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**Pre-qualification of Companies / Suppliers for Procurement of IT Equipment  
on Long Term Agreement basis for UNDP PAPP Office & Projects and other UN  
Agencies - Jerusalem, Gaza and West Bank**

**REF: PQ-2015-001**

**January 2015**

EMPLOYER:  
UNITED NATIONS DEVELOPMENT PROGRAMME / PROGRAMME OF ASSISTANCE TO  
THE PALESTINIAN PEOPLE (UNDP/PAPP)

## Invitation to Pre-Qualification

Jerusalem  
January 13, 2014

### **PQ-2014-319: Procurement of IT Equipment on Long Term Agreement basis for UNDP PAPP Office & Projects and other UN Agencies - Jerusalem, Gaza and West Bank**

The United Nations Development Programme /Programme of Assistance to the Palestinian People (UNDP/PAPP) hereby invites eligible and interested companies / suppliers to submit pre-qualification (PQ) applications for the above-referenced subject.

This PQ document includes the following:

1. Introduction
2. Objective
3. Intent of pre-qualification
4. Instructions to applicants
5. Contractor's eligibility and qualifications
6. Evaluation criteria
7. Joint venture, consortium or association
8. Notification of successful and unsuccessful firms
9. Withdrawal of pre-qualification
10. Documents to be submitted

Your applications should be submitted in accordance with part 4. - point (c).

Should you require any clarification, kindly communicate with us in accordance with part (4) - point (f).

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

Yours sincerely,



Khaled Shahwan

Deputy Special Representative  
(Operations)-UNDP/PAPP



## 1. INTRODUCTION

The United Nations Development Programme / Programme of Assistance to the Palestinian People (UNDP/PAPP) is soliciting expressions of interest and submission of prequalification data from experienced companies for the **Pre-qualification of Companies for Procurement of IT Equipment on Long Term Agreement basis for UNDP/ PAPP Office & Projects and other UN Agencies. Only pre-qualified companies, who meet all prequalification criteria, will be allowed to participate in the upcoming Invitation To Bid (ITB).**

## 2. OBJECTIVE

The United Nations Development Programme / Programme of Assistance to the Palestinian People (UNDP/PAPP) envisages entering into a Long Term Agreement (LTA) with one or several qualified suppliers of IT equipment to cover the needs of the UNDP/PAPP office in Jerusalem and its various funded Projects in Gaza and the West Bank, as well as of the Offices of other UN Agencies. The UNDP/PAPP shall enter into agreement with the successful bidder(s) for an initial period of one (1) year with the option to extend for additional two (2) years, subject to a satisfactory performance and mutual acceptance, and shall place orders on a recurrent basis, as needs arise.

## 3. INTENT OF PRE-QUALIFICATION

The intent of this pre-qualification process is to build a short list of suppliers which:

- Meet the eligibility and qualification requirements as stipulated herein;
- Have technical expertise, management and workload capacity to perform the work in quality and timely manner.
- Have financial resources and overall financial capabilities to perform the work as described in the Objective; and

Bidding documents (Tender/ITB) will be made available only to those bidders who were pre-qualified and whose pre-qualification documents are accepted by UNDP/PAPP after the completion of the pre-qualification process. Bidding documents are expected to be floated to shortlisted firms during the period of March-April 2015.

## 4. INSTRUCTIONS TO APPLICANTS

### a. Eligibility:

The pre-qualification is open to national and international suppliers. International suppliers must submit registration with their home country body where applicable.

Prospective suppliers will not be considered qualified unless in the judgment of UNDP/PAPP they possess the capability, experience, qualified personnel, available equipment/tools and net current assets or working capital sufficient to satisfactorily perform the task.

**b. Cost of preparing pre-qualification application:**

Each Applicant will bear all costs and expenses associated with the preparation and submittal of the pre-qualification package, including the provision of any Supplemental Information that may be requested.

**c. Application receiving/submission:**

Pre-qualification documents can be downloaded free of charge at the following internet address;  
**<http://www.ps.undp.org/content/papp/en/home/operations/procurement>**

**One original copy** of the Pre-qualification application containing all the requirements (and a soft copy document uploaded on a CD) shall be submitted in a sealed envelope to the UNDP/PAPP office in East Jerusalem, at the corresponding addresses shown below, **no later than 2:00 pm (Jerusalem local time) on 12 February 2015.**

Jerusalem Office  
3 Ya'kubi Street  
East Jerusalem  
Tel: +972-2-6268200

The applications shall be addressed to:  
"Mr. Khaled Shahwan - Deputy Special Representative (Operations)"

The outer envelope should be clearly marked as:

**"PQ-2015-001: Pre-qualification of Companies / Suppliers for Procurement of IT Equipment on Long Term Agreement basis for UNDP PAPP Office & Projects and other UN Agencies"**

Faxes or electronic copies of the application will not be acceptable.

Applications should include all documents stated in Section 10 – Documents to be submitted.

If all requested data and supporting documentation are not received, this may result in the application not being successful.

**d. Language of the application:**

All information shall be in the English language, and any information submitted in other languages will not be considered.

**e. Data Verification :**

UNDP/PAPP reserves the right to check other sources available to verify information submitted in the pre-qualification applications. If an Applicant knowingly makes a misrepresentation, or an omission of a material fact, in submitting information to UNDP/PAPP, such misrepresentation or omission may be sufficient ground for denying prequalification to that Applicant, rescinding the Applicant's prequalification, rejecting an Applicant or rescinding an award of the Contract or terminating the Contract itself.

**f. Clarification of Solicitation Documents**

All clarifications for information should be requested from the UNDP/PAPP Procurement Unit via the following email address:

E-mail: **[proc7.papp@undp.org](mailto:proc7.papp@undp.org)**

Clarifications should not be requested and information will not be provided from any other source other than the stated above. Answers to any Requests for clarifications received before **26 January 2014** will be documented & posted at the internet address stated in point (c) on **29 January 2015**. No inquiries will be accepted after **26 January 2015**.

The Procuring entity may, at any time, clarify the contents of this invitation, either on its own initiative or in response to a reply to a consultant. Such information will be posted online at the internet address shown in point (c) above.

**g. Informational Meeting**

UNDP/PAPP will organize at its premises at UNDP/PAPP Jerusalem office an informational meeting on **22 January 2015 at 11:00 a.m.** (Jerusalem time). Representatives of all interested Applicants are invited to attend. To confirm participation please send an email message to ([proc7.papp@undp.org](mailto:proc7.papp@undp.org)).

**h. Confidentiality of information**

The pre-qualification applications submitted by suppliers are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law, although contents may be disclosed to third parties for the purpose of verification or investigation of substantial allegations.

**5. CONTRACTOR'S ELIGIBILITY AND QUALIFICATIONS:**

In order to prove eligibility & qualifications, contractors have to provide all requested supporting documents stated in Section 10 – Documents to be submitted

**6. EVALUATION CRITERIA:**

The Applicant will be evaluated based on the information provided in response to the pre-qualification. The Applicant must demonstrate that he has the financial strength, technical expertise,

management capacity and workload capacity to perform the work in a successful and timely manner. The following minimum criteria must be met in order to be considered to be pre-qualified:

- a. An average annual turnover equal to **US\$ 500,000** over the last three years. Works must have been performed by the Applicant as the prime supplier to be eligible. The following formula will be utilized:  
$$\text{Average annual turnover} = \frac{\text{Turnover - year1 (TOY1)} + \text{TOY2} + \text{TOY3} + \text{TOY4} + \text{TOY5}}{5}$$
- b. Independently audited financial accounts (Balance sheets) for the last two years must be submitted in English. UNDP/PAPP will check the financial accounts to calculate the Quick Ratio. Quick ratio tests the company's financial strength and liquidity by calculating a company's liquid **assets** in proportion to its **liabilities**.
- c. Minimum Working Capital and/or credit facilities, net of other contractual commitments, of no less than **US\$ 100,000**. This should be demonstrated through submission of a Bank Credit Letter (see attached sample Bank letter in Annex I)
- d. Information regarding any litigation, current or during the last three years, in which the contractor was/is involved, the parties concerned, and the disputed amounts and awards thereof. A consistent history of litigation or arbitration awards against the Applicant or any partner of a Joint Venture may result in disqualification.

*Applicants failing to meet the **Primary Eligibility, Legal Eligibility and Qualification Criteria** shall be determined disqualified.*

## **7. NOTIFICATION OF SUCCESSFUL AND UNSUCCESSFUL FIRMS**

Only successful pre-qualified firms will be notified in writing. Any firm that does not receive communication from UNDP/PAPP should consider themselves unsuccessful. The notifications are expected to be floated out within one – two months after the pre-qualification process is completed.

## **8. WITHDRAWAL OF PRE-QUALIFICATION**

UNDP/PAPP reserve the right to reject tender from a pre-qualified firm even though the firm was initially pre-qualified, should a condition arise between the time the firm has tendered and the bid opening date which in the opinion of UNDP/PAPP could substantially change the performance and qualification of the bidder or his ability to perform.

## 9. DOCUMENTS TO BE SUBMITTED:

**The following mandatory documents must be submitted at the prequalification closing date; failure to submit any of the mandatory documents shall cause the whole application to be rejected as non responsive.**

- a. Company Profile, including printed brochures and product catalogues relevant to the goods/services being considered under this PQ exercise;
- b. List and value of at least two major contracts of similar nature and size successfully completed in the past three years, including contact details of clients, who could be contacted for reference purposes;
- c. List and value of last three contracts with any UN Agency, if any;
- d. Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation;
- e. 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;
- f. Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country;
- g. Certificate that Bidder is an authorized dealer for selling and maintaining the quoted goods, issued by relevant Governmental authorities;
- h. Certificate that Bidder can import spare parts;
- i. Certificate from mother company that Bidder is an authorized dealer to sell and carry out maintenance of the goods in their certified service center by certified professional technicians;
- j. Certificate from Mother Company detailing the delegation of authority given to the company/supplier in terms of functions that can be performed as part of the agreement with the mother company.
- k. Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer;
- l. Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any;
- m. Certificates of quality and origin for the offered goods;
- n. 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;
- o. For international suppliers; local representation should be proved via tentative / solid contract agreement with local supplier.
- p. Confirmation and proves that Company/ Supplier and their designated technical and logistic team members can freely access and operate in Jerusalem and West Bank.
- q. Details of the Bidder's storage capacity and description of stocks management practices, including stocks of spare parts;
- r. Details of the Bidder's after-sales service capacity and appropriateness of service network in areas of delivery where the maintenance service response time should be within 24 hours;
- s. CVs of key personnel including certificates of factory trained engineers / technicians;
- t. Latest Income Statement and Balance Sheet, including Auditor's Report for the past two fiscal years. UNDP will check the financial accounts to compute the quick ratio (QR). Quick ratio tests the company's financial strength and liquidity by calculating a company's liquid assets in

proportion to its liabilities. If QR is less than 1: UNDP shall verify financial capacity of the Bidder and has the authority to seek references from concerned parties & banks on the Bidder's financial standing. UNDP has the right to reject any bid if submitted by a Bidder whom investigation leads to a result that it is not financially capable and/or had serious financial problems;

- u. Statement of Satisfactory Performance from the Top Five (5) Clients in terms of Contract Value the past Five (5) years (at least three (3) clients in the country). UNDP reserves the right to ask for more satisfactory reports if deemed necessary and or to conduct meetings with clients to acquire further details on the performance of the company;
- v. All information regarding any past and current litigation during the last three (3) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded;
- w. Power of Attorney showing the party (ies) who have been legally appointed to act as representatives of the supplier.

This advertisement does not entail any commitment on the part of UNDP, either financial or otherwise.

UNDP/PAPP reserves the right to accept or reject any or all applications for prequalification and cancel the prequalification process and reject all applications without assigning any reason whatsoever.