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered as an independent entity, the extent of Government ownership/share, receipt of subsidies, mandate, access to information in relation to this ITB, and others that may lead to undue advantage against other Bidders, and the eventual rejection of the Bid.
- 8. All Bidders must adhere to the UNDP Supplier Code of Conduct, which may be found at this link: <http://web.ng.undp.org/procurement/undp-supplier-code-of-conduct.pdf>

B. CONTENTS OF BID

9. Sections of Bid

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

- 9.1 Bid Submission Cover Letter Form (see ITB Section 4);
- 9.2 Documents Establishing the Eligibility and Qualifications of the Bidder (see ITB Section 5);
- 9.3 Technical Bid(see prescribed form in ITB Section 6);
- 9.4 Price Schedule(see prescribed form in ITB Section 7);
- 9.5 Bid Security, if applicable(if required and as stated in the DS nos. 9-11, see prescribed Form in ITB Section 8);
- 9.6 Any attachments and/or appendices to the Bid (including all those specified under the **Data Sheet**)

10. Clarification of Bid

- 10.1 Bidders may request clarification of any of the ITB documents no later than the number of days indicated in the **Data Sheet** (DS no. 16) prior to the Bid submission date. Any request for clarification must be sent in writing via courier or through electronic means to the UNDP address indicated in the **Data Sheet**(DS no. 17). UNDP will respond in writing, transmitted by electronic means and will transmit copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Bidders who have provided confirmation of their intention to submit a Bid.
- 10.2 UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Bid, unless UNDP deems that such an extension is justified and necessary.

11. Amendment of Bid

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

C. PREPARATION OF BID

12. Cost

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

13. Language

The Bid, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the **Data Sheet**(DS No. 4). Any printed literature furnished by the Bidder written in a language other than the language indicated in the **Data Sheet**, must be accompanied by a translation in the preferred language indicated in the **Data Sheet**. For purposes of interpretation of the Bid, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language shall govern. Upon conclusion of a contract, the language of the contract shall govern the relationship between the contractor and UNDP.

14. Bid Submission Form

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

15. Technical Bid Format and Content

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

- 15.1 Expertise of Firm/Organization – this section should provide details regarding management structure of the organization, organizational capability/resources, and experience of organization/firm, the list of projects/contracts (both completed and 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, in the case of a Bidder offering to supply goods under the Contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination;
- b) That the Bidder has the financial, technical, and production capability necessary to perform the Contract; and
- c) That, to the best of the Bidder's knowledge, it is not included in the UN 1267 List or the UN Ineligibility List, nor in any and all of UNDP's list of suspended and removed vendors.

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

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

19. Joint Venture, Consortium or Association

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

the joint venture.

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

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

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

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

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

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

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

20. Alternative Bid

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

21. Validity Period

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

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

22. Bidder's Conference

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

D. SUBMISSION AND OPENING OF BID

23. Submission

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

- a) Bear the name of the Bidder;
- b) Be addressed to UNDP as specified in the **Data Sheet** (DSno.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**(DSno.20 and 21).

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

25. Withdrawal, Substitution, and Modification of Bid

- 25.1 Bidders are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of its Bid to the requirements of the ITB, keeping in mind that material deficiencies in providing information requested by UNDP, or lack clarity in the description of goods and related services to be provided, may result in the rejection of the Bid. The Bidder shall assume any responsibility regarding erroneous interpretations or conclusions made by the Bidder in the course of understanding the ITB out of the set of information furnished by UNDP.
- 25.2 A Bidder may withdraw, substitute or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 23, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid must accompany the respective written notice. All notices must be received by UNDP prior to the deadline for submission and submitted in accordance with ITB Clause 23 (except that withdrawal notices do not require copies). The respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION".
- 25.3 Bid requested to be withdrawn shall be returned unopened to the Bidders.
- 25.4 No Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bid and the expiration of the period of Bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.

26. Bid Opening

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

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

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

27. Confidentiality

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

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

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

E. EVALUATION OF BID

28. Preliminary Examination of Bid

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

29. Evaluation of Bid

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

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

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

- a) Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted;
- b) Validation of extent of compliance to the ITB requirements and evaluation criteria based

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

30. Clarification of Bid

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

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

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

31. Responsiveness of Bid

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

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

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

32. Nonconformities, Reparable Errors and Omissions

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

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

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

follows:

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

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

F. AWARD OF CONTRACT

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

- 33.1 UNDP reserves the right to accept or reject any Bid, to render any or all of the Bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. Furthermore, UNDP is not obligated to award the contract to the lowest price offer.
- 33.2 UNDP shall also verify, and immediately reject their respective Bid, if the Bidders are found to appear in the UN's Consolidated List of Individuals and Entities with Association to Terrorist Organizations, in the List of Vendors Suspended or Removed from the UN Secretariat Procurement Division Vendor Roster, the UN Ineligibility List, and other such lists that as may be established or recognized by UNDP policy on Vendor Sanctions. (See http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/)

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 exceeds the amount of USD 30,000, UNDP shall require the Bidder to submit a Bank Guarantee in the same amount as the advanced payment. A bank guarantee for advanced payment shall be furnished in the form provided in Section 10.

39. Vendor Protest

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

Instructions to Bidders

DATA SHEET

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

DS No.	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
1		Project Title:	Transforming the Market for Efficient Lighting
2		Title of Goods/Services/Work Required:	LOT1: Production of the video commercials on Energy Efficient Lightning (EEL) LOT2: Placement of advertisements and branding of fixed-route taxis/buses LOT3: Production of "Scarf and hat" sets.
3		Country:	Ukraine
4	C.13	Language of the Bid:	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Ukrainian/Russian
5	C.20	Conditions for Submitting Bid for Parts or sub-parts of the Total Requirements	<input checked="" type="checkbox"/> Allowed – <i>Proposals can be submitted for separate LOTs.</i> <input type="checkbox"/> Not allowed
6	C.20	Conditions for Submitting Alternative Bid	<input type="checkbox"/> Shall not be considered <input checked="" 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:	Time: 14:00 (Kyiv time) Date: 11/11/2014 Venue: UN Office in Ukraine; 1 Klovsky uzviz, Kyiv

			<p>The UNDP focal point for the arrangement is: UNDP Procurement Unit Address: 1, Klovsky Uzviz, Kyiv Telephone: +38 044 2539363 Facsimile: +38 044 253 2607 E-mail: procurement.ua@undp.org</p>
8	C.21.1	Period of Bid Validity commencing on the submission date	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days
9	B.9.5 C.15.4 b)	Bid Security	<input checked="" type="checkbox"/> Required for Lot 2 and 3 or any combination involving these; not required if bidding for Lot 1 only. Amount: USD 10,000 for Lot 2; USD 10,000 for Lot 3; USD 20,000 for all Lots. Form: Bank Guarantee <input type="checkbox"/> Not Required
10	B.9.5	Acceptable forms of Bid Security ¹	<input checked="" type="checkbox"/> Bank Guarantee (See Section 8 for template) <input type="checkbox"/> Any Bank-issued Check / Cashier's Check / Certified Check <input type="checkbox"/> Other negotiable instrument <input type="checkbox"/> Cash (exceptionally, if none of the other forms are feasible) <input type="checkbox"/> Others <i>[pls. specify]</i>
11	B.9.5 C.15.4 a)	Validity of Bid Security	120 days from the last day of Bid submission. Bid Security of unsuccessful Bidders shall be returned.
12		Advanced Payment upon signing of contract	<input checked="" type="checkbox"/> Allowed up to a maximum of 20% of contract ² <input 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: 0.1%

¹ Surety bonds or other instruments issued by non-bank Financial Institutions are least preferred by UNDP. Unless stated otherwise, they shall be considered unacceptable to UNDP.

² If the advanced payment that the Bidder will submit will exceed 20% of the Price Offer, or will exceed the amount of USD 30,000, the Bidder must submit an Advanced Payment Security in the same amount as the advanced payment, using the form and contents of the document in Section 10

			<p>Max. no. of days of delay :4 weeks</p> <p>Next course of action : contract termination</p>
14	F.37	Performance Security	<p><input checked="" type="checkbox"/> May be Required from Winning entity on discretion of UNDP basing degree of risks involved in the performance of the work, and other factors</p> <p>Amount :10 % of the contract amount</p> <p>Form: Bank guarantee</p> <p><input type="checkbox"/> Not Required</p>
15	C.17 C.17.2	Preferred Currency of Bid and Method for Currency conversion	<p><input checked="" type="checkbox"/> United States Dollars (US\$) – strongly advised to use as a risk mitigation measure against the impact of the local currency devaluation.</p> <p><input type="checkbox"/> Euro</p> <p><input checked="" type="checkbox"/> Local Currency – can be considered.</p> <p><i>Reference date for determining UN Operational Exchange Rate: November 2014, please refer to treasury.un.org</i></p>
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	<p>Focal Person in UNDP: Procurement Unit</p> <p>Address:1, Klovsky Uzviz, 01021 Kyiv, Ukraine</p> <p>Facsimile: n/a</p> <p>Fax No. :+38 044 253 2607</p> <p>E-mail address dedicated for this purpose: procurement.ua@undp.org</p>
18	B.11.1	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	<p><input type="checkbox"/> Direct communication to prospective Bidders by email or fax</p> <p><input checked="" type="checkbox"/> Direct communication to prospective Bidders by email or fax, and Posting on the website³http://procurement-notice.undp.org</p>
19	D.23.3	No. of copies of Bid that must be submitted	<p>Original : 1</p> <p>Copies : 0</p>
20	D.23.1 b) D.23.2 D.24	Bid submission address	<p><u>For Technical and Financial proposals:</u></p> <p>tenders.ua@undp.org</p> <p><u>Please note that bids received through any other address will not be considered.</u></p>

³Posting on the website shall be supplemented by directly transmitting the communication to the prospective offerors.

			<p><u>Samples</u>, in accordance with #28, should be submitted in the sealed envelopes with the name of the company and tender ref # (ITB UKR/2014/62) on it to the following address: 1, Klovsky Uzviz, Kyiv, 01021, Ukraine before the stipulated deadline as indicated in No 21.</p> <p>In case the Bidder is located outside of Ukraine and should additional time be required for international mail delivery, deadline for samples receiving by UNDP can be prolonged for up to November 24th. In this case, it is necessary to agree with UNDP the alternative date of samples submission in writing by sending a message to procurement.ua@undp.org. Please note the deadline for submitting Technical and Financial proposals will not be shifted.</p>
21	C.21.1 D.24	Deadline of Bid Submission	<p>Date and Time : November 19, 2014 11:59 PM</p>
22	D.23.2	Manner of Submitting Bid	<p><input checked="" type="checkbox"/> Courier/Hand Delivery <u>for samples</u></p> <p><input checked="" type="checkbox"/> Electronic submission of Bid <u>for technical and financial proposals</u></p>
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	<p><input checked="" type="checkbox"/> Official Address for e-submission: tenders.ua@undp.org</p> <p><input checked="" type="checkbox"/> Format : PDF files preferred in ZIP archives only, password protected. (other types of archive can cause fail during opening of proposals)</p> <p><input checked="" type="checkbox"/> Password <u>must not</u> be provided to UNDP until the date and time of Bid Opening as indicated in No. 24. <i>Procurement Unit will communicate each bidder during Bid Opening to provide password to proposal.</i></p> <p><input checked="" type="checkbox"/> Max. File Size per transmission: <i>[5 MB]</i></p> <p><input checked="" type="checkbox"/> Max. No. of transmission : <i>[3]</i></p> <p><input checked="" type="checkbox"/> No. of copies to be transmitted : <i>[1]</i></p> <p><input checked="" type="checkbox"/> Mandatory subject of email : ITB UKR/2014/62</p> <p><input checked="" type="checkbox"/> Mandatory in the text of the email : Contact person and contact phone number who <u>must</u> be available during the Bid Opening procedure indicated in No 24 for provision of password to the the Offer!</p> <p><input checked="" type="checkbox"/> Virus Scanning Software to be Used prior to transmission: <i>[Files should not contain any viruses or malware software.]</i></p>

			<input checked="" type="checkbox"/> Digital Certification/Signature: <i>[if needed]</i> <input checked="" type="checkbox"/> Time Zone to be Recognized: <i>[Kyiv +2]</i> <input checked="" type="checkbox"/> Other conditions: <i>PLEASE make all efforts to provide your proposal in 1 archived PDF file not exceeding 5 MB size. Please protect your proposal (archive) with password!</i>
24	D.23.1 c)	Date, time and venue for opening of Bid	<p>Date and Time: November 20, 2014 2:00 PM</p> <p>Venue: UNDP Ukraine CO conference room Address: 1 Klovsky Uzviz, Kyiv 01021, Ukraine. All companies who submitted their Bids are invited to participate in the Bid Opening procedure (please register via sending a list of participants to procurement.ua@undp.org). The password for the Offer will be requested from the Bidders during the Bid Opening procedure either in person or through contact phone provided in the Bid submission email. Please ensure availability of your representative during the required time. UNDP reserves the right to reject an Offer should the Bidder fail to provide the password at the date and time of Bid Opening procedure.</p>
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 <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 (should you have) <input checked="" type="checkbox"/> Members of the Governing Board and their Designations duly certified by the Corporate Secretary, or its equivalent document if Bidder is not a corporation <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"/> Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country <input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any <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 any available <input checked="" type="checkbox"/> Plan and details of manufacturing capacity <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 3 Clients in terms of Contract Value the past 3 years
27		Other documents that may be Submitted to Establish Eligibility	<input checked="" type="checkbox"/> Duly signed Technical and financial proposals (password protected) as per Sections 4-7; <input checked="" type="checkbox"/> List of corporate clients highlighting similar contracts for clients of comparable business nature and/or size as UNDP/UN; <input checked="" type="checkbox"/> Duly signed FORM FOR BID SECURITY as per Section 8 (<i>not applicable for Lot 1</i>).
28	C.15	Structure of the Technical Bid and List of Documents to be Submitted	1. Technical compliance with Specification requirements; 2. Implementation schedule; 3. Duly filled and signed forms: Sections 4-6; 4. CV of responsible Team Leader to directly coordinate with UNDP; 5. Provision of samples: - 3 video commercials (links or provision on any digital device acceptable), similar to those requested in this ITB section 3a LOT 1; - 3 types of outdoor advertising (links/pictures acceptable), similar to those requested in this ITB section 3a LOT 2; - 3 types of mobile advertising (links/pictures acceptable), similar to those requested in this ITB

			section 3a LOT 2; -1 set of hat and scarf or other textile/knitted free/promotional gift (links/pictures acceptable), similar to that requested in this ITB section 3a LOT 3.
29	C.15.2	Latest Expected date for commencement of Contract	<i>December 15, 2014</i>
30	C.15.2	Maximum Expected duration of contract	As per Deadlines described in Specification
31		UNDP will award the contract to:	<input type="checkbox"/> One Bidder only <input checked="" type="checkbox"/> One or more Bidders, depending on the following factors : UNDP reserves the right to award LOTs either to different suppliers or to one supplier.
32	F.34	Criteria for the Award and Evaluation of Bid	<p><u>Award Criteria</u></p> <input checked="" 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><u>Bid Evaluation Criteria</u>⁴</p> <input checked="" type="checkbox"/> Minimum no. of years of experience in similar contracts: <i>3 years</i> <input checked="" type="checkbox"/> Minimum annual turnover of <i>UAH 500,000.00</i> for the past <i>2 years</i> ; <input checked="" type="checkbox"/> Minimum no. of similar projects undertaken over the past 3 years – <i>2 (criteria will be reviewed separately for each Lot)</i> <input checked="" type="checkbox"/> Full compliance of Bid to the Technical Requirements; <input checked="" type="checkbox"/> Acceptability of the Transportation/Delivery Schedule; <input checked="" type="checkbox"/> Appropriateness of the Implementation Timetable to Project Schedule; <input checked="" type="checkbox"/> Qualification of the Team Leader to directly coordinate with UNDP as per requirements listed in the specification; <input checked="" type="checkbox"/> Availability and appropriateness of samples as per requirements listed in the specification.

⁴ *Pls. reconcile and ensure consistency with the contents of the Technical Specifications*

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 documents submitted; <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; <input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed; <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; <input checked="" type="checkbox"/> Testing and sampling of completed goods similar to the requirements of UNDP, where available.
34		Conditions for Determining Contract Effectivity	<input type="checkbox"/> UNDP's receipt of Performance Bond <input type="checkbox"/> UNDP's approval of plans, drawings, samples, etc. <input checked="" type="checkbox"/> Others Mutual signature of Acts of Acceptance
35		Other Information Related to the ITB	<p>Administrative Requirements:</p> <p>Submitted offers will be reviewed on "Pass" or "Fail" basis to determine compliance with the below formal criteria/requirements:</p> <input checked="" type="checkbox"/> Offers must be submitted within the stipulated deadline (both samples and the Offer); <input checked="" type="checkbox"/> Offers must meet required Offer Validity <input checked="" type="checkbox"/> Offers have been signed by the proper authority <input checked="" type="checkbox"/> Bid security is duly signed by the proper authority(<i>not applicable for Lot 1</i>) <input checked="" type="checkbox"/> Full compliance and agreement with UNDP General terms and conditions available by the link: http://www.undp.org/content/undp/en/home/operations/procurement/how we buy/contract terms/ <p>Other information is available on http://www.undp.org.ua/en/tenders For information , please contact procurement.ua@undp.org</p>

Section 3a: Schedule of Requirements and Technical Specifications

Technical Specifications

ALL UKRAINIAN PUBLIC AWARENESS CAMPAIGN ON ENERGY EFFICIENT LIGHTING (PART 1 'PRODUCTION OF VIDEO COMMERCIALS AND 'SCARF AND HAT' SETS; TRANSIT ADVERTISING)

The main aims of the project 'Transforming the Market for Efficient Lighting' (TMEL) are reducing greenhouse gas(GHG) emissions by increasing the market penetration of energy efficient lighting (EEL) products, boosting annual demand for EEL products in Ukraine by 10-15%, increasing level of Ukrainian public awareness on EEL by 20%.

To achieve these objectives the TMEL Project in December 2012 - May 2013 conducted the 1st phase of 'All-Ukrainian EE Lighting Public Awareness Campaign' (the Campaign).

The Campaign was implemented by MMKG Company in all 24 regions of Ukraine, Autonomous Republic of Crimea and was addressed to all consumer market segments (population aged 17 and older) including rural areas, towns and cities.

For this Campaign the following informational/marketing tools have been used:

- development and placement of TV commercial on EEL on the national, niche and regional TV channels;
- development and placement of radio commercial on EEL on the national radio stations;
- development and placement of advertisement posters on EEL on billboards and city-lights;
- development and placement of thematic WEB-pages on EEL on social networks;
- development and placement of banner informative commercials on EEL on Internet portals;
- development and placement of thematic articles on EEL in printed issues;
- development and placement of informational blocks on EEL on invoices for municipal services;
- development and distribution of information booklets on EEL for students;
- development and distribution of information booklets on EEL for environmental services;
- development and distribution of information booklets on EEL for municipal services departments;
- development and placement of information leaflets on EEL in residential blocks/elevators.

The assessment of the Campaign's impact on consumer demand and its dynamics, awareness level on EEL among the Ukrainian population in 2013 compared to 2012 conducted by LLC Kviten clearly demonstrated the following results:

1. Opportunities / Strengths:

- 1.1 Realized demand for EE bulbs has increased by 11%. At the same time the Campaign has had a significant stimulating effect providing for the growth of new buyers of EE bulbs by over 5%.
- 1.2 The level of public awareness of the advantages of EEL has increased by 7%. Due to the Campaign this criterion has raised by 3.6%.
- 1.3 The social efficiency of the Campaign corresponded to the average level (39%). It showed sufficiently high positive social outcomes of the Campaign under optimum focused marketing efforts.
- 1.4 The Campaign included marketing tools that had efficient informative and stimulating effects upon the population in the cities/towns/villages: outdoor advertising, television advertising.

2. Threats/ Weaknesses:

- 2.1 The Campaign insufficiently has covered the following consumer market segments:
 - population of summer and winter recreational tourism areas of Ukraine (cities/towns/villages);

-population of towns/villages of Eastern, Western, Northern, Central and Southern Ukraine.

2.2 The Campaign did not include efficient marketing tools that have informative and stimulating effects upon the population: transit/mobile advertising, social events/BTLs.

On the basis of the demonstrated Campaign's strengths and weaknesses, the new strategy of 'All Ukrainian Public Awareness Campaign on Energy Efficient Lighting' has been developed. It consists of two parts: part 1 'Production of Video Commercials and 'Scarf and Hat' Sets; Transit Advertising' and part 2 'Social and BTL Events'). It is the next logical step of making contribution to an increase of the amount of EEL products/technologies in Ukrainian market in the nearest future and to significant reduction of GHG emissions.

'All Ukrainian Public Awareness Campaign on Energy Efficient Lighting (part 1 'Production of Video Commercials and 'Scarf and Hat' Sets; Transit Advertising')' should be concentrated on mitigation of the weaknesses and supporting of the strengths revealed in the 1st phase of the Campaign. Consequently, the main strategic focuses of it will be:

- population and tourists of summer and winter recreational tourism areas of Ukraine (cities/towns/villages);
- population of cities/towns of Eastern, Western, Northern, Central and Southern Ukraine populated by less than 500,000 people.
- population of the following Ukrainian oblast cities: Kiev, Kharkiv, Dnipropetrovsk, Odessa, Lviv.

The main strategic objective of 'All Ukrainian Public Awareness Campaign on Energy Efficient Lighting (part 1 and part 2)' is to increase demand for the EE lighting products in Ukraine through raising awareness and forming of positive opinion to the EEL products and technologies.

SCOPE OF WORK

LOT1: PRODUCTION OF VIDEO COMMERCIALS ON ENERGY EFFICIENT LIGHTING (EEL)

Implementation of the task can be based on the content (images, slogans, messages, etc.) of the 1st phase of 'All-Ukrainian EEL Public Awareness Campaign' (www.lampochki.org.ua):

- TV commercial EEL (<http://lampochki.org.ua/a5/>);
- informational booklets on EEL (<http://lampochki.org.ua/a5/>);
- thematic articles on EEL (<http://lampochki.org.ua/baner/>).

In addition to that, the bidder will be provided with design/concept of printed materials and promotional gifts within this new strategy of 'All Ukrainian Public Awareness Campaign on Energy Efficient Lighting (part 1 and part 2)'.

ITEMS	Number of items, pcs	ITEM'S DESCRIPTION / SPECIFICATIONS	Preliminary date of manufacture
Production of the video commercials on EEL to be broadcasted on the video-boards, supermarkets, subways.	The 3 different 30-second video commercials.	<ul style="list-style-type: none">- script development;- soundless 30-second video commercials with subtitles;- motion graphics;- 3d animation;- studio shooting (with professional studio lighting);	25.12.2014

		<ul style="list-style-type: none"> - time-lapse animation clips; - slow motion clips; - editing; - color correction; - compositing (cleaning, tracking, effects). 	
Production of the video commercial on EEL to be broadcasted on the TV channels.	The 15-20 second video commercial.	<ul style="list-style-type: none"> - script development; -stylistics - animated information graphics of high complexity; -storyboard development (graphics) and animatic (camera report); -graphics development in vector format (Adobe Illustrator, Corel Draw, Adobe Flash); -animation - Adobe After Effects (shape-animation); -3D animation (inter-outs or fully used) autodesk 3ds max, autodesk 3ds maya, cinema 4d; -animated character inter-outs are possible (animation - shape, motion, classic animation); -compositing (video processing) - Adobe After Effects; -original score (soundtrack), sound effects; -editing, final cut - Adobe Premiere Resolution: 1920x1080, 25 fps, -sound: stereo.	25.12.2014

Proposed payment schedule (LOT 1)

Nº	Advance payment for the implementation of services	%	Payment upon services' implementation	%
1.	1.1. To produce the 4 different video	Up to 20%		
2.			2.1. Produced 3 different 30-second video commercials. 2.2. Produced 15-20 second video commercial.	80%

LOT2: PLACEMENT OF ADVERTISEMENTS AND BRANDING OF FIXED-ROUTE TAXIS/BUSES

Scope of work under Lot 2 is limited to media placement only and does not include design/concept development. The developed video commercials, content and design of advertisement posters and image of branding fixed-route taxis / buses will be delivered to the winning company/bidder. Liason with media space owners (TV channels, videoboards, subway etc.) is the responsibility of the contractor.

ITEMS	Number of items, pcs	ITEM'S DESCRIPTION / SPECIFICATIONS	Preliminary ate of manufacture
Placement of the video commercial on EEL on the TV channels.	The 15-20 second video commercial. The TV channels: INTER, STB, ICTV.	3 times a day (2 times at prime time, 1 time not at prime time). Placement period: for 1 month. Total broadcast airtime: 22-30 minutes on each TV channel.	31.01.2015
Placement of the video commercials on the video-boards in Kiev, Kharkiv, Dnipropetrovsk, Odessa, Lviv.	The 3 different 30-second video commercials on the 13 video-boards: Kiev - 5 pcs, Dnipropetrovsk - 2 pcs, Kharkiv - 2 pcs, Odessa - 2 pcs, Lviv - 2 pcs.	Placement period: for 1 month. Total broadcasting time: 10 min on each video-board.	31.01.2015
Placement of the video commercials on the video screens in the supermarket network.	The 3 different 30-second video commercials on the video screens in the 1 supermarket network in the 40 cities populated by less than 500,000 people.	Placement period: for 3 months. Total broadcasting time: 30 min in each supermarket.	31.01.2015
Placement of the video commercials on the digital screens of the Kyiv subway stations' passages.	The 3 different 30-second video commercials on the 46 digital screens of the Kyiv subway stations' passages.	Placement period: for 3 months. Total broadcasting time: 30 min on digital screens.	31.01.2015
Placement of the advertisement posters on city-lights of escalator tunnels at the subways of Kiev and Kharkov.	The 70 city-lights of the escalator tunnels at the subways of Kiev and Kharkov (2 city-lights at each station).	100% coverage of all stations. Placement period: for 1 month.	31.12.2014
Placement of the advertisement posters on city-lights of the subway entrances/exits of Kiev.	The 14 city-lights of the subway entrances/exits of Kiev (1 city-light at each station).	100% coverage of all stations where the city-lights are available. Placement period: for 2 months.	31.01.2015
Placement of the advertisement posters in the subway cars in Kiev, Kharkov, Dnepropetrovsk.	The 2000 posters (2 posters in each subway car).	Poster format: 60*13 cm for Kiev subway cars, 42*13 cm for Kharkov subway cars, 42*29.7 cm for Dnepropetrovsk subway cars.	31.01.2015

		Placement of the posters in the middle over the sliding doors in Kiev and Kharkov subway car. Free placement of the posters in each subway car in Dnepropetrovsk. 100% coverage of all subway cars. Placement period: for 2 months.	
Placement of the advertisement posters in the fixed-route taxis/buses.	The 7000 fixed-route taxis/buses (2 advertisement posters in each fixed-route taxi/bus) in the 60 cities populated by less than 500,000 people.	Specifications for advertisement posters: A4, matte coated paper 170 g/m2, offset printing 4 +0, laminated. Placement period: for 2 months.	31.01.2015
Branding of the fixed-route taxis / buses.	The 24 cities populated by 200,000 - 500,000 people (15 vehicles in each city); The 13 cities populated by less than 200,000 people (8 vehicles in each city).	Total branded area of one fixed-route taxi/ bus: 10 m ² . Placement period: for 2 months.	31.01.2015

Proposed payment schedule (LOT 2)

No	Advance payment for the implementation of services	%	Payment upon services' implementation	%
1.	1.1. January airtime buying on the TV channels, video boards. 1.2. January-March airtime buying on video screens in supermarkets, digital screens of subway stations' passages, city-lights of entrance/exits, escalator and subway cars, fixed-route taxis/buses.	Up to 20%		
2.			2.1. Placed 15-20 second video commercial on the TV channels and 3 different 30-second video commercials on the 13 video-boards. 2.2. Placed advertisement posters on the 70 city-lights of the escalator tunnels at the	50%

			subways of Kiev and Kharkov.	
3.			3.1. Placed 3 different 30-second video commercials on the video screens in 1 the supermarket network. 3.2. Placed 3 different 30-second video commercials on the 46 digital screens of the Kyiv subway stations' passages. 3.3. Placed advertisement posters on the 14 city-lights of the subway entrances/exits of Kiev. 3.4. Placed advertisement posters in the subway cars in Kiev, Kharkov, Dnepropetrovsk. 3.5. Placed advertisement posters in the fixed-route taxis/buses. 3.6. Branded fixed-route taxis / buses.	30%

Manufacturing dates are preliminary and can vary within reasonable timeframe upon mutual agreement of the contractor and UNDP and upon written UNDP consent.

LOT3: PRODUCTION OF BRANDED 'SCARF AND HAT' SETS

Scope of work under Lot 3 is limited to products' production and storage only and does not include design development. The developed design of 'Scarf and Hat' sets will be delivered to the winning company/bidder.

ITEMS	Number of items, pcs	ITEM'S DESCRIPTION / SPECIFICATIONS	Date of manufacture
Production of the 'Scarf and hat' sets (2 colours)	The 150,000 sets: 75,000 sets – white colour 75,000 sets – blue colour	Fleece 200 g/m2. 2 colours (white, blue). Hat: height - 17 cm, diameter - 58 cm, hat branding - flex flock technology, at least 10 cm2. Scarf: 20x160 cm. Packaging - transparent bag.	15.01.2015
Storage and delivery of the produced 'Scarf and Hat' sets to facilities of separately contracted by UNDP BTL company who will further disseminate the kits (location to be provided by UNDP at later stages).	The 150,000 sets.		31.01.2015 (preliminary date)

Proposed payment schedule (LOT 3)

Nº	Advance payment for the implementation of services	%	Payment upon services' implementation	%
1.	1.1. Input materials buying for the 'Scarf and hat' sets production.	Up to 20%		
2.			2.1. Upon the launch of manufacturing process.	50%
3.			3.1. Produced 'Scarf and hat' sets.	30%

Eligibility criteria:

To qualify for the bid solicitation process, bidders shall meet the following minimum criteria:

- Bidder should have necessary logistics and financial capability for production of required volumes required by UNDP (positive financial strength and adequate risk level indicator). The Financial Strength Indicator is calculated using either the Net Worth or Issued Capital of the Subject Company. If both figures are available, then the Net Worth is always used to calculate the Financial Strength.
- Bidder should be a proper registered legal entity;
- Bidder should have minimum 3 years of relevant experience in the field. Experience serving international organizations will be considered as an advantage.
- Bidder should have at least 3 positive references in the similar area of expertise/service provision;
- Adherence to delivery requirements and time schedule;
- Adherence to UNDP General Conditions of Contract (Annex I)
- Bidder should have a team of at least Team Leader to directly coordinate with UNDP.

Requirements to the Team Leader:**Team Leader for LOT 1**

Requirements:

- education: University Degree in Economics/Technical/Computer Sciences (Communications and Advertising, Advertising, Marketing, Management, Design, TV production, IT Technologies, etc.);
- 3 years of managerial experience;
- 3 years of experience in designing, video commercial production;
- language skills: fluent Ukrainian, Russian; intermediate level of English.

Team Leader for LOT 2

Requirements:

- education: University Degree in Economics Sciences (Communications, Advertising and Design, Marketing, Management, etc.);
- 3 years of managerial experience;
- 3 years of experience in outdoor and transit advertising;
- language skills: fluent Ukrainian, Russian; intermediate level of English.

Team Leader for LOT 3

Requirements:

- education: University Degree in Economics/Technical Sciences (Design, Communications and Advertising, Management, Commodity Science, Production Techniques etc.);
- 3 years of managerial experience;
- 3 years of experience in development of printed materials and free/promotional gifts;
- language skills: fluent Ukrainian, Russian; intermediate level of English.

Samples requirements:

- 3 video commercials (links or provision on any digital device acceptable), similar to those requested in this ITB section 3a LOT 1;
- 3 types of outdoor advertising (links/pictures acceptable), similar to those requested in this ITB section 3a LOT 2;
- 3 types of mobile advertising (links/pictures acceptable), similar to those requested in this ITB section 3a LOT 2;
- 1 set of hat and scarf or other textile/knitted free/promotional gift (links/pictures acceptable), similar to that requested in this ITB section 3a LOT 3.

Should part of the work under this ITB to be sub-contracted, the Bidder can provide samples from the expected sub-contractors. Sub-contracting arrangements in this case must be clearly described in the Technical Proposal.

Section 3b: Delivery requirements

Further to the Schedule of Requirements in the preceding Table, Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfillment of the requirements:

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	Lot 1: UNDP Project Lot 2: list of media space/cities as per technical specification Lot 3: To be stored at bidder's facilities with further delivery to premises of a separately contracted by UNDP BTL company (address to be communicated by UNDP at later stages).	
Mode of Transport Preferred	<input type="checkbox"/> AIR <input type="checkbox"/> SEA	<input checked="" type="checkbox"/> LAND <input type="checkbox"/> OTHER <i>[pls. specify]</i>
UNDP Preferred Freight Forwarder, if any	Bidder should describe the capacity of Freight Forwarder	
Distribution of shipping documents <i>(if using freight forwarder)</i>	Click here to enter text.	
Delivery Date	As per Section 3a	
Customs, if needed, clearing shall be done by:	<input type="checkbox"/> UNDP <input checked="" type="checkbox"/> Supplier <input type="checkbox"/> Freight Forwarder	
Ex factory / Pre-shipment inspection	UNDP Project Manager confirmation should be obtained prior to shipment. For Lot 3, pilot samples to be checked.	
Inspection upon delivery	Click here to enter text.	
Installation Requirements	n/a	
Testing Requirements	n/a	
Scope of Training on Operation and Maintenance	n/a	
Commissioning	n/a	
Technical Support Requirements	n/a	
Payment Terms	<input type="checkbox"/> 100% within 30 days upon UNDP's acceptance of the goods delivered as specified and receipt of invoice <input type="checkbox"/> Max of 20% upon issuance of PO and the rest within 30 days from UNDP's acceptance of goods as specified and receipt of invoice <input checked="" type="checkbox"/> Others Agreed partial delivery. Within 30 days upon UNDP's acceptance of the goods delivered as specified and receipt of invoice	
Conditions for Release of Payment	<input type="checkbox"/> Pre-shipment inspection <i>[pls. provide details]</i> <input type="checkbox"/> Inspection upon arrival at destination <i>[pls. provide details]</i> <input type="checkbox"/> Installation <i>[pls. provide details]</i> <input type="checkbox"/> Testing <i>[pls. provide details]</i> <input type="checkbox"/> Training on Operation and Maintenance <i>[pls. provide details]</i> <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with requirements <input type="checkbox"/> Others <i>[pls. specify]</i>	

After-sale services required	<input type="checkbox"/> Warranty on Parts and Labor for minimum period of _____ <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/repair <input checked="" type="checkbox"/> Others Replacement of bad quality materials
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input checked="" type="checkbox"/> Others Ukrainian/Russian

Section 4: Bid Submission Form⁵

(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 **October 29, 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.

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 **90 days**.

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

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

We remain,
Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details: _____

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

⁵No 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 Form⁶

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		

⁶The 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.

14. Attached are copies of original documents of:

- ☐ All eligibility document requirements listed in the Data Sheet
- ☐ 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
- ☐ If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law.

Joint Venture Partner Information Form (if Registered)⁷

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.		

⁷The 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.

<p>13. JV's Party Authorized Representative Information</p> <p>Name: <i>[insert name of JV's Party authorized representative]</i></p> <p>Address: <i>[insert address of JV's Party authorized representative]</i></p> <p>Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i></p> <p>Email Address: <i>[insert email address of JV's Party authorized representative]</i></p>
<p>14. Attached are copies of original documents of:<i>[check the box(es) of the attached original documents]</i></p> <p><input type="checkbox"/> All eligibility document requirements listed in the Data Sheet</p> <p><input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2.</p> <p><input type="checkbox"/> In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law.</p>

Section 6: Technical Bid Form⁸

INSERT TITLE OF THE ITB

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

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)

⁸Technical 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.

LOT1: PRODUCTION OF VIDEO COMMERCIALS ON ENERGY EFFICIENT LIGHTING (EEL)

Implementation of the task can be based on the content (images, slogans, messages, etc.) of the 1st phase of 'All-Ukrainian EEL Public Awareness Campaign' (www.lampochki.org.ua):

- TV commercial EEL (<http://lampochki.org.ua/a5/>);
- informational booklets on EEL (<http://lampochki.org.ua/a5/>);
- thematic articles on EEL(<http://lampochki.org.ua/baner/>).

In addition to that, the bidder will be provided with design/concept of printed materials and promotional gifts within this new strategy of 'All Ukrainian Public Awareness Campaign on Energy Efficient Lighting (part 1 and part 2)'.

ITEMS	Number of items, pcs	ITEM'S DESCRIPTION / SPECIFICATIONS	Date of manufacture	Compliance with technical specification and delivery date	Technical counterproposal
Production of the video commercials on EEL to be broadcasted on the video-boards, supermarkets, subways.	The 3 different 30-second video commercials.	- script development; - soundless 30-second video commercials with subtitles; - motion graphics; - 3d animation; - studio shooting (with professional studio lighting); - time-lapse animation clips; - slow motion clips; - editing; - color correction; - composing (cleaning, tracking, effects).	25.12.2014	Y/N	
Production of the video commercial on EEL to be broadcasted on the TV channels.	The 15-20 second video commercial.	- script development; -stylistics - animated information graphics of high complexity; -storyboard development (graphics) and animatic (camera report); -graphics development in vector format (Adobe Illistrator, Corel Draw, Adobe Flash); -animation - Adobe After Effects (shape-animation); -3D animation (inter-outs or fully used) autodesk 3ds max,	25.12.2014		

		autodesk 3ds maya, cinema 4d; -animated character inter-outs are possible (animation - shape, motion, classic animation); -compositing (video processing) - Adobe After Effects; -original score (soundtrack), sound effects; -editing, final cut - Adobe Premiere Resolution: 1920x1080, 25 fps, -sound: stereo.			
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LOT2: PLACEMENT OF ADVERTISEMENTS AND BRANDING OF FIXED-ROUTE TAXIS/BUSES

Scope of work under Lot 2 is limited to media placement only and does not include design/concept development. The developed video commercials, content and design of advertisement posters and image of branding fixed-route taxis / buses will be delivered to the winning company/bidder. Liason with media space owners (TV channels, videoboards, subway etc.) is the responsibility of the contractor.

ITEMS	Number of items, pcs	ITEM'S DESCRIPTION / SPECIFICATIONS	Date of manufacture	Compliance with technical specification and delivery date	Technical counterproposal
Placement of the video commercial on EEL on the TV channels.	The 15-20 second video commercial. The TV channels: INTER, STB, ICTV.	3 times a day (2 times at prime time, 1 time not at prime time). Placement period: for 1 month. Total broadcast airtime: 22-30 minutes on each TV channel.	31.01.2015	Y/N	
Placement of the video commercials on the video-boards in Kiev, Kharkiv, Dnipropetrovsk, Odessa, Lviv.	The 3 different 30-second video commercials on the 13 video-boards: Kiev - 5 pcs, Dnipropetrovsk - 2 pcs, Kharkiv - 2 pcs, Odessa - 2 pcs, Lviv - 2 pcs.	Placement period: for 1 month. Total broadcasting time: 10 min on each video-board.	31.01.2015		

Placement of the video commercials on the video screens in the supermarket network.	The 3 different 30-second video commercials on the video screens in the 1 supermarket network in the 40 cities populated by less than 500,000 people.	Placement period: for 3 months. Total broadcasting time: 30 min in each supermarket.	31.01.2015		
Placement of the video commercials on the digital screens of the Kyiv subway stations' passages.	The 3 different 30-second video commercials on the 46 digital screens of the Kyiv subway stations' passages.	Placement period: for 3 months. Total broadcasting time: 30 min on digital screens.	31.01.2015		
Placement of the advertisement posters on city-lights of escalator tunnels at the subways of Kiev and Kharkov.	The 70 city-lights of the escalator tunnels at the subways of Kiev and Kharkov (2 city-lights at each station).	100% coverage of all stations. Placement period: for 1 month.	31.12.2014		
Placement of the advertisement posters on city-lights of the subway entrances/exits of Kiev.	The 14 city-lights of the subway entrances/exits of Kiev (1 city-light at each station).	100% coverage of all stations where the city-lights are available. Placement period: for 2 months.	31.01.2015		
Placement of the advertisement posters in the subway cars in Kiev, Kharkov, Dnepropetrovsk.	The 2000 posters (2 posters in each subway car).	Poster format: 60*13 cm for Kiev subway cars, 42*13 cm for Kharkov subway cars, 42*29.7 cm for Dnepropetrovsk subway cars. Placement of the posters in the middle over the sliding doors in Kiev and Kharkov subway car. Free placement of the posters in each subway car in Dnepropetrovsk. 100% coverage of all subway cars. Placement period: for 2 months.	31.01.2015		
Placement of the	The 7000 fixed-	Specifications for	31.01.2015		

advertisement posters in the fixed-route taxis/buses.	route taxis/buses (2 advertisement posters in each fixed-route taxi/bus) in the 60 cities populated by less than 500,000 people.	advertisement posters: A4, matte coated paper 170 g/m2, offset printing 4 +0, laminated. Placement period: for 2 months.			
Branding of the fixed-route taxis / buses.	The 24 cities populated by 200,000 - 500,000 people (15 vehicles in each city); The 13 cities populated by less than 200,000 people (8 vehicles in each city).	Total branded area of one fixed-route taxi/ bus: 10 m ² . Placement period: for 2 months.	31.01.2015		

LOT3: PRODUCTION OF BRANDED 'SCARF AND HAT' SETS

Scope of work under Lot 3 is limited to products' production and storage only and does not include design development. The developed design of 'Scarf and Hat' sets will be delivered to the winning company/bidder.

ITEMS	Number of items, pcs	ITEM'S DESCRIPTION / SPECIFICATIONS	Date of manufacture	Compliance with technical specification and delivery date	Technical counterproposal
Production of the 'Scarf and hat' sets.	The 150,000 sets: 75,000 sets – white colour 75,000 – blue colour	Fleece 200 g/m2. 2 colours (white, blue). Hat: height - 17 cm, diameter - 58 cm, hat branding - flex flock technology, at least 10 cm2. Scarf: 20x160 cm. Packaging - transparent bag.	15.01.2015	Y/N	
Storage and delivery of the produced 'Scarf and Hat' sets to facilities of separately contracted by UNDP BTL company who will further disseminate the kits (location to be provided by UNDP at later stages).	The 150,000 sets.		31.01.2015 (preliminary date)		

2.1.1 Please describe the Freight Forwarder details and Arrangements:

2.1.2 Please provide the detailed Implementation Schedule

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 3: PERSONNEL

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

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

3.3 Qualifications of Key Personnel. Provide the CVs for key personnel (Team Leader) that will be provided to support the implementation of this project (please check the minimum requirements to personnel as per specification requirements. CVs should demonstrate qualifications in area of expertise relevant to the Contract. Please use the format below:

Name:		
Role in Contract Implementation:		
Nationality:		
Contact information:		
Countries of Relevant Work Experience:		
Language Skills:		
Education and other Qualifications:		
Summary of Experience: <i>Highlight experience in the region and on similar projects.</i>		
Relevant Experience (From most recent):		
Period: From – To	Name of activity/ Project/ funding organisation, if applicable:	Job Title and Activities undertaken/Description of actual role performed:
<i>e.g. June 2010-January 2011</i>		
<i>Etc.</i>		
<i>Etc.</i>		
References (minimum of 3):	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
Declaration: I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement. <hr style="width: 50%; margin-left: 0;"/> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Signature of the Nominated Team Leader/Member Date Signed </div>		

Section 7: Price Schedule Form⁹

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 is suggested for use as a guide in preparing the Price Schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

Cost Breakdown by Cost Component:

The Bidders are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed for additional set of goods and/or related services.

LOT 1: PRODUCTION OF VIDEO COMMERCIALS

(The overall template of the table below must be kept in your price proposal, however, adding lines/providing more details on the specific costs components is desirable).

ITEMS TO BE MANUFACTURED	NUMBER OF ITEMS, pcs	Price, per item excl. VAT (indicate currency)	Total cost excl. VAT (indicate currency)
1. To develop the script and produce the 30-second video commercials to be broadcasted on video-boards, supermarkets, subways.			
1.1. To develop the script and produce the 30-second video commercial.	The 1 st type		
1.2. To develop the script and produce the 30-second video commercial.	The 2 nd type		
1.3. To develop the script and produce the 30-second video commercial.	The 3 rd type		
2. To develop the script and produce the 15-20 second video commercial to be broadcasted on TV channels.			
Total LOT1, excl. VAT			
VAT			
GRAND Total LOT1, incl. VAT			

⁹No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.

LOT 2: PLACEMENT OF ADVERTISEMENTS AND BRANDING OF FIXED-ROUTE TAXIS/BUSES

ITEMS TO BE MANUFACTURED	NUMBER OF ITEMS, pcs	Price, per item excl. VAT (indicate currency)	Total cost excl. VAT (indicate currency)
2.1 To place the video commercials on the video-boards in Kiev, Kharkiv, Dnipropetrovsk, Odessa, Lviv.	The 3 different 30-second video commercials on the 13 video-boards.		
2.2 To place the video commercials on the video screens in the supermarket network.	The 3 different 30-second video commercials on the video screens in the 1 supermarket network in the 40 cities.		
2.3 To place the video commercials on the digital screens of the Kyiv subway stations' passages.	The 3 different 30-second video commercials on 46 digital screens.		
2.4 To place the video commercial on EEL on the TV channels.	The 15-20 second video commercial on the TV channels: INTER, STB, ICTV.		
2.5 To place the advertisement posters on the city-lights of the escalator tunnels at the subways of Kiev and Kharkov.	The 70 city-lights of the escalator tunnels at the subways.		
2.6 To place the advertisement posters on the city-lights of the subway entrances/exits of Kiev.	The 14 city-lights of the subway entrances/exits.		
2.7 To place the advertisement posters in the subway cars in Kiev, Kharkov, Dnepropetrovsk.	The 2000 posters.		
2.8 To place the advertisement posters in the fixed-route taxis/buses.	The 7000 fixed-route taxis/buses in the 60 cities.		
2.9 To brand the fixed-route taxis / buses.	The 23 vehicles in each of the 37 cities.		
Total LOT2, excl. VAT			
VAT			
GRAND Total LOT2, incl. VAT			

LOT3: PRODUCTION OF 'SCARF AND HAT' SETS

The developed design of 'Scarf and hat' sets will be delivered to the winning company/bidder.

ITEMS TO BE MANUFACTURED	NUMBER OF ITEMS, pcs	Price, per item excl. VAT (indicate currency)	Total cost excl. VAT (indicate currency)
3.1 To produce the 'Scarf and hat' sets.	The 150,000 sets.		
3.2 To store the produced 'Scarf and hat' sets, preliminarily for 15-30 days.	The 150,000 sets per 1 day. (Please indicate cost per		

	day of storage and total cost for storing 30 days)		
Total LOT3, excl. VAT			
VAT			
GRAND Total LOT3, incl. VAT			

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

Section 9: FORM FOR PERFORMANCE SECURITY¹⁰

(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

¹⁰If the RFP 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

Address

Section 10: Form for Advanced Payment Guarantee¹¹

(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])¹² 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)]

¹¹ 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.

¹² 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 11: Contract for Professional Services

Date _____

Dear Sir/Madam,

Ref.: _____/_____/_____ [INSERT PROJECT NUMBER AND TITLE OR OTHER REFERENCE]

The United Nations Development Programme (hereinafter referred to as "UNDP"), wishes to engage your [company/organization/institution], duly incorporated under the Laws of _____ [INSERT NAME OF THE COUNTRY] (hereinafter referred to as the "Contractor") in order to perform services in respect of _____ [INSERT SUMMARY DESCRIPTION OF THE SERVICES] (hereinafter referred to as the "Services"), in accordance with the following Contract:

1. Contract Documents

- 1.1 This Contract is subject to the UNDP General Conditions for Professional Services attached hereto as Annex I. The provisions of such Annex shall control the interpretation of this Contract and in no way shall be deemed to have been derogated by the contents of this letter and any other Annexes, unless otherwise expressly stated under section 4 of this letter, entitled "Special Conditions".
- 1.2 The Contractor and UNDP also agree to be bound by the provisions contained in the following documents, which shall take precedence over one another in case of conflict in the following order:
- a) this Letter;
 - b) the Terms of Reference [ref.dated.....], attached hereto as Annex II;
 - c) the Contractor's Proposal [ref....., dated]
 - d) The UNDP Request for Proposal [ref....., dated.....]
- 1.3 All the above shall form the Contract between the Contractor and UNDP, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.

2. Obligations of the Contractor

- 2.1 The Contractor shall perform and complete the Services described in Annex II with due diligence and efficiency and in accordance with the Contract.
- 2.2 The Contractor shall provide the services of the following key personnel:

Name Specialization Nationality Period of service

....
....

- 2.3 Any changes in the above key personnel shall require prior written approval of

_____ [NAME and TITLE], UNDP.

2.4 The Contractor shall also provide all technical and administrative support needed in order to ensure the timely and satisfactory performance of the Services.

2.5 The Contractor shall submit to UNDP the deliverables specified hereunder according to the following schedule:

[LIST DELIVERABLES]

[INDICATE DELIVERY DATES]

e.g.

Progress report/..../....

...../..../....

Final report/..../....

2.6 All reports shall be written in the English language, and shall describe in detail the services rendered under the Contract during the period of time covered in such report. All reports shall be transmitted by the Contractor by _____ **[MAIL, COURIER AND/OR FAX]** to the address specified in 9.1 below.

2.7 The Contractor represents and warrants the accuracy of any information or data provided to UNDP for the purpose of entering into this Contract, as well as the quality of the deliverables and reports foreseen under this Contract in accordance with the highest industry and professional standards.

OPTION 1 (FIXED PRICE)

3. Price and Payment

3.1 In full consideration for the complete and satisfactory performance of the Services under this Contract, UNDP shall pay the Contractor a fixed contract price of _____ **[INSERT CURRENCY & AMOUNT IN FIGURES AND WORDS]**.

3.2 The price of this Contract is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the Contractor in the performance of the Contract.

3.3 Payments effected by UNDP to the Contractor shall be deemed neither to relieve the Contractor of its obligations under this Contract nor as acceptance by UNDP of the Contractor's performance of the Services.

3.4 UNDP shall effect payments to the Contractor after acceptance by UNDP of the invoices submitted by the Contractor to the address specified in 9.1 below, upon achievement of the corresponding milestones and for the following amounts:

<u>MILESTONE</u>	<u>AMOUNT</u>	<u>TARGET DATE</u>
------------------	---------------	--------------------

Upon...../..../....
-----------	-------	--------------

...../..../....
-------	-------	--------------

Invoices shall indicate the milestones achieved and corresponding amount payable.

OPTION 2 (COST REIMBURSEMENT)

3. Price and payment

- 3.1 In full consideration for the complete and satisfactory performance of the Services under this Contract, UNDP shall pay the Contractor a price not to exceed _____ **[INSERT CURRENCY & AMOUNT IN FIGURES AND WORDS]**.
- 3.2 The amount contained in 3.1 above is the maximum total amount of reimbursable costs under this Contract. The Breakdown of Costs in Annex _____ **[INSERT ANNEX NUMBER]** contains the maximum amounts per cost category that are reimbursable under this Contract. The Contractor shall reflect in his invoices the amount of the actual reimbursable costs incurred in the performance of the Services.
- 3.3 The Contractor shall not do any work, provide any equipment, materials and supplies, or perform any other services which may result in any costs in excess of the amount under 3.1 or of any of the amounts specified in the Breakdown of Costs for each cost category without the prior written agreement of _____ **[NAME and TITLE]**, UNDP.
- 3.4 Payments effected by UNDP to the Contractor shall be deemed neither to relieve the Contractor of its obligations under this Contract nor as acceptance by UNDP of the Contractor's performance of the Services.
- 3.5 The Contractor shall submit invoices for the work done every _____ **[INSERT PERIOD OF TIME OR MILESTONES]**.

OR

- 3.5. The Contractor shall submit an invoice for _____ **[INSERT AMOUNT AND CURRENCY OF THE ADVANCE PAYMENT IN FIGURES & WORDS]** upon signature of this Contract by both parties and invoices for the work done every _____ **[INSERT PERIOD OF TIME OR MILESTONES]**.
- 3.6 Progress and final payments shall be effected by UNDP to the Contractor after acceptance of the invoices submitted by the Contractor to the address specified in 9.1 below, together with whatever supporting documentation of the actual costs incurred is required in the Breakdown of Costs or may be required by UNDP. Such payments shall be subject to any specific conditions for reimbursement contained in the Breakdown of Costs.
4. Special conditions
- 4.1 The responsibility for the safety and security of the Contractor and its personnel and property, and of UNDP's property in the Contractor's custody, rests with the Contractor.
- 4.2 The advance payment to be made upon signature of the contract by both parties is contingent upon receipt and acceptance by UNDP of a bank guarantee for the full amount of the advance payment issued by a Bank and in a form acceptable to UNDP.
- 4.3 The amounts of the payments referred to under section 3.6 above shall be subject to a deduction of _____ **[INSERT PERCENTAGE THAT THE ADVANCE REPRESENTS OVER THE TOTAL PRICE OF THE CONTRACT]** % (... percent) of the amount accepted for payment until the cumulative amount of the deductions so effected shall equal the amount of the advance payment.
- 4.4 Owing to [...], Article(s) [...] of the General Conditions in Annex I shall be amended to read/be deleted.
5. Submission of invoices

5.1 An original invoice shall be submitted by mail by the Contractor for each payment under the Contract to the following address:

.....

5.2 Invoices submitted by fax shall not be accepted by UNDP.

6. Time and manner of payment

6.1 Invoices shall be paid within thirty (30) days of the date of their acceptance by UNDP. UNDP shall make every effort to accept an invoice or so advise the Contractor of its non-acceptance within a reasonable time from receipt.

6.2 All payments shall be made by UNDP to the following Bank account of the Contractor:

_____ **[NAME OF THE BANK]**

_____ **[ACCOUNT NUMBER]**

_____ **[ADDRESS OF THE BANK]**

7. Entry into force. Time limits.

7.1 The Contract shall enter into force upon its signature by both parties.

7.2 The Contractor shall commence the performance of the Services not later than _____ **[INSERT DATE]** and shall complete the Services within _____ **[INSERT NUMBER OF DAYS OR MONTHS]** of such commencement.

7.3 All time limits contained in this Contract shall be deemed to be of the essence in respect of the performance of the Services.

8. Modifications

8.1 Any modification to this Contract shall require an amendment in writing between both parties duly signed by the authorized representative of the Contractor and _____ **[NAME AND TITLE]** UNDP.

9. Notifications

For the purpose of notifications under the Contract, the addresses of UNDP and the Contractor are as follows:

For the UNDP:

Name
Designation
Address
Tel. No.
Fax. No.
Email address:

For the Contractor:

Name
Designation
Address
Tel. No.
Fax. No.
Email address:

If the above terms and conditions meet with your agreement as they are typed in this letter and in the Contract Documents, please initial every page of this letter and its attachments and return to this office one original of this Contract, duly signed and dated.

Yours sincerely,

[INSERT NAME AND DESIGNATION]

For **[INSERT NAME OF THE COMPANY/ORGANIZATION]**

Agreed and Accepted:

Signature _____
Name: _____
Title: _____
Date: _____

UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES

1.0 LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4.0 ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6.0 OFFICIALS NOT TO BENEFIT:

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

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:

8.4.1 Name UNDP as additional insured;

8.4.2 Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;

8.4.3 Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

8.5 The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required

under this Article.

9.0 ENCUMBRANCES/LIENS:

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10.0 TITLE TO EQUIPMENT: Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

11.1 Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

11.2 To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

11.3 At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

11.4 Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party, and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is

designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

13.1 The recipient ("Recipient") of such information shall:

13.1.1 use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

13.1.2 use the Discloser's Information solely for the purpose for which it was disclosed.

13.2 Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

13.2.1 any other party with the Discloser's prior written consent; and,

13.2.2 the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls, controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

13.2.2.1 a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

13.2.2.2 any entity over which the Party exercises effective managerial control; or,

13.2.2.3 for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

13.3 The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

13.4 The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

13.5 The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

13.6 These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

14.1 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any

event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

14.2 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

14.3 Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.

14.4 The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

15.0 TERMINATION

15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.

15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

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

16.2 Arbitration: Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The

arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 PRIVILEGES AND IMMUNITIES:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18.0 TAX EXEMPTION

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

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

19.0 CHILD LABOUR

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

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:

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

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

21.0 OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22.0 SEXUAL EXPLOITATION:

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

22.2 The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 SECURITY:

23.1 The Contractor shall:

- (a) Put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;
- (b) Assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.

23.2 UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNDP's property in its custody as set forth in paragraph 4.1 above.

24.0 AUDITS AND INVESTIGATIONS:

24.1 Each invoice paid by UNDP shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or the authorized agents of the UNDP at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The UNDP shall be entitled to a refund from the Contractor for any amounts shown by such audits to have been paid by the UNDP other than in accordance with the terms and conditions of the Contract. Should the audit determine that any funds paid by UNDP have not been used as per contract clauses, the company shall reimburse such funds forthwith. Where the company fails to reimburse such funds, UNDP reserves the right to seek recovery and/or to take any other action as it deems necessary.

24.2 The Contractor acknowledges and agrees that, at anytime, UNDP may conduct investigations relating to any aspect of the Contract, the obligations performed under the Contract, and the operations of the Contractor generally. The right of UNDP to conduct an investigation and the Contractor's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Contract. The Contractor shall provide its

full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any documentation for such purposes and to grant to UNDP access to the Contractor's premises. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNDP hereunder.

25.0 ANTI-TERRORISM:

25.1 The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Contract.

26.0 AUTHORITY TO MODIFY:

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