



## **INVITATION TO BID**

**Supply, installation and commissioning of basic and auxiliary equipment, automatic process control systems for pulp and recirculated pulpwater cleaning, storage and transportation for the office paper production from wastepaper on a turnkey basis, Borisov, Republic of Belarus**

**in the framework of Project “Supporting the Transition to a Green Economy in the Republic of Belarus” funded by the European Union and implemented by the United Nations Development Programme, No. 00081657  
Republic of Belarus**



**United Nations Development Programme  
December 2015**

## Section 1. Letter of Invitation

UNDP in Belarus  
15 December, 2015

**ITB No. BLR/1307/2015 for the  
Supply, installation and commissioning of basic and auxiliary equipment, automatic process  
control systems for pulp and recirculated pulpwat er cleaning, storage and transportation for  
the office paper production from wastepaper on a turnkey basis, Borisov, Republic of Belarus**

Dear Sir/Madam,

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

This ITB includes the following documents:

- Section 1 – This Letter of Invitation
- Section 2 – Instructions to Bidders (including Data Sheet)
- Section 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
- Section 10 – Form for Advanced Payment Guarantee
- Section 11 – Contract: General Terms and Conditions, Special Terms and Conditions
- Section 12 –Manufacturer’s Authorization Form
- Section 13 – Checklist for Submission of Bidding Documents
- Annex 1-12 - Drawings

Your offer, comprising of a Technical Bid and Price Schedule, together in a sealed envelope, should be submitted in accordance with the Section 2 **on or before 13.00 hours (Minsk time) on January 30, 2016.**

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

United Nations Development Programme in Belarus

[tenders.by@undp.org](mailto:tenders.by@undp.org)

Attention: Ms. Natallia Kazliakouskaya

**Ref: ITB No.BLR/1307/2015**

The letter should be received by UNDP. 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.

A pre-Bid conference will be held on **January 14, 2016 at 12.00 hours (Minsk time)** at the address: **Unitary Enterprise “Paper Mill” of Goznak, 55, Zavodskaya Str., Borisov Town, Minsk region, Republic of Belarus.**

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

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

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

Yours sincerely,

Ekaterina Paniklova, 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/about/transparencycdocs/UNDP\\_Anti\\_Fraud\\_Policy\\_English\\_FINAL\\_june\\_2011.pdf](http://www.undp.org/about/transparencycdocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf) and [http://www.undp.org/content/undp/en/home/operations/procurement/procurement\\_protest/](http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/) for full description of the policies)
5. In responding to this ITB, UNDP requires all Bidders to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP's interests paramount. Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:
  - 5.1 Are, or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Schedule of Requirements

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

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

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

- 6.1 Bidders who are owners, part-owners, officers, directors, controlling shareholders, or key personnel who are family of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving the goods and related services under this ITB; and
- 6.2 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** (DS no.20); and
- c) Bear a warning not to open before the time and date for Bid opening as specified in the **Data Sheet** (DS no. 24).

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

23.2 Bidders must submit their Bid in the manner specified in the **Data Sheet** (DS nos. 22 and 23). When the Bid is expected to be in transit for more than 24 hours, the Bidder must ensure that sufficient lead time has been provided in order to comply with UNDP's deadline for submission. UNDP shall indicate for its record that the official date and time of receiving the Bid is the actual date and time when the said Bid has physically arrived at the UNDP premises indicated in the **Data Sheet** (DS no. 20).

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

communicated through a document evidencing such authorization issued by the highest official of the firm, or a Power of Attorney, accompanying the Bid.

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

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

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

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

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

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

## **26. Bid Opening**

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

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

## **27. Confidentiality**

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

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

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

## **E. EVALUATION OF BID**

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

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

### **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 ongoing or previous contracts completed;
- e) Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder;
- f) Testing and sampling of completed goods similar to the requirements of UNDP, where available; and
- g) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.

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

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

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

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

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

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

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

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

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

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

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

nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

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

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

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

## **F. AWARD OF CONTRACT**

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

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

### **34. Award Criteria**

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

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

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

### **36. Contract Signature**

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

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

### **37. Performance Security**

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

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

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

### **39. Vendor Protest**

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

## Instructions to Bidders

### DATA SHEET

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

| DS No. | Cross Ref. to Instructions | Data   | Specific Instructions / Requirements  |
|--------|----------------------------|--|---|
| 1      |                            | Project Title :  | Project “Supporting the Transition to a Green Economy in the Republic of Belarus” funded by the European Union and implemented by the United Nations Development Programme, No. 00081657  |
| 2      |                            | Title of Goods Required:   | Supply, installation and commissioning of basic and auxiliary equipment, automatic process control systems for pulp and recirculated pulpwat er cleaning, storage and transportation for the office paper production from wastepaper on a turnkey basis, Borisov, Republic of Belarus   |
| 3      |                            | Country:   | Republic of Belarus   |
| 4      | C.13                       | Language of the Bid:   | <input checked="" type="checkbox"/> English   |
| 5      | C.20                       | Conditions for Submitting Bid for Parts or sub-parts of the Total Requirements | <input checked="" type="checkbox"/> Not allowed   |
| 6      | C.20                       | Conditions for Submitting Alternative Bid                                      | <input checked="" type="checkbox"/> Shall not be considered   |
| 7      | C.22                       | A pre-Bid conference will be held on:  | <b>January 14, 2016 12.00 hours (Minsk time)</b> at the address: <b>Unitary Enterprise “Paper Mill” of Goznak, 55, Zavodskaya Str., Borisov Town, Minsk region, Republic of Belarus</b> . Attendance of authorized prospective Bidders’ representatives is encouraged. The prospective Bidders’ representatives shall submit notification of their intention to attend the pre-bid conference till January 12, 2015 at the fax number and/or e-mail address under DS No. 17 below |

|    |                    |   |   |
|----|--------------------|---|---|
| 8  | C.21.1             | Period of Bid Validity commencing on the submission date      | <input checked="" type="checkbox"/> 120 days  |
| 9  | B.9.5<br>C.15.4 b) | Bid Security  | <input checked="" type="checkbox"/> <b>Required</b><br>Amount: <u>USD 20,000</u> (Twenty thousand US Dollars);<br>Form: Bank Guarantee  |
| 10 | B.9.5              | Acceptable forms of Bid Security                              | <input checked="" type="checkbox"/> <b>Bank Guarantee</b> (See Section 8 for template)  |
| 11 | B.9.5<br>C.15.4 a) | Validity of Bid Security                                      | <b>120 calendar days</b> from the last day of Bid submission.<br><br>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 <sup>1</sup>   |
| 13 |                    | Liquidated Damages  | <input checked="" type="checkbox"/> Will be imposed under the following conditions:<br>Percentage of contract price per day of delay: 0.1<br>Max. no. of days of delay: 30<br>Next course of action: Cancel PO  |
| 14 | F.37               | Performance Security  | <input checked="" type="checkbox"/> <b>Required</b><br>Amount: 10% of the Purchase Order value (denominated in the currency of the Purchase Order)<br>Form: Performance Security (see section 9 for template)   |
| 15 | C.17<br>C.17.2     | Preferred Currency of Bid and Method for Currency conversion  | <input checked="" type="checkbox"/> <b><u>United States Dollars (USD)</u></b><br><input checked="" type="checkbox"/> <b><u>Euro (EUR)</u></b><br><br><i>Reference date for determining UN Operational Exchange Rate: <b>Bid opening date</b></i>  |
| 16 | B.10.1             | Deadline for submitting requests for clarifications/questions | Ten (10) days before the submission date: January 20, 2016  |
| 17 | B.10.1             | Contact Details for submitting clarifications/questions       | Focal Person in UNDP: Ms. Natallia Kazliakouskaya<br>Address: UNDP Office in Belarus, Kirova str., 17, 6 <sup>th</sup> floor, Minsk, 220050, Republic of Belarus;<br>Fax No.: +375 (17) 226-03-40;<br>E-mail address dedicated for this purpose: <a href="mailto:tenders.by@undp.org">tenders.by@undp.org</a> |

<sup>1</sup> 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

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| 18 | B.11.1                      | Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries                  | <input checked="" type="checkbox"/> Direct communication to prospective Bidders by email or fax, and posting on the website:<br><a href="http://procurement-notice.undp.org/">http://procurement-notice.undp.org/</a> ,<br><a href="http://www.by.undp.org/content/belarus/en/home/operations/procurement/">http://www.by.undp.org/content/belarus/en/home/operations/procurement/</a>   |
| 19 | D.23.3                      | No. of copies of Bid that must be submitted  | Original : One (1)<br>Copies : One (1)   |
| 20 | D.23.1 b)<br>D.23.2<br>D.24 | Bid submission address   | UNDP Office in Belarus, Procurement Unit,<br>6 <sup>th</sup> floor, 17, Kirova str.,<br>Minsk, 220050, Republic of Belarus   |
| 21 | C.21.1<br>D.24              | Deadline of Bid Submission   | Date : <b>January 30, 2016</b><br>Time : <b>13.00 hours (Minsk time)</b>   |
| 22 | D.23.2                      | Manner of Submitting Bid   | <input checked="" type="checkbox"/> Courier/Hand Delivery  |
| 23 | D.23.2<br>D.26              | Conditions and Procedures for electronic submission and opening, if allowed  | N/A  |
| 24 | D.23.1 c)                   | Date, time and venue for opening of Bid  | Date : <b>January 30, 2016</b><br>Time : <b>14.30 hours (Minsk time)</b><br>Venue : UNDP Office in Belarus, Kirova str., 17, 6 <sup>th</sup> floor,<br>Minsk, 220050, Republic of Belarus  |
| 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<br><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 not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured;<br><input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation;<br><input checked="" type="checkbox"/> ISO or equivalent national quality standards certificate for the manufacturer, and/or product quality/conformity certificate(s) or product conformity marking of the proposed goods;<br><input checked="" type="checkbox"/> Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder’s practices which contributes to the |

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|    |        |  | <p>ecological sustainability and reduction of adverse environmental impact if available (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 available;</p> <p><input checked="" type="checkbox"/> Certification or authorization to act as Agent in behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer for the main equipment;</p> <p><input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report if available for the past 3 years (2013, 2014, 2015);</p> <p><input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value for the past 3 years;</p> <p><input checked="" type="checkbox"/> 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</p> |
| 27 |        | Other documents that may be Submitted to Establish Eligibility       | Written confirmation authorizing the signatory of the bid to commit the Bidder (Power of Attorney or relevant extract of Bidder's Charter)  |
| 28 | C.15   | Structure of the Technical Bid and List of Documents to be Submitted | <p><input checked="" type="checkbox"/> Technical bid should be prepared and documents submitted as per Section 2, Clause 15 (Instruction to Bidders), and as per Section 3a and 3b requirements. In addition, please provide documents and data listed under Section 6 Technical Bid Form.</p> <p><input checked="" type="checkbox"/> Please use Checklist for Submission of Bidding Documents (Section 13) for determining the documents to be submitted.</p>  |
| 29 | C.15.1 | Latest Expected date for commencement of Contract                    | April 20, 2016  |
| 30 | C.15.2 | Maximum Expected duration of contract                                | <p>Supply and delivery of goods – <b>150 calendar days</b> from the date of the contract signing;</p> <p>Assembly and installation, testing, commissioning, training, handing over of equipment to the Purchaser – 90 calendar days from the date of delivery;</p> <p>Warranty obligations – minimum 12 months from the date of handing over the Goods to the Purchaser</p>   |
| 31 |        | UNDP will award the contract to:                                     | <input checked="" type="checkbox"/> One Bidder only   |

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| 32 | F.34 | Criteria for the Award and Evaluation of Bid | <p><u>Award Criteria</u></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Non-discretionary “Pass” or “Fail” rating on the detailed contents of the Schedule of Requirements and Technical Specifications</li> <li><input checked="" type="checkbox"/> Compliance on the following qualification requirements:</li> </ul> <p><u>Bid Evaluation Criteria</u></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Minimum no. of years of experience in similar contracts: 3;</li> <li><input checked="" type="checkbox"/> Minimum annual turnover of USD 1 000 000 for the past 3 years (2013, 2014, 2015);</li> <li><input checked="" type="checkbox"/> Current liquidity ratio is not less than 1.0. If liquidity ratio is less than 1.0, UNDP will verify financial stability/strength of the Bidder and has the authority to seek references from concerned parties and banks on the Bidder’s financial standing. UNDP shall have the right to reject any bid submitted by a Bidder proved to be not financially stable as a result of the verification of the Bidder’s financial stability/strength;</li> <li><input checked="" type="checkbox"/> Minimum no. of similar contracts implemented in the past 3 years: 3;</li> <li><input checked="" type="checkbox"/> Full compliance of Bid to the Technical Requirements (Section 3a of ITB document);</li> <li><input checked="" type="checkbox"/> After-sales service (including provision of spare parts) of at least 5 years;</li> <li><input checked="" type="checkbox"/> Warranty on parts and services for a minimum period of 12 months;</li> <li><input checked="" type="checkbox"/> User’s Training for the Purchaser’s (end-user of the Goods) staff on equipment operation and maintenance in Borisov, Republic of Belarus for a period as per the Supplier’s programme;</li> <li><input checked="" type="checkbox"/> Acceptability of the Delivery Schedule;</li> <li><input checked="" type="checkbox"/> Qualification of the Team Leader to directly coordinate with UNDP (as per requirements under Section 6 Technical Bid Form)</li> </ul> |
| 33 | E.29 | Post qualification Actions                   | <ul style="list-style-type: none"> <li><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;</li> <li><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;</li> <li><input checked="" type="checkbox"/> Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or any other entity that may have done business with the Bidder;</li> <li><input checked="" type="checkbox"/> Inquiry and reference check with other previous</li> </ul>   |

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|    |  |   | <p>clients on the quality of performance of ongoing or previous contracts completed. Inquiry and reference check with concerned parties &amp; banks for the verification of financial stability/strength of the Bidder and the Bidder's financial standing;</p> <p><input checked="" type="checkbox"/> Physical inspection of the Bidder's plant, factory, branches or other places where business transpires, with or without notice to the Bidder</p>   |
| 34 |  | Conditions for Determining Contract Effectivity | <p><input checked="" type="checkbox"/> Signature of contract by both parties</p> <p><input checked="" type="checkbox"/> UNDP's approval of drawings, technical documentation, etc. (as per requirements under Section 3a);</p> <p><input checked="" type="checkbox"/> UNDP's receipt of Performance Security</p>  |
| 35 |  | Other Information Related to the ITB            | <p><b>Equipment installation site visit:</b> The Bidder is encouraged to visit and examine the equipment installation site in Borisov Town (<b>Unitary Enterprise "Paper Mill" of Goznak, 55, Zavodskaya Str., Borisov Town, Minsk region, Republic of Belarus</b>) on <b>January 14, 2016 from 12.00 hours (Minsk time)</b> and obtain all information that may be necessary for preparing the Bid. The costs of visiting the installation site shall be at the Bidder's own expense. The UNDP representative will be available on the above date at the equipment installation site in Minsk to accompany the Bidders. The prospective Bidders' representatives shall submit notification of their intention to visit the equipment installation site on the date above till January 12, 2016 at the fax number and/or e-mail address under DS No. 17 above</p> |
| 36 |  | Other Information Related to the ITB            | <p>Marking of Bid envelope:</p> <p><b>FROM:</b> Bidder's name and address;</p> <p><b>ATTENTION:</b> Procurement Unit, UNDP in Belarus;</p> <p><b>ITB No.:</b> BLR/1307/2015 "Supply, installation and commissioning of main and auxiliary equipment, process control systems for pulp and recirculated white water cleaning, storage and transportation for the office paper production from wastepaper on a turnkey basis";</p> <p><b>DO NOT OPEN BEFORE 14.30 HOURS (MINSK TIME) ON JANUARY 30, 2016.</b></p>   |

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

### SCHEDULE OF REQUIREMENTS

Supply, installation and commissioning of main and auxiliary equipment, process control systems for pulp and recirculated white water cleaning, storage and transportation for the office paper production from wastepaper on a turnkey basis.

The procurement of equipment is conducted within the framework of Project “Supporting the Transition to a Green Economy in the Republic of Belarus” funded by the European Union and implemented by the United Nations Development Programme, No. 00081657.

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| <p><b>A. Background information</b></p>   | <p><b>The procurement of equipment was divided into two stages.</b><br/> <b>Stage 1</b> is carried out at the expense of the funds of the Unitary Enterprise “Paper Mill” of Goznak. So far, <b>Stage 1 has been completed.</b><br/> <b>Stage 2</b> is to be implemented within the framework of the Project “Supporting the Transition to a Green Economy in the Republic of Belarus” funded by the European Union and implemented by the United Nations Development Programme, No. 00081657.<br/> Works conducted by Unitary Enterprise “Paper Mill” of Goznak in framework of Stage 2 are indicated in Item C below.</p>   |
| <p><b>B. Equipment specifications for Stage 1 (Stage 1 has been completed)</b><br/> <b>The information is provided for the reference of potential Suppliers in order to consider equipment compatibility.</b></p> | <p><b>Stage 1</b> was carried out at the expense of the funds of the Unitary Enterprise “Paper Mill” of Goznak.<br/> Production capacity of the process line is 60 tons (bone dry) of waste paper per 24 hours.<br/> 1.1. The process line is carried out according to the diagram (Annex 1).<br/> 1.2. Specifications of the existing building, foundations, layout solutions for placement of equipment are demonstrated on drawings in Annexes 3-7.<br/> 1.3. Specifications of the main equipment of stage 1 of the process line, made by the company O.M.C. Collareda SRL:<br/> 1.3.1. High density pulper, model HC-10:<br/> – operating mode – periodic (batch);<br/> – max. loading of waste paper per batch – 1,800 kg;<br/> – stock concentration – 15–18%;<br/> – total volume of pulper vat– 14.5 m<sup>3</sup>;<br/> – rotor type – “TWISTER”;<br/> – drive type – V-belt;<br/> – material for pulper vat – stainless steel.<br/> 1.3.2. Secondary pulper, model Epurex DS-2:<br/> – operating mode – periodic;<br/> – chamber volume – 2 m<sup>3</sup>;<br/> – working concentration – 4.0–4.5%;<br/> – rotor type – profiled with three arms;<br/> – sieve mesh diameter – 4 mm;</p> |

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|  | <ul style="list-style-type: none"> <li>– material for case – stainless steel.</li> </ul> <p>1.3.3. High Density Cleaner, model HDS 1200:</p> <ul style="list-style-type: none"> <li>– operating mode – continuous;</li> <li>– production capacity – 1200 l/min;</li> <li>– working concentration – 3.5–4.0%;</li> <li>– input pressure – 2.5–3.0 bar;</li> <li>– output pressure – 1.5 bar;</li> <li>– water pressure – 3.0 bar.</li> </ul> <p>1.3.4. 1<sup>st</sup> stage fine pressure screen, model MC2:</p> <ul style="list-style-type: none"> <li>– working concentration – 2.0–4.0%;</li> <li>– input pressure – 100–250 kPa;</li> <li>– pressure drop – 10–70 kPa (output-input);</li> <li>– rotor type – stepped;</li> <li>– type of basket – slot profiled;</li> <li>– slot width – 0.15 mm;</li> <li>– drive type – V-belt;</li> <li>– material for case – stainless steel.</li> </ul> <p>1.3.5. 2<sup>nd</sup> stage fine pressure screen, model MC1:</p> <ul style="list-style-type: none"> <li>– working concentration – 2.0–4.0%;</li> <li>– input pressure – 100–250 kPa;</li> <li>– pressure drop – 10–70 kPa (output-input);</li> <li>– rotor type – stepped;</li> <li>– type of basket – slot profiled;</li> <li>– slot width – 0.15 mm;</li> <li>– drive type – V-belt;</li> <li>– material for case – stainless steel.</li> </ul> <p>1.4. Plate conveyor:</p> <ul style="list-style-type: none"> <li>– number of tension sensors – 8 items;</li> <li>– output signal – 4–20 MA.</li> </ul> <p>1.5. The following specifications of the electric part were applied:</p> <ul style="list-style-type: none"> <li>– electric signals for drive control: 220V, 50 Hz, 1 phase;</li> <li>– voltage changer of 24 V of direct current (DC);</li> <li>– intermediate voltage relay (lighting system, auxiliary power battery for IT specialists) 220 V, 50 Hz, 1 phase;</li> <li>– equipment analog signals 4–20 mA/0–10 V;</li> <li>– electric signals for equipment control (pressure switches, level meters, proximity switches, microswitches, buttons, etc.) – all with 24 V of DC;</li> <li>– electric signals (on/ off), computer interface – all with 24 V of DC;</li> <li>– signals of electric lamps – 24 V of DC;</li> <li>– electric signals for solenoid valves – 24 V of DC;</li> <li>– engine voltage – 400V (±5%) or 690 VB, 50 Hz, 3 phases for operating of engine with variable speed and across-the-line starting (DOL) of the engine;</li> <li>– main voltage – 400 V;</li> <li>– frequency – 50 Hz.</li> </ul> <p>1.6. The Siemens electric motors for drives with variable-frequency control were used for the main equipment.</p> <p>1.7. The controller “Vipa” is used in the set of software and hardware</p> |
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devices for the automatic control system of the process line with the following components:

- controller 315-2AG13;
- input modules 324-1BI00;
- output modules 323-1BH60;
- analog input modules 333-1KF02;
- analog output modules 335-2hd01.

The PC and SCADA Movicon 11 are used as software composition of the system of automatic control of the process line.

1.8. Type of used transmitters:

- level transmitter PS-280/0-40;
- pressure transmitter PS-280/0-600;
- temperature transmitter TBT 1AAG10GZ Sick;
- electromagnetic flowmeter Optiflux 4000.

1.9. Other used equipment and converters:

- electric pneumatic positioner of type 3730-2;
- soft-starter SSW-06;
- electronic converter for electromagnetic flowmeter IFC 300;
- AC drive Yaskawa A1000.

1.10. Hand and automatic valves with the following specifications:

- valve type legend – BV=ball valve, FV=butterfly valve, NV=needle valve, GV Gate valve;
- connection type legend – F=Flange, W=Wafer, L=Lug, IT=Internal thread;
- actuator legend – HG=Hand wheel with gear, HW=Hand wheel, HL=Hand lever;
- material legend (body/trim/seat) – BV (SSCF8M/SS316/PTFE), FV (Painted cast ironG40/SS316/EPDM ), GV (Painted cast iron /SS304/Metal).

1.11. Motor control system:

| ELECTRIC AND GENERAL SPECIFICATIONS              |                     |
|--|---------------------|
| Nominal operating voltage of insulation          | up to 690 V         |
| Insulation nominal voltage                       | up to 1000 V        |
| Power main bus                                   | 3-phase             |
| Main bus circuit                                 | up to 2000 A        |
| Auxiliary voltage for control                    | Vca 110–220–24      |
| Frequency  | 50/60 Hz            |
| Nominal circuit of short-circuit failure (1 sec) | Up to 50 kA         |
| Buses  | copper              |
| Protective grounding (earthing) bus              | 100 mm <sup>2</sup> |
| External level of safety                         | IP31                |
| Internal level of safety                         | IP20                |
| Standards  | CEI/IEC             |

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|  | 1.12. The electric part is in compliance with standards CEI 02, CEI 64-8, EN 60430-1, EN 60204-1, CEI 11-1, CEI 11-17, CEI 11-18 ,CEI 1-37, EN 5081-1.  |
| <b>C. Works carried out by the Unitary Enterprise “Paper Mill” of Goznak at stage 2 of the project</b> | <ul style="list-style-type: none"> <li>– design of an new additional building for placing new equipment and providing for Supplier;</li> <li>– earthworks and manufacturing of equipment foundations;</li> <li>– construction of a new additional building: the overall size 16×9 m, fast-built, lightweight structures of the type of sandwich panels;</li> <li>– manufacturing of sewerage, ventilation and heating systems;</li> <li>– making of passes, drive-by’s;</li> <li>– works on equipping the household and fire water supply;</li> <li>– works on storm sewage;</li> <li>– supplying electricity to the new additional building;</li> <li>– design and mounting/ installation of inside lighting networks;</li> <li>– mounting of lifting equipment (monorails, hoists);</li> <li>-providing equipment storage and temporary working area for the Supplier’s engineer(s)/technician(s) at the installation site in Borisov.</li> </ul>   |
| <b>D. Initial basic data for technical-economic calculation for Stage 2 equipment</b>                  | <p><b>D.1.</b> Simplified <b>technological scheme</b> with taking into account the implementation of two stages of the project is shown in Annex 2.</p> <p><b>D.2. Production capacity</b> of the whole process line should be <b>60 tons</b> per 24 hours.</p> <p><b>D.3.</b> The <b>characteristics of the building</b> for placing new equipment are described in Annexes 8 and 9.</p> <p><b>D.4. Type of manufactured products (after implementation of Stage 2):</b></p> <ul style="list-style-type: none"> <li>-base for office paper of mark C (Copy base paper);</li> <li>- paper for producing exercise-books with basic weight 57 gr/m<sup>2</sup> and other types of printing paper (offset paper) with basic weight 50-gr/m<sup>2</sup>.</li> </ul> <p><b>D.5. Type of fiber materials and chemical additives in the composition of manufactured products (after implementation of Stage 2):</b></p> <ul style="list-style-type: none"> <li>– waste paper of marks MC-1A, MC-2A, MC-7B according to GOST 10700-97 (3.01–3.19, 1.06, 1.06.01, 1.07, 2.03, 2.03.01, 2.04, 2.04.01, 2.05, 2.06, 2.07, 2.08, 2.09 – according to EN 643); content of moisture-proof waste paper is no more than 5%; ratio of each type of waste paper in composition of pulp mass: MC-1A (3.01, 3.02, 3.03, 3.04, 3.05, 3.06, 3.07) – 50–100%; MC-2A (3.13, 3.14, 3.15, 3.15.0, 3.16, 3.17, 3.18, 3.18.01, 3.19) – 10–50%; MC-7B (1.06, 1.06.01, 1.07, 2.03, 2.03.01, 2.04, 2.04.01, 2.05, 2.06, 2.07, 2.08, 2.09, 3.08, 3.09, 3.10, 3.11, 3.12) – 0–20%;</li> <li>– filler – chalk (calcium carbonate);</li> <li>– sizingagent – AKD.</li> </ul> |
| <b>E. Compatibility with the existing process line</b>   | The supplied equipment should be complied with the existing technological scheme (Annex 2), correspond to the selected technology of processing of pulp paper and the process specifications indicated above, be placed according to the selected equipment layout (Annexes 8 and 9). The Bidder shall carry out all works for complete integration of  |

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|  | <p>the automation system of the process line at Stage 2 of the project into the existing system of automation of the process line, carried out at Stage 1 (Annex 12).</p> <p>All the supplied equipment must be newly produced, not restored, not previously operated (for commercial purposes).</p>   |
| <b>F. Scope of the assignment under the contract</b> | <p><b>F.1. Scope of the assignment includes:</b><br/> Visiting by the Supplier's team leader/staff the project site prior to start of contract execution in order to:</p> <ul style="list-style-type: none"> <li>a) Become familiar with the company's premises/project site, local conditions and the company's and the Purchaser's requirements and expectations;</li> <li>b) Clarify and advise on technical and other responsibilities of the company and the Purchaser to adjust the technical specifications of Supplier to the local conditions; and</li> <li>c) Discuss and harmonize with company and the Purchaser (UNDP's Technical Consultant) the proposed work plan and schedule of the overall supply and installation process.</li> </ul> <p><b>F.2.</b> Designing, manufacturing and supplying of a complete set of the technological equipment (main and auxiliary equipment) for Stage 2 in accordance with the requirements and equipment technical specifications as below and according to the requirements of an internationally recognized safety institution.</p> <p><b>F.3.</b> Advising and providing technical documentation and specifications for replacement or modification of any existing production equipment, required for the safe, efficient and successful paper production process at Stage 2, not included in the Supplier's scope of equipment supply.</p> <p><b>F.4. "Turnkey" installation of the 2 stage project equipment:</b><br/> - Complete installation and start-up of the Stage 2 equipment from Secondary Pulper Epurex DS-2 (Annex 2 item 3) to the intermediate chest (Annex 2 item 10).<br/> Relocation of the existing HD cleaner HDS 1200 to the coarse screening stage.<br/> Connection of the existing equipment from the intermediate chest (Annex 2 item 10) to the 1st stage fine screen MC2 (Annex 2 item 11).<br/> Installation and full integration into the existing process line of a new flotation unit.<br/> Full integration of the automation control system of Stage 2 waste paper process line and flotation unit into the existing automation control system of the process line completed at Stage 1.<br/> - Lubricating new primary and auxiliary equipment;<br/> - Installation of the electric part, including control cabinets and cables;<br/> - Installation of the service platforms and fencing;</p> |

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|  | <ul style="list-style-type: none"> <li>- Adjustment of the whole modified process lines for Stage 2 equipment;</li> <li>- Testing (test run), starting up, commissioning and handing over to the Purchaser of the equipment and technologies supplied under the contract;</li> <li>- Training of the staff of the Unitary Enterprise "Paper Mill" of Gosznak (Organizing and implementing on the job training - theoretical and practical training of Unitary Enterprise "Paper Mill" of Goznak personnel on operation, technological safety as well as on maintenance of all production equipment supplied under the contract).</li> </ul> <p><b>F.5.</b> Preparing and providing design and project documentation of the process, electrical and automatization part of Stage 2 of the project (Hard copy and electronic version. In English and Russian Languages); The End User (Unitary Enterprise "Paper Mill" of Goznak) and the Purchaser (UNDP's Technical Consultant) should approve the layouts/drawings before manufacture of equipment.</p> <p><b>F.6.</b> Providing documents for main and auxiliary equipment;<br/>Documents on the main equipment include technical characteristics of the equipment (working parameters such as concentration, pressure, capacity and so on; materials and dimensions); documentation on auxiliary equipment includes characteristics of pumps, electric motors, valves, gates, pipelines as well as elements of the automation system.</p> <p><b>F.7.</b> Providing troubleshooting manuals.</p> <p><b>F.8.</b> Technical documentation for design and construction of foundations for installation of equipment and cable trays.</p> <p><b>F.9.</b> Providing a set of construction documentation including assembling drawings and detailed engineering drawings.</p> <p><b>F.10.</b> Providing technical passports for valves, instrumentation and control equipment, other materials.</p> <p><b>F.11.</b> Providing set of operating and maintenance documentation for Stage 2 equipment.</p> <p><b>F.12.</b> Providing standard Supplier's warranty (which shall be not less than 12 months from the date of acceptance of the Goods and Works by the Purchaser) on parts and labor.</p> |
| <b>G. Equipment and services to be supplied under the contract</b> | <p><b>G.1.</b> Equipment to be supplied as per the ITB Section 3a Technical Specifications requirements, services to be provided as per the ITB Sections 3a and 3b requirements.</p> <p><b>G.2.</b> The Supplier shall design its drawings for the manufacture of the</p>   |

|   | <p>equipment in accordance with the reference Technical Specifications of this ITB and reference drawings annexed to this ITB under Annex 1-12.</p> <p><b>G.3.</b> The Supplier shall verify the conformity of the equipment arrangement specified in the ITB drawings, based on the proposed equipment parameters. Requirements on supplementation and modification of the equipment arrangement in ITB Drawings, if any, shall be submitted the Purchaser for review and adjustment prior to the commencement of manufacturing of the equipment.</p>  |  |  |                                |                          |              |  |  |                                   |   |   |                                   |  |   |  |                         |  |                                 |   |  |                                 |
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| <b>H. Location of assignment under the contract</b>   | A site in the area of the Unitary Enterprise “Paper Mill” of Goznak (Borisov, Minsk region, Belarus) with the specifications indicated in Annexes 8, 9.   |  |  |                                |                          |              |  |  |                                   |   |   |                                   |  |   |  |                         |  |                                 |   |  |                                 |
| <b>I. Terms for Submission of technical documentation</b>   | <table><tr><th><b>Technical documentation</b></th><th><b>Language Versions</b></th><th><b>Terms</b></th></tr><tr><td>Technical documentation for design and construction of foundations for installation of equipment and cable trays</td><td>Hard copy and electronic version.<br/>In English <b>and /or</b> Russian Languages</td><td>45 days after signing of contract</td></tr><tr><td>Design and project documentation of the process, electrical and automatization part of Stage 2 of the project (process flow sheet for Stage 2; functional scheme of automatization; electrical part of the process flow with indication of equipment voltage)</td><td>Hard copy and electronic version.<br/>In English <b>and /or</b> Russian Languages.</td><td>90 days after signing of contract</td></tr><tr><td>Documents for main and auxiliary equipment</td><td>Hard copy and electronic version.<br/>In <b>English and Russian</b> Languages.</td><td>To be supplied with Goods, as well as by e-mail after shipment Goods</td></tr><tr><td>Troubleshooting manuals</td><td>Hard copy and electronic version.<br/>In <b>English and Russian</b> Languages</td><td>To be supplied by commissioning</td></tr><tr><td>Set of construction documentation including assembling drawings and detailed engineering drawings</td><td>Hard copy and electronic version.<br/>In <b>English and Russian</b> Languages</td><td>To be supplied by commissioning</td></tr></table> |  |  | <b>Technical documentation</b> | <b>Language Versions</b> | <b>Terms</b> | Technical documentation for design and construction of foundations for installation of equipment and cable trays | Hard copy and electronic version.<br>In English <b>and /or</b> Russian Languages | 45 days after signing of contract | Design and project documentation of the process, electrical and automatization part of Stage 2 of the project (process flow sheet for Stage 2; functional scheme of automatization; electrical part of the process flow with indication of equipment voltage) | Hard copy and electronic version.<br>In English <b>and /or</b> Russian Languages. | 90 days after signing of contract | Documents for main and auxiliary equipment | Hard copy and electronic version.<br>In <b>English and Russian</b> Languages. | To be supplied with Goods, as well as by e-mail after shipment Goods | Troubleshooting manuals | Hard copy and electronic version.<br>In <b>English and Russian</b> Languages | To be supplied by commissioning | Set of construction documentation including assembling drawings and detailed engineering drawings | Hard copy and electronic version.<br>In <b>English and Russian</b> Languages | To be supplied by commissioning |
| <b>Technical documentation</b>  | <b>Language Versions</b>  | <b>Terms</b>   |  |                                |                          |              |  |  |                                   |   |   |                                   |  |   |  |                         |  |                                 |   |  |                                 |
| Technical documentation for design and construction of foundations for installation of equipment and cable trays  | Hard copy and electronic version.<br>In English <b>and /or</b> Russian Languages  | 45 days after signing of contract                                    |  |                                |                          |              |  |  |                                   |   |   |                                   |  |   |  |                         |  |                                 |   |  |                                 |
| Design and project documentation of the process, electrical and automatization part of Stage 2 of the project (process flow sheet for Stage 2; functional scheme of automatization; electrical part of the process flow with indication of equipment voltage) | Hard copy and electronic version.<br>In English <b>and /or</b> Russian Languages.   | 90 days after signing of contract                                    |  |                                |                          |              |  |  |                                   |   |   |                                   |  |   |  |                         |  |                                 |   |  |                                 |
| Documents for main and auxiliary equipment  | Hard copy and electronic version.<br>In <b>English and Russian</b> Languages.   | To be supplied with Goods, as well as by e-mail after shipment Goods |  |                                |                          |              |  |  |                                   |   |   |                                   |  |   |  |                         |  |                                 |   |  |                                 |
| Troubleshooting manuals   | Hard copy and electronic version.<br>In <b>English and Russian</b> Languages  | To be supplied by commissioning                                      |  |                                |                          |              |  |  |                                   |   |   |                                   |  |   |  |                         |  |                                 |   |  |                                 |
| Set of construction documentation including assembling drawings and detailed engineering drawings   | Hard copy and electronic version.<br>In <b>English and Russian</b> Languages  | To be supplied by commissioning                                      |  |                                |                          |              |  |  |                                   |   |   |                                   |  |   |  |                         |  |                                 |   |  |                                 |

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|  | Technical passports for valves, instrumentation and control equipment, other materials.   | Hard copy and electronic version.<br>In <b>English and Russian</b> Languages      | To be supplied by commissioning                                      |
|  | Set of operating and maintenance documentation for Stage 2 equipment  | Hard copy and electronic version.<br>In <b>English and Russian</b> Languages      | To be supplied with Goods, as well as by e-mail after shipment Goods |
|  | Guidelines for disassembly, transportation and storage of the equipment   | Hard copy and electronic version.<br>In English <b>and / or</b> Russian Languages | To be supplied with Goods, as well as by e-mail after shipment Goods |
|  | List of recommended spare parts and consumables for a five (5) year period of equipment operation, including their current prices and suppliers | Hard copy and electronic version.<br>In English <b>and / or</b> Russian Languages | To be supplied by commissioning                                      |
| <p><b>I.2.</b> The Purchaser reserves the right to request from the Supplier additional documents as may be required for proper understanding and definition of installation and operation.</p> <p><b>I.3.</b> Prior to manufacturing the Supplier shall submit overall drawings, documents of equipment as well as installation procedures for the equipment to the Purchaser for approval.</p> <p><b>I.4.</b> The Purchaser's approval shall not relieve the Supplier from any obligations as specified in the ITB to meet its requirements to amend drawings or equipment due to failure, omissions, troubles, defects or damage during warranty period.</p> <p><b>I.5.</b> The Supplier shall bear all necessary expenditures to provide documents, drawings and other information required by the Purchaser.</p> <p><b>I.6.</b> All documents and drawings submitted by the Supplier shall have a title:<br/>Project "Supporting the Transition to a Green Economy in the Republic of Belarus" funded by the European Union and implemented by the United Nations Development Programme, No. 00081657. "Equipment for Stage 2".</p> <p><b>I.7.</b> All drawings shall be drawn on the International Standards Organization (ISO) "A" series of drawing sheets standardizing where possible on A3 size. All drawings shall be conformed to IEC 617 and ISO 3272.</p> |   |   |  |

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|  | <p><b>I.8.</b> Operating and maintenance manuals: The Manuals' contents shall be as complete and specific as possible, and specific to the materials and equipment supplied under the contract. Nomenclature or reference to any one item shall be consistent throughout the Manuals. The Manuals shall provide not only advice on the routine maintenance tasks but also give instruction on the correct operation of the equipment. Use shall be made of drawings, diagrams, pictures or actual photographs when they add to the understanding and clarify the text. Precautions and warnings related to safety of life and equipment shall be included in the Manuals. The Manuals shall contain a complete and accurate description of the equipment, its assembly and dismantling as well as of all components (with the part number of each individual item or part). A list stating clearances, tolerances, temperatures, fits etc. is to be made part of the Manuals. One section shall describe regular and preventive maintenance procedures and shall indicate the inspections required at regular intervals, the inspection procedure, the devices and tools required for inspection, the routine for equipment calibration and adjustment, the regular safety checks and similar steps. The Manuals shall also contain a list of fuels and lubricants to be used, if any, their grades, lubrication points, consumption rates, regularity and methods of replacement of lubricants.</p> |
| <b>J. Reporting requirements under the contract</b>                        | <p>The Supplier will make a brief report to the Purchaser at the end of each month (from the date of contract signing) on the progress of contract implementation.</p>   |
| <b>K. Packing, transportation, storage requirements under the contract</b> | <p><b>K.1.</b> Transportation, unloading and storage of the equipment shall be performed by or under the responsible direction of the Supplier. An appropriate period for transportation shall be considered.</p> <p><b>K.2.</b> All parts of the equipment supplied and installed under this contract shall be protected and insured from the date of manufacturing until delivery to the installation site in Borisov against damage of any kind at the Supplier's cost.</p> <p><b>K.3.</b> All parts of the equipment shall be packed at the place of manufacturer suitably protected against corrosion, water, sand, heat, frost, atmospheric conditions, shocks, impacts, vibrations, etc. Dismantling shall be done into convenient parts/sections so that the weights and sizes are suitable for transportation to the installation site and for handling on the site. All packaging costs shall be included in the contract price.</p> <p><b>K.4.</b> All equipment shall be marked with correct designation shown on the Supplier's detailed drawings and other documents (packing lists, spare part lists, operating and maintenance manuals, etc) to ensure being suitable for installation at the installation site.</p> <p><b>K.5.</b> All equipment shall be effectively protected against damage during transportation from the place of manufacture to the installation site and</p>   |

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|  | during storage en route to the installation site, if any. Large parts shall be supported to distribute their masses uniformly and thus avoid any permanent deformation. If large parts are stored in the open air, they shall be provided with weather-resistant and fire-resistant covers.  |
| <b>L. Equipment storage and temporary working area at the equipment installation site</b>                    | Equipment storage and temporary working area for the Supplier's engineer(s)/technician(s) will be provided at the installation site in Borisov by Unitary Enterprise "Paper Mill" of Goznak.   |
| <b>M. Electricity power supply at the temporary working area of the equipment installation site</b>          | <p><b>M.1.</b> Electricity required for the Supplier temporary working area will be supplied by Unitary Enterprise "Paper Mill" of Goznak. All the costs for electricity which is used for this purpose shall be borne by Unitary Enterprise "Paper Mill" of Goznak.</p> <p><b>M.2.</b> Power supply available in Belarus is 220/380 V (single/triple phase), 50 Hz AC. The use of 380 V/triple phase is preferred by the Unitary Enterprise "Paper Mill" of Goznak.</p>   |
| <b>N. Installation, inspection at equipment installation site, training for operators under the contract</b> | <p><b>N.1.</b> The Supplier shall dispatch experienced installation supervision staff to the installation site in Borisov to conduct assembly and installation of the equipment, supervise the assembly and installation, testing (test run), starting up, commissioning and handing over the equipment to the Purchaser. The activities shall include:</p> <ul style="list-style-type: none"> <li>- Assembly, installation and connection of the equipment.</li> <li>- Test run of the equipment on the system operation and relevant function.</li> <li>- Trial run of the equipment with the actual products.</li> <li>- Start actual production under Supplier's engineer(s)/technician(s) supervision.</li> </ul> <p><b>N.2.</b> The Purchaser shall not be responsible for any costs and other needs of the Supplier's staff, i.e. accommodation, food, transportation and travel, fuel, insurance, daily allowance and expenses, etc. (if any). The Supplier shall include such and related costs (salary) costs into the contract price.</p> <p><b>N.3.</b> The Supplier shall delegate experienced and qualified staff to train operating personnel of the Purchaser in Borisov, Republic of Belarus (on-site training in accordance with an agreed schedule and programme for machine operators, use and maintenance training for all involved personnel). The language of instruction shall be English or Russian or Belarusian. In the case of English being the language of instruction, interpretation to Russian or Belarusian will be provided by the Purchaser or End User. Training is preferably but not obligatory to be conducted during commissioning of the equipment. Training shall include the following basic activities:</p> <ul style="list-style-type: none"> <li>- Introduction of the equipment and system.</li> <li>-Explanation of the various circuits of the equipment.</li> </ul> |

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|  | <p>-Basic maintenance and repair work.</p> <p>-Safety procedures.</p> <p>-Safety maintenance of equipment.</p>  |
| <b>O. Labor safety environmental hygiene</b>                     | All personnel of the Supplier at the installation site shall be aware of follow all regulations related to labor safety and environmental hygiene. The Supplier is responsible for purchasing the labor insurance (if any required) for all its personnel at its own expense.   |
| <b>P. Applicable standards</b>                                   | Installation of the equipment shall be in accordance with the appropriate standards and the manufacturer's recommendations guidelines.  |
| <b>Q. Surface treatment painting requirements under contract</b> | <p><b>Q.1.</b> All equipment shall be supplied with complete and reliable surface treatment and painting. Unless otherwise specified by the manufacturer the coating and painting shall be carried out in accordance with DIN 55928 "Corrosion protection of steel structures by the application of organic or metallic coatings".</p> <p><b>Q.2.</b> All the methods, processes and materials used for surface treatment and painting shall comply with relevant safety rules and health standards and do not contaminate the environment.</p> <p><b>Q.3.</b> Coating materials shall be standard products of a reputable manufacturer with strong experience in the field of corrosion protection of the type of equipment to be supplied under the contract.</p>   |
| <b>R. Equipment testing requirements under contract</b>          | <p><b>R.1.</b> The tests on the equipment shall be conducted at the manufacturer's works and after completion of equipment assembly and erection at the installation site in Borisov. The tests shall be carried out by the Supplier without extra charge in order to determine whether the materials and equipment comply with the Specifications.</p> <p><b>R.2.</b> Following the tests at the site the Supplier shall at its own expense rectify any defect and replace any defective part as directed by or to the satisfaction of the Purchaser.</p> <p><b>R.3.</b> Acceptance of tests, approval of assemblies, tests and test procedures and acceptance of pertinent test certificates, or waiving of inspections and/or tests shall in no way relieve the Supplier of its contractual obligations for furnishing the Goods and related services in accordance with the provisions of the Contract.</p> |
| <b>S. Unit of measurement</b>                                    | The units of measurement shall be System international (SI) units unless otherwise approved by the Purchaser. If the other units of measure are used on the drawings or documents, the SI equivalents shall be added in parallel. Temperature shall be changed into Centigrade degree (°C).   |
| <b>T. Spare</b>  | <b>T.1.</b> The Supplier shall warranty supply of spare parts following purchase  |

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| <p><b>parts requirements incidental services under the contract</b></p> | <p>orders of the Purchaser. The supplied spare parts shall be carefully packed for long-term storage under the site conditions. Each item of spare parts shall be clearly marked or labeled on the outside of its packing with its description and number. All spare parts supplied shall be interchangeable with each other and with the parts for which they are intended to be replaced.</p> <p><b>T.2.</b> List of recommended spare parts and consumables for a five (5) year period of equipment operation, including their current prices and suppliers shall be provided by the Supplier before commissioning of the equipment.</p> <p><b>T.3.</b> In the event of termination of production of the spare parts the Supplier shall make advance notification to the Purchaser/ Unitary Enterprise “Paper Mill” of Goznak of the pending termination, in sufficient time to permit the Purchaser/ Unitary Enterprise “Paper Mill” of Goznak to procure needed requirements; and Following such termination, furnishing at no cost to the Purchaser/ Unitary Enterprise “Paper Mill” of Goznak, the drawings and specifications of the spare parts, if requested. Supplier shall ensure the availability of spare parts for at least five (5) years.</p> |
| <p><b>U. Warranty</b></p>   | <p><b>U.1.</b> The Supplier shall provide its standard warranty on parts and labor for a minimum period of 12 months from the date of signing the equipment acceptance certificate by the Purchaser.</p> <p><b>U.2.</b> The maximum response time for maintenance complaint from Unitary Enterprise “Paper Mill” of Goznak (i.e. time required for Supplier's maintenance engineer to report at Unitary Enterprise “Paper Mill” of Goznak after a request call /fax/ e-mail is made or letter is written) shall not exceed 10 working days.</p> <p><b>U.3.</b> If the Supplier, having been notified, fails to remedy the defect(s) within the stipulated period, the Purchaser/ Unitary Enterprise “Paper Mill” of Goznak may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.</p>  |
| <p><b>V. After sales servicing</b></p>                                  | <p><b>V.1.</b> The Supplier shall provide after sales servicing and maintenance of the equipment following purchase orders of the Purchaser for a minimum period of five (5) years from the date of signing the equipment acceptance certificate by the Purchaser.</p> <p><b>V.2.</b> Service and maintenance centre(s) for the after sales servicing of Goods supplied under contract should be available in Belarus or in the adjacent countries. Complaints should be attended properly maximum within 10 working days including the travel time. Contact details of the</p>  |

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|                         | functional service and maintenance centre(s) shall be provided by the Supplier.  |
| <b>W. Certification</b> | The offered equipment must be from the manufacturers adhering to ISO quality system. The copy of valid ISO certificate must be included in the Bid. Quality certification systems equivalent to ISO will also be considered. |

**ALLOCATION OF RESPONSIBILITIES**  
**BETWEEN SUPPLIER, BENEFICIARY AND PURCHASER**

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| <b>1</b>  | Development and signing of the contract  | Supplier and Purchaser                         |
| <b>2</b>  | Kick-off meeting.<br>Visiting by the Supplier's team leader/staff the project site prior to start of contract execution in order to:<br>a) Become familiar with the company's premises/project site, local conditions and the company's and the Purchaser's requirements and expectations;<br>b) Clarify and advise on technical and other responsibilities of the company and the Purchaser to adjust the technical specifications of Supplier to the local conditions; and<br>c) Discuss and harmonize with company and the Purchaser (UNDP's Technical Consultant) the proposed work plan and schedule of the overall supply and installation process | Supplier, Purchaser and Beneficiary (End User) |
| <b>3</b>  | Preliminary planning distribution layout of the main equipment in the annex building;  | Beneficiary                                    |
| <b>4</b>  | Basic Engineering Design (BED) for the Stage 2 equipment;  | Supplier                                       |
| <b>5</b>  | Advising and providing technical documentation and specifications for replacement or modification of any existing production equipment, required for the safe, efficient and successful paper production process at Stage 2, not included in the Supplier's scope of equipment supply;   | Supplier                                       |
| <b>6</b>  | Technical documentation for layout of the equipment for Stage 2, design and construction of foundations for installation of equipment (with static and dynamic loads) and cable trays;   | Supplier                                       |
| <b>7</b>  | Design of annex building for placing new equipment;  | Beneficiary                                    |
| <b>8</b>  | Provision of documentation necessary for the certification of the equipment in Belarus, if required;   | Supplier                                       |
| <b>9</b>  | Certifications and authorizations (Police and Fire Department permissions);  | Beneficiary                                    |
| <b>10</b> | Safety inspection and certification of local authorities according to the local law; any other certifications as required by the local law;  | Beneficiary                                    |
| <b>11</b> | Permits to operate equipment, if required by the local law;  | Beneficiary                                    |
| <b>12</b> | Possible modifications to be made on safety inspector's request;   | Beneficiary                                    |
| <b>13</b> | Detailed Engineering in order to issue all the documents needed for installation. Detailed Engineering includes but is not limited by piping layout, pipe support layout, cable tray layout, documentation of the process, electrical and automatization part of Stage 2 of the project;   | Supplier                                       |
| <b>14</b> | Preparing and providing design and project documentation of the process, electrical and automatization part of Stage 2 of the project (Hard copy and electronic version in English and Russian Languages) and providing of these documents for the approval to Unitary Enterprise "Paper Mill" of Goznak;  | Supplier                                       |
| <b>15</b> | Approval the layouts/drawings before manufacture of equipment;   | Beneficiary                                    |
| <b>16</b> | Earthworks and manufacturing of equipment foundations;   | Beneficiary                                    |
| <b>17</b> | Construction of a new additional building: the overall size 16×9 m, fast-built,  | Beneficiary                                    |

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|           | lightweight structures of the type of sandwich panels;  |             |
| <b>18</b> | Manufacturing of sewerage, ventilation and heating systems;   | Beneficiary |
| <b>19</b> | Making of passes, drive-by's;   | Beneficiary |
| <b>20</b> | Works on equipping the household and fire water supply;   | Beneficiary |
| <b>21</b> | Works on storm sewage;  | Beneficiary |
| <b>22</b> | Supplying electricity to the new additional building (to electrical cabinets);  | Beneficiary |
| <b>23</b> | Design and mounting/ installation of inside lighting networks;  | Beneficiary |
| <b>24</b> | Mounting of lifting equipment;  | Beneficiary |
| <b>25</b> | Designing, manufacturing and supplying of a complete set of the technological equipment (main and auxiliary equipment) for Stage 2 in accordance with the requirements and equipment technical specifications as below and according to the requirements of an internationally recognized safety institution;   | Supplier    |
| <b>26</b> | Providing equipment storage and temporary working area for the Supplier's engineer(s)/technician(s) at the installation site in Borisov;  | Beneficiary |
| <b>27</b> | Supply of electricity required for the Supplier temporary working area;   | Beneficiary |
| <b>28</b> | <p>"Turnkey" installation of the 2 stage project equipment:</p> <ul style="list-style-type: none"> <li>a) Complete installation and start-up of the Stage 2 equipment from Secondary Pulper Epurex DS-2 (Annex 2 item 3) to the intermediate chest (Annex 2 item 10);</li> <li>b) Relocation of the existing HD cleaner HDS 1200 to the coarse screening stage;</li> <li>c) Connection of the existing equipment from the intermediate chest (Annex 2 item 10) to the 1st stage fine screen MC2 (Annex 2 item 11);</li> <li>d) Installation and full integration into the existing process line of a new flotation unit;</li> <li>e) Full integration of the automation control system of stage 2 waste paper process line and flotation unit into the existing automation control system of the process line completed at stage 1;</li> <li>f) Lubricating new primary and auxiliary equipment;</li> <li>g) Installation of the electric part, including control cabinets and cables;</li> <li>h) Installation of the service platforms and fencing;</li> <li>i) Adjustment of the whole modified process lines for stock preparation;</li> <li>j) Testing (test run), starting up, commissioning and handing over to the Purchaser of the equipment and technologies supplied under the contract;</li> <li>k) Training of the staff of the Unitary Enterprise "Paper Mill" of Gosznak (Organizing and implementing on the job training - theoretical and practical training of Unitary Enterprise "Paper Mill" of Gosznak personnel on operation, technological safety as well as on maintenance of all production equipment supplied under the contract);</li> <li>l) Testing (test run), starting up, commissioning and handing over to the Purchaser of the equipment and technologies supplied under the contract.</li> </ul> | Supplier    |
| <b>29</b> | Protection from static electricity and grounding of all equipment;  | Supplier    |

|           |   |          |
|-----------|---|----------|
| <b>30</b> | Providing documents for main and auxiliary equipment;<br>Documents on the main equipment include technical characteristics of the equipment (working parameters such as concentration, pressure, capacity and so on; materials and dimensions); documentation on auxiliary equipment includes characteristics of pumps, electric motors, valves, gates, pipelines as well as elements of the automation system; | Supplier |
| <b>31</b> | Providing troubleshooting manuals;  | Supplier |
| <b>32</b> | Providing a set of construction documentation including assembling drawings and detailed engineering drawings;  | Supplier |
| <b>33</b> | Providing technical passports for valves, instrumentation and control equipment, other materials;   | Supplier |
| <b>34</b> | Providing set of operating and maintenance documentation for Stage 2 equipment;   | Supplier |
| <b>35</b> | Providing standard Supplier's warranty (which shall be not less than 12 months from the date of acceptance of the Goods and Works by the Purchaser) on parts and labor;   | Supplier |
| <b>36</b> | Recommendations for the use of raw materials with the supplied equipment  | Supplier |

## TECHNICAL SPECIFICATIONS

*The data in the “Description/Specifications of required Goods” column of the table below shall be read in conjunction with the Schedule of Requirements above.*

**Supply, installation and commissioning of main and auxiliary equipment, process control systems for pulp and recirculated white water cleaning, storage and transportation for the office paper production from wastepaper on a turnkey basis**

The procurement of the equipment is conducted within the framework Project “Supporting the Transition to a Green Economy in the Republic of Belarus” funded by the European Union and implemented by the United Nations Development Programme, No. 00081657.

**Functional designation:** Cleaning of waste paper pulp (secondary paper pulp) from polluting particles, storage of pulp and its transportation as well as cleaning of recirculated white water from suspended solids with using automatic process control systems;

**Location:** Unitary Enterprise “Paper Mill” of Goznak, Borisov Town, Minsk region, Belarus.

| Item/s to be Supplied  | Technical characteristics and requirements  |
|--|---|
| <b>I. Main equipment</b>                                     |   |
| 1. Pulp chest with volume 90 m <sup>3</sup> , consisting of: | Stock concentration – from 4.0 to 5.0%;<br>Finishing surface treatment (the requirements are applied to the equipment indicated in items 1.1-1.9 according to the material):<br>welded surfaces and seams – sand blasting;<br>stainless steel surfaces – sand blasting;<br>carbon steel surfaces – painting (stamping);<br>cast iron – painting (stamping);<br>paint type – wear-resistant coating; |
| 1.1. Tank and supports;                                      | Material of tank – stainless steel;<br>material of supports – carbon steel;   |
| 1.2. Foundation bolts;                                       | Material – carbon steel;  |
| 1.3. Flange joints at input and output;                      | Material – stainless steel;   |
| 1.4. Manhole;  | Available;  |
| 1.5. Vent on the roof;                                       | Available;  |
| 1.6. Level transmitter flange;                               | Available;  |
| 1.7. Flange for agitator (diffuser);                         | Available;  |
| 1.8. Agitator;   | Max. power of motor – 30 kW<br>Motor protection – IP55<br>Propeller material – stainless steel<br>Shaft material – solid wear-resistant metal<br>Material for fencing of drive – carbon steel   |
| 1.9. Pump  | Function – for pumping of stock;<br>Technical parameters of the pump are defined after calculation of mass balance;   |

|  |   |
|--|---|
| 2. Reject tank with volume 5 m <sup>3</sup> , consisting of:   | Stock concentration – from 2.0 to 4.0%;<br>Finishing surface treatment (the requirements are applied to the equipment indicated in items 2.1-2.9 according to the material):<br>welded surfaces and seams – sand blasting;<br>stainless steel surfaces – sand blasting;<br>carbon steel surfaces – painting (stamping);<br>cast iron – painting (stamping);<br>paint type – wear-resistant coating; |
| 2.1. Tank and supports;  | Material of tank – stainless steel;<br>material of supports – carbon steel;   |
| 2.2. Foundation bolts;   | Material – carbon steel;  |
| 2.3. Flange joints at input and output;                        | Material – stainless steel;   |
| 2.4. Manhole;  | Available;  |
| 2.5. Vent on the roof;   | Available;  |
| 2.6. Level transmitter flange;                                 | Available;  |
| 2.7. Support for the vertical agitator;                        | Available;  |
| 2.8. Vertical agitator;  | Max. power of motor – 1.5 kW;<br>Motor protection – IP55;<br>Drive type – gearbox ;<br>Propeller material – stainless steel;<br>Shaft material – solid wear-resistant metal;<br>Material for fencing of drive – carbon steel;   |
| 2.9. Pump;   | Function – for pumping of stock;<br>Technical parameters of the pump are defined after calculation of mass balance;   |
| 3. 1 <sup>st</sup> stage pressure coarse screen consisting of: | Stock concentration – from 2.0 to 4.0%;<br>Finishing surface treatment (the requirements are applied to the equipment indicated in items 3.1-3.9 according to the material):<br>Stainless steel surfaces – sand blasting;<br>carbon steel surfaces – painting (stamping);<br>cast iron – painting (stamping);<br>paint type – wear-resistant coating;   |
| 3.1. Case and flange joints;                                   | Material – stainless steel;   |
| 3.2. Turning roof;   | Material – stainless steel;   |
| 3.3. Trap for heavy debris;                                    | Material – stainless steel;   |
| 3.4. Balanced rotor;   | Material – stainless steel;   |
| 3.5. Basket with holes;  | Material – stainless steel;<br>Holes type – round truncated/ cone profiled;<br>Holes diameter – 1.6 mm;<br>Clear area of the basket – from 15 to 20%;   |
| 3.6. Mechanic sealing with water;                              | Material – stainless steel;   |
| 3.7. Motor;  | Max. Motor Power – 90 kW;<br>Motor type – three-phases with short-circuit coil;   |

|  |  |
|--|--|
|  | Motor protection – IP55;   |
| 3.8. Pressure gauges at inlet and outlet;  | Available;   |
| 3.9. Water flow meter for sealing water  | Available;   |
| 4. 2 <sup>nd</sup> stage pressure coarse screen consisting of:   | Stock concentration – from 2.0 to 4,0%;<br>Finishing surface treatment (the requirements are applied to the equipment indicated in items 4.1-4.9 according to the material):<br>Stainless steel surfaces – sand blasting;<br>carbon steel surfaces – painting (stamping);<br>cast iron – painting (stamping);<br>paint type – wear-resistant coating;  |
| 4.1. Case and flange joints;   | Material – stainless steel;  |
| 4.2. Turning roof;   | Material – stainless steel;  |
| 4.3. Trap for heavy debris;  | Material – stainless steel;  |
| 4.4. Balanced rotor;   | Material – stainless steel;  |
| 4.5. Basket with holes;  | Material – stainless steel;<br>Holes type – round truncated/ cone profiled;<br>Holes diameter – 1.6 mm;<br>Clear area of the basket – from 15 to 20%;  |
| 4.6. Mechanic sealing with water;  | Material – stainless steel;  |
| 4.7. Motor;  | Max. motor power – 30 kW;<br>Motor type – three-phase with short-circuit coil;<br>Motor protection – IP55;   |
| 4.8. Pressure gauges at inlet and outlet;  | Available;   |
| 4.9. Water flow meter for sealing water  | Available;   |
| 5. Floating unit for cleaning of excess white water from Paper machine producing paper for Stage 2 is consisting of: | Type – radial;<br>Capacity – 200 m <sup>3</sup> /h;<br>Concentration at inlet – up to 1200 mg/l;<br>Clarified water concentration – up to 30 mg/l;<br>Continuous removal of bottom sediments;<br>Finishing surface treatment (the requirements are applied to the equipment indicated in items 5.1-5.7 according to the material):<br>welded joints and stainless steel surfaces – sand blasting;<br>carbon steel surfaces – painting (stamping);<br>cast iron surfaces – painting (stamping);<br>paint type – wear-resistant coating; |
| 5.1. Floating tank;  | Material – stainless steel;  |
| 5.2. Maintenance walkway;  | Material – carbon steel;   |
| 5.3. Aeration unit;  | Type-vertical;<br>Efficiency of air dissolution in water – not less than 95%;  |
| 5.4. Compressor;   | Available;   |
| 5.5. Gear pair;  | Type - rack-gear;  |

|  |  |
|--|--|
| 5.6. Dosing pumps;   | Available;   |
| 5.7. Control board;  | Produced as a color touch panel;   |
| 5.8. Automatic unit for dosing of chemicals agents   | Programmed logic controller – available;<br>ETHERNET – with a port for remote signal transmission;<br>Text information display – in two languages (English/Russian);                                       |
| 6. Perforated plate for existing Secondary pulper (model Epurex DS-2), consisting of:  | External diameter – 1,380 mm;<br>Internal diameter – 482 mm;<br>Holes diameter – 6 mm;<br>Holes type – cylinder;<br>Clear area – from 40 to 50%;   |
| 6.1. Case;   | Material – stainless steel;  |
| 6.2. Cutting planks/ knives  | Material – stainless steel;<br>Number of planks – two (2);<br>Installation of planks on the perforated plate – bolt joint;   |
| <b>II. Auxiliary equipment and materials</b>   |  |
| 1. Pumps (except the pumps for main equipment indicated in items 1.9; 2.9; 5.6);   | Designation: for adjustment of pulp concentration;<br>In the quantity required for fitting of all equipment at Stage 2 of the project;   |
| 2. Electric Motors (except electric motors for main equipment indicated in items 1.8; 2.8; 3.7; 4.7);  | Protection level – IP55;<br>In the quantity required for fitting of all equipment at Stage 2 of the project;   |
| 3. Valves (except item 8);   | Designation: for closing/opening of pipelines for pulp supply to the main equipment;<br>Material – stainless steel;<br>In the quantity required for fitting of all equipment at Stage 2 of the project;    |
| 4. Pipelines;  | In the quantity required for fitting of all equipment at Stage 2 of the project;<br>Material of pipelines: stainless steel;  |
| 5. Control cabinets;   | Designation: for manual control of the main equipment and its emergency stop;<br>Available;  |
| 6. Electrical cabinets;  | Designation: for electricity supply to main and auxiliary equipment; for restricting access of staff to electric high voltage system;<br>Available;  |
| 7. Instrumentation / Control equipment;  | In the quantity required for Stage 2 equipment operation (except item 8);<br>Designation: for visual control of process flow parameters (level, pressure);   |
| 8. Automation control system, consisting of:<br>– controllers «Vipa»;<br>– software for Automatic control system;<br>– level, pressure and temperature | Available set of protection and licensed software;<br>Software for automatic control system of the preparatory division should be fully integrated with the existing automation system of the process line |

|   |   |
|---|---|
| transmitters and flow meters;<br>- actuating units;<br>– manual and control valves;<br>– cables, cable trays and other materials<br><br>(Principal scheme of automation of the stage of coarse screening is demonstrated in Annex 12) | completed at stage 1;<br>All analog input and output controller signals should be unified to 4-20 mA. All discrete input and output controller signals should be unified with power of 24 V of DC;<br>Personal computer and SCADA Movicon 11; |
| 9. Spare parts;   | Set of spare parts for warranty period of all equipment at stage 2 of the project;  |
| 10. Set of spare parts and lubrication materials for commissioning and start-up of all equipment at Stage 2 of the project;   | Available;  |
| 11. Set of foundation bolts and plates for all equipment at Stage 2 of the project (за исключением п.1.2; 2.2);   | For firm fixation of main and auxiliary equipment to the foundations;<br>Available;   |
| 12. Service platforms and ladders shielded for servicing and maintenance of new equipment (except item 5.2. for main equipment);  | Available;  |
| 13. Warranty period for all supplied equipment for stage 2 of the project   | Not less than 12 months;  |
| <b>III. Certification</b>   |   |
| 15. The offered equipment must be from the manufacturers adhering to ISO quality system. The copy of valid ISO certificate must be included in the Bid. Quality certification systems equivalent to ISO will also be considered.      |   |

## Section 3b: Related Services

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

|  |  |
|--|--|
| Delivery Term<br>[INCOTERMS 2010]<br><i>(Pls. link this to price schedule)</i> | <input checked="" type="checkbox"/> DAP Borisov, Minsk region, Republic of Belarus   |
| Exact Address of<br>Delivery/Installation Location                             | Unitary Enterprise "Paper Mill" of Goznak, Zavodskaya Str., 55,<br>Borisov Town, Minsk region, Republic of Belarus   |
| Mode of Transport Preferred  | <input checked="" type="checkbox"/> LAND   |
|  | <input checked="" type="checkbox"/> SEA  |
| Delivery Date  | Maximum one hundred fifty (150) calendar days from Purchase<br>Order signature date  |
| Customs, if needed, clearing<br>shall be done by:                              | <input checked="" type="checkbox"/> UNDP   |
| Ex factory / Pre-shipment<br>inspection  | The Purchaser shall have the right at its own cost to conduct<br>inspection of the equipment in the manufacturer's works or prior<br>to its shipment. If the equipment fails to meet the contract<br>specifications the Supplier shall take immediate steps to remedy<br>the deficiency or replace the defective equipment at his own cost<br>to the satisfaction of the Purchaser |
| Inspection upon delivery   | The Purchaser shall inspect the equipment on receipt at<br>destination. If the equipment fails to meet the contract<br>specifications the Supplier shall take immediate steps to remedy<br>the deficiency or replace the defective equipment at his own cost<br>to the satisfaction of the Purchaser   |
| Installation Requirements  | The Supplier shall provide supervision to assembly and erection of<br>the equipment at the installation site in Minsk (the assembly and<br>erection of the equipment will be performed by the Purchaser's<br>staff)  |
| Testing Requirements   | The Supplier shall provide the manufacturer's quality inspection<br>and testing certificates for the equipment under the contract.<br>The equipment shall be successfully tested as per the Supplier's<br>standard procedure to the satisfaction of the Purchaser  |
| Scope of Training on Operation<br>and Maintenance and Safety<br>Training       | The Supplier shall provide training of the Purchaser's (end user)<br>staff on equipment operation and maintenance and safety training<br>according to the Supplier's standard program. Language of<br>instruction: Russian, Belarusian or English.<br>Training is preferably but not obligatory to be conducted during<br>commissioning of the equipment                           |
| Commissioning  | Commissioning of the equipment by the Supplier, demonstration<br>of successful equipment operation to the Purchaser and putting<br>the equipment into operation  |

|                                   |   |
|-----------------------------------|---|
|                                   | <p>The Supplier shall demonstrate that the Goods meet the performance requirements.</p> <p>The Supplier shall dispatch experienced staff to the place of the Goods delivery to perform the following tasks:</p> <ul style="list-style-type: none"> <li>-To start-up and field-test the Goods for proper operation, efficiency and capacity;</li> <li>-To perform necessary field adjustments during the test period until the Goods operation is satisfactory to the Purchaser.</li> </ul> <p>The Purchaser will sign the Goods satisfactory inspection and testing certificate (Goods acceptance certificate) following demonstrated satisfactory operation of the Goods</p> |
| Payment Terms                     | <p><input checked="" type="checkbox"/> <b>20%</b> of total contract price - advance payment, <b>60%</b> of total contract price – within 15 days upon delivery of goods to Borisov, Minsk region and upon UNDP’s acceptance of the goods delivered (signing the acceptance certificate); <b>20%</b> of total contract price - within 10 days upon UNDP’s acceptance of the goods installed, tested, commissioned and accepted in writing by UNDP and training on operation and maintenance of the equipment provided.</p>   |
| Conditions for Release of Payment | <p><input checked="" type="checkbox"/> Inspection upon arrival at destination <i>[as per the “Inspection and Delivery” item above]</i></p> <p><input checked="" type="checkbox"/> Installation <i>[as per the “Installation Requirements” item above]</i></p> <p><input checked="" type="checkbox"/> Testing <i>[as per the “Testing Requirements” item above]</i></p> <p><input checked="" type="checkbox"/> Training on Operation and Maintenance <i>[as per the “Scope of Training on Operation and Maintenance” above ]</i></p> <p><input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with ITB requirements</p>                     |

## Section 4: Bid Submission Form<sup>2</sup>

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

---

Re: ITB No.BLR/1307/2015

[insert: Location, Date]

To: UNDP Belarus Procurement Unit

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 No.BLR/1307/2015 dated [insert: Date]. We are hereby submitting our Bid, which includes the Technical Bid and Price Schedule.

We hereby declare that:

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

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

We agree to abide by this Bid for 120 days.

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

We fully understand and recognize that UNDP is not bound to accept this Bid, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no

---

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

case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

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

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

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

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

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

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

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

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

ITB No.BLR/1307/2015

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 Contracts for the Past Three (3) 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:<br><br>Name: <i>[insert Authorized Representative's name]</i><br>Address: <i>[insert Authorized Representative's Address]</i><br>Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i><br>Email Address: <i>[insert Authorized Representative's email address]</i> |                                  |  |
| 13. Are you in the UNPD List 1267.1989 or UN Ineligibility List?: (Y / N)   |                                  |  |

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

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.

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

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

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

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

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

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

ITB No.BLR/1307/2015

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

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 Contracts for the Past Three (3) Years:  |                                  |                                       |
| 10. Latest Credit Rating (if any):   |                                  |                                       |
| 11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved:  |                                  |                                       |
| 13. JV's Party Authorized Representative Information:<br>Name: <i>[insert name of JV's Party authorized representative]</i><br>Address: <i>[insert address of JV's Party authorized representative]</i><br>Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i><br>Email Address: <i>[insert email address of JV's Party authorized representative]</i>  |                                  |                                       |
| 14. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i><br><input type="checkbox"/> All eligibility document requirements listed in the Data Sheet<br><input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2.<br><input type="checkbox"/> In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law. |                                  |                                       |

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

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

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

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

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

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

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

**ITB No.BLR/1307/2015**

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

### SECTION 1: EXPERTISE OF FIRM/ ORGANISATION

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

**1.1 Brief Description of Bidder as an Entity:** Provide a brief description of the organization / firm submitting the Bid, its legal mandates/authorized business activities, the year and country of incorporation, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the delivery of goods and/or performance of related services, indicating the status/result of such litigation/arbitration. Provide printed brochures and/or product catalogues (in English, Russian or Belarusian) relevant to the goods being procured with technical information and general views.

**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 three (3) years which are related or relevant to those required for this Contract (at least 3 contracts).**

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

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

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

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

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

| Item to be Supplied | Q-ty | Description / Specifications of Goods (required)   | Description / Specifications of Goods (offered)<br><i>Please indicate parameters of the offered Goods</i>  |
|---------------------|------|--|--|
|                     |      | <b>Year of manufacture:</b> 2016 (brand new);  | <i>Please indicate the year of manufacture and confirm that the machine is brand new, not used (operated), is not a sample or experimental batch, and shall not be assembled from the restored or rehabilitated parts, units or items:</i> |
|                     |      | <b>1. Pulp chest with volume 90 m<sup>3</sup>:</b><br>Stock concentration – from 4.0 to 5.0%<br>Finishing surface treatment (the requirements are applied to the equipment indicated in items 1.1-1.9 according to the material):<br>welded surfaces and seams – sand blasting;<br>stainless steel surfaces – sand blasting;<br>carbon steel surfaces – painting (stamping);<br>cast iron – painting (stamping);<br>paint type – wear-resistant coating; | <i>Please state conformity with the requirement:</i>   |
|                     |      | <b>1.1. Tank and supports:</b><br>Material of tank – stainless steel;<br>material of supports – carbon steel;  | <i>Please, provide details:</i>  |
|                     |      | <b>1.2. Foundation bolts:</b><br>Material – carbon steel;  | <i>Please, provide details:</i>  |
|                     |      | <b>1.3. Flange joints at input and output:</b><br>Material – stainless steel;  | <i>Please, provide details:</i>  |
|                     |      | <b>1.4. Manhole:</b><br>Available;   | <i>Please, provide details:</i>  |
|                     |      | <b>1.5. Vent on the roof:</b><br>Available;  | <i>Please, provide details:</i>  |
|                     |      | <b>1.6. Level transmitter flange:</b>  | <i>Please, provide details:</i>  |

|  |  |  |
|--|--|--|
|  | Available;   |  |
|  | <b>1.7. Flange for agitator (diffuser):</b><br>Available;  | <i>Please, provide details:</i>                      |
|  | <b>1.8. Agitator:</b><br>Max. power of motor – 30 kW;<br>Motor protection – IP55;<br>Propeller material – stainless steel;<br>Shaft material – solid wear-resistant metal;<br>Material for fencing of drive – carbon steel;  | <i>Please, provide details:</i>                      |
|  | <b>1.9. Pump:</b><br>Function – for pumping of stock;<br>Technical parameters of the pump are defined after calculation of mass balance;   | <i>Please, provide details:</i>                      |
|  | <b>2. Reject tank with volume 5 m<sup>3</sup>:</b><br>Stock concentration – from 2.0 to 4.0%<br>Finishing surface treatment (the requirements are applied to the equipment indicated in items 2.1-2.9 according to the material):<br>welded surfaces and seams – sand blasting;<br>stainless steel surfaces – sand blasting;<br>carbon steel surfaces – painting (stamping);<br>cast iron – painting (stamping);<br>paint type – wear-resistant coating; | <i>Please state conformity with the requirement:</i> |
|  | <b>2.1. Tank and supports:</b><br>Material of tank – stainless steel;<br>material of supports – carbon steel;  | <i>Please, provide details:</i>                      |
|  | <b>2.2. Foundation bolts:</b><br>Material – carbon steel;  | <i>Please, provide details:</i>                      |
|  | <b>2.3. Flange joints at input and output:</b><br>Material – stainless steel;  | <i>Please, provide details:</i>                      |
|  | <b>2.4. Manhole:</b><br>Available;   | <i>Please, provide details:</i>                      |
|  | <b>2.5. Vent on the roof:</b><br>Available;  | <i>Please, provide details:</i>                      |
|  | <b>2.6. Level transmitter flange:</b><br>Available;  | <i>Please, provide details:</i>                      |
|  | <b>2.7. Support for the vertical agitator:</b><br>Available;   | <i>Please, provide details:</i>                      |
|  | <b>2.8. Vertical agitator:</b><br>Max. power of motor – 1.5 kW;<br>Motor protection – IP55;<br>Drive type – gearbox;   | <i>Please, provide details:</i>                      |

|  |  |  |  |
|--|--|--|--|
|  |  | Propeller material – stainless steel;<br>Shaft material – solid wear-resistant metal;<br>Material for fencing of drive – carbon steel;   |  |
|  |  | <b>2.9. Pump:</b><br>Function – for pumping of stock;<br>Technical parameters of the pump are defined after calculation of mass balance;   | <i>Please, provide details:</i>                      |
|  |  | <b>3. 1<sup>st</sup> stage pressure coarse screen</b> consisting of:<br>Stock concentration – from 2.0 to 4.0%<br>Finishing surface treatment (the requirements are applied to the equipment indicated in items 3.1-3.9 according to the material):<br>Stainless steel surfaces – sand blasting;<br>carbon steel surfaces – painting (stamping);<br>cast iron – painting (stamping);<br>paint type – wear-resistant coating; | <i>Please state conformity with the requirement:</i> |
|  |  | <b>3.1. Case and flange joints:</b><br>Material – stainless steel;   | <i>Please, provide details:</i>                      |
|  |  | <b>3.2. Turning roof:</b><br>Material – stainless steel;   | <i>Please, provide details:</i>                      |
|  |  | <b>3.3. Trap for heavy debris:</b><br>Material – stainless steel;  | <i>Please, provide details:</i>                      |
|  |  | <b>3.4. Balanced rotor:</b><br>Material – stainless steel;   | <i>Please, provide details:</i>                      |
|  |  | <b>3.5. Basket with holes:</b><br>Material – stainless steel;<br>Holes type – round truncated/ cone profiled;<br>Holes diameter – 1.6 mm;<br>Clear area of the basket – from 15 to 20%;  | <i>Please, provide details:</i>                      |
|  |  | <b>3.6. Mechanic sealing with water:</b><br>Material – stainless steel;  | <i>Please, provide details:</i>                      |
|  |  | <b>3.7. Motor:</b><br>Max. Motor Power – 90 kW;<br>Motor type – three-phases with short-circuit coil;<br>Motor protection – IP55;  | <i>Please, provide details:</i>                      |
|  |  | <b>3.8. Pressure gauges at inlet and outlet:</b><br>Available;   | <i>Please, provide details:</i>                      |
|  |  | <b>3.9. Water flow meter for sealing water:</b><br>Available;  | <i>Please, provide details:</i>                      |

|  |  |  |   |  |
|--|--|--|---|--|
|  |  | <p><b>4. 2<sup>nd</sup> stage pressure coarse screen</b><br/>consisting of:<br/>Stock concentration – from 2.0 to 4,0%;<br/>Finishing surface treatment (the requirements are applied to the equipment indicated in items 4.1-4.9 according to the material):<br/>Stainless steel surfaces – sand blasting;<br/>carbon steel surfaces – painting (stamping);<br/>cast iron – painting (stamping);<br/>paint type – wear-resistant coating;</p> | <p><i>Please state conformity with the requirement:</i></p> |  |
|  |  | <p><b>4.1. Case and flange joints:</b><br/>Material – stainless steel;</p>   | <p><i>Please, provide details:</i></p>                      |  |
|  |  | <p><b>4.2. Turning roof:</b><br/>Material – stainless steel;</p>   | <p><i>Please, provide details:</i></p>                      |  |
|  |  | <p><b>4.3. Trap for heavy debris:</b><br/>Material – stainless steel;</p>  | <p><i>Please, provide details:</i></p>                      |  |
|  |  | <p><b>4.4. Balanced rotor:</b><br/>Material – stainless steel;</p>   | <p><i>Please, provide details:</i></p>                      |  |
|  |  | <p><b>4.5. Basket with holes:</b><br/>Material – stainless steel;<br/>Holes type – round truncated/ cone profiled;<br/>Holes diameter – 1.6 mm;<br/>Clear area of the basket – from 15 to 20%;</p>   | <p><i>Please, provide details:</i></p>                      |  |
|  |  | <p><b>4.6. Mechanic sealing with water:</b><br/>Material – stainless steel;</p>  | <p><i>Please, provide details:</i></p>                      |  |
|  |  | <p><b>4.7. Motor:</b><br/>Max. motor power – 30 kW;<br/>Motor type – three-phase with short-circuit coil;<br/>Motor protection – IP55;</p>   | <p><i>Please, provide details:</i></p>                      |  |
|  |  | <p><b>4.8. Pressure gauges at inlet and outlet:</b><br/>Available;</p>   | <p><i>Please, provide details:</i></p>                      |  |
|  |  | <p><b>4.9. Water flow meter for sealing water:</b><br/>Available;</p>  | <p><i>Please, provide details:</i></p>                      |  |
|  |  | <p><b>5. Floating unit for cleaning of excess white water from Paper machine producing paper for Stage 2:</b><br/>Type – radial;<br/>Capacity – 200 m<sup>3</sup>/h;<br/>Concentration at inlet – up to 1200 mg/l;<br/>Clarified water concentration – up to 30 mg/l;<br/>Continuous removal of bottom</p>   | <p><i>Please state conformity with the requirement:</i></p> |  |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  | <p>sediments;</p> <p>Finishing surface treatment (the requirements are applied to the equipment indicated in items 5.1-5.7 according to the material):</p> <p>welded joints and stainless steel surfaces – sand blasting;</p> <p>carbon steel surfaces – painting (stamping);</p> <p>cast iron surfaces – painting (stamping);</p> <p>paint type – wear-resistant coating;</p> |  |  |
|  |  | <p><b>5.1. Floating tank:</b></p> <p>Material – stainless steel;</p>   | <i>Please, provide details:</i>                      |  |
|  |  | <p><b>5.2. Maintenance walkway:</b></p> <p>Material – stainless steel;</p>   | <i>Please, provide details:</i>                      |  |
|  |  | <p><b>5.3. Aeration unit:</b></p> <p>Type-vertical;</p> <p>Efficiency of air dissolution in water – not less than 95%;</p>   | <i>Please, provide details:</i>                      |  |
|  |  | <p><b>5.4. Compressor:</b></p> <p>Available;</p>   | <i>Please, provide details:</i>                      |  |
|  |  | <p><b>5.5. Gear pair:</b></p> <p>Available;</p>  | <i>Please, provide details:</i>                      |  |
|  |  | <p><b>5.6. Dosing pumps:</b></p> <p>Available;</p>   | <i>Please, provide details:</i>                      |  |
|  |  | <p><b>5.7. Control board:</b></p> <p>Produced as a color touch panel;</p>  | <i>Please, provide details:</i>                      |  |
|  |  | <p><b>5.8. Automatic unit for dosing of chemicals agents:</b></p> <p>Programmed logic controller – available;</p> <p>ETHERNET – with a port for remote signal transmission;</p> <p>Text information display – in two languages (English/ Russian);</p>   | <i>Please, provide details:</i>                      |  |
|  |  | <p><b>6. Perforated plate for existing Secondary pulper, model Epurex DS-2:</b></p> <p>External diameter – 1,380 mm;</p> <p>Internal diameter – 482 mm;</p> <p>Holes diameter – 6 mm;</p> <p>Holes type – cylinder;</p> <p>Clear area – from 40 to 50%;</p>  | <i>Please state conformity with the requirement:</i> |  |
|  |  | <p><b>6.1. Case:</b></p> <p>Material – stainless steel;</p>  | <i>Please, provide details:</i>                      |  |
|  |  | <p><b>6.2. Cutting planks/ knives:</b></p> <p>Material – stainless steel;</p> <p>Number of planks – two (2);</p> <p>Installation of planks on the perforated</p>   | <i>Please, provide details:</i>                      |  |

|  |  |  |                                 |
|--|--|--|---------------------------------|
|  |  | plate – bolt joint;  |                                 |
|  |  | <b>II. Auxiliary equipment and materials</b>   |                                 |
|  |  | <b>1. Pumps:</b><br>(except pumps for main equipment indicated in items 1.9; 2.9; 5.6);<br>Designation: for adjustment of pulp concentration;<br>In the quantity required for fitting of all equipment at Stage 2 of the project;                | <i>Please, provide details:</i> |
|  |  | <b>2. Electric Motors:</b><br>(except electric motors for main equipment indicated in items 1.8; 2.8; 3.7; 4.7);<br>Protection level – IP55;<br>In the quantity required for fitting of all equipment at Stage 2 of the project;                 | <i>Please, provide details:</i> |
|  |  | <b>3. Valves:</b><br>(except item 8);<br>Designation: for closing/opening of pipelines for pulp supply to the main equipment;<br>Material – stainless steel;<br>In the quantity required for fitting of all equipment at Stage 2 of the project; | <i>Please, provide details:</i> |
|  |  | <b>4. Pipelines:</b><br>In the quantity required for fitting of all equipment at Stage 2 of the project;<br>Material of pipelines: stainless steel;  | <i>Please, provide details:</i> |
|  |  | <b>5. Control cabinets:</b><br>Designation: for manual control of the main equipment and its emergency stop;<br>Available;   | <i>Please, provide details:</i> |
|  |  | <b>6. Electrical cabinets:</b><br>Designation: for electricity supply to main and auxiliary equipment; for restricting access of staff to electric high voltage system;<br>Available;  | <i>Please, provide details:</i> |
|  |  | <b>7. Instrumentation / Control equipment:</b><br>In the quantity required for automation control system operation;<br>Designation: for visual control of process flow parameters (level, pressure);   | <i>Please, provide details:</i> |
|  |  | <b>8. Automation control system</b> , consisting of:<br>– controllers «Vipa»;<br>– software for Automatic control system;  | <i>Please, provide details:</i> |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  | <p>– level, pressure and temperature transmitters and flow meters;<br/>         - actuating units;<br/>         – manual and control valves;<br/>         – cables, cable trays and other materials;<br/>         (Available set of protection and licensed software;<br/>         Software for automatic control system of the preparatory division should be fully integrated with the existing automation system of the process line completed at stage 1.<br/>         All analog input and output controller signals should be unified to 4-20 mA. All discrete input and output controller signals should be unified with power of 24 V of DC.<br/>         Personal computer and SCADA Movicon 11).</p> |  |  |
|  |  | <p>9. Spare parts:<br/>         Set of spare parts for warranty period of all equipment at stage 2 of the project;</p>   | <i>Please, provide details:</i>  |  |
|  |  | <p>10. Set of spare parts and Lubrication materials for commissioning and start-up of all equipment at Stage 2 of the project:<br/>         Available;</p>   | <i>Please, provide details:</i>  |  |
|  |  | <p>11. Set of foundation bolts and plates for all equipment at Stage 2 of the project (except items 1.2; 2.2):<br/>         For firm fixation of main and auxiliary equipment to the foundations;<br/>         Available;</p>  | <i>Please, provide details:</i>  |  |
|  |  | <p>12. Service platforms and ladders shielded for servicing and maintenance of new equipment (except item 5.2. for main equipment):<br/>         Available;</p>  | <i>Please, provide details:</i>  |  |
|  |  | <p>13. Warranty period for all supplied equipment for stage 2 of the project:<br/>         Not less than 12 months</p>   | <i>Please provide details of the warranty offered:</i>                                     |  |
|  |  | <p>14. The offered equipment must be from the manufacturers adhering to ISO quality system. The copy of valid ISO certificate must be included in the Bid. Quality certification systems equivalent to ISO will also be considered.</p>  | <i>Please indicate all that applies and attach to the bid the copies of the documents:</i> |  |

***A supporting document with full details is to be annexed to this section. In the case of any discrepancy between specifications of the required goods under item 2.1. above and Technical Specifications of Section 3a the data/information contained in the Technical Specifications of Section 3a shall prevail.***

**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 (please complete the schedule below).

**Implementation Timelines: Expected Commencement Date of the Contract (March, 2015). The handing over of the equipment must be effectuated not later than within 180 days from the contract signature.**

| Activity   | Commencement date | Completion date |
|--|-------------------|-----------------|
| Site visit, if needed, preparation of drawings   |                   |                 |
| Provision of technical documentation for design and preparation of foundations for installation of equipment |                   |                 |
| Manufacture of equipment   |                   |                 |
| Testing of equipment at the manufacturer's works   |                   |                 |
| Shipment and delivery of equipment to Purchaser  |                   |                 |
| Assembly and installation of equipment at the installation site in Borisov                                   |                   |                 |
| Testing (test runs) of equipment, commissioning of equipment   |                   |                 |
| Training of personnel to operate the equipment   |                   |                 |
| Putting the equipment into operation (handing over to the Purchaser)   |                   |                 |

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

some or all have successfully worked together on other previous projects is encouraged.

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

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

**2.10. Other:** Please include information regarding the bid and its implementation, including:

- Details of warranty provided;
- Details of the service centre for the after sales servicing of the equipment and statement that after sales services and maintenance of the supplied equipment (including provision of spare parts) will be available for at least five (5) years under separate purchase orders/contract(s) of the Purchaser from the date of signing the equipment acceptance certificate by the Purchaser;
- Technical documentation of the proposed equipment: Bidders should provide technical details of goods offered in technical specifications or catalogues/descriptive literature with images/drawings showing technical parameters of the goods;
- Equipment arrangement drawings;
- List of standards used for equipment manufacture and testing.
- Any other details/information as requested under Section 3a, 3b above.
- Duly completed Delivery Schedule Form as below:

#### **DELIVERY SCHEDULE**

Bidders are requested to specify their offered delivery time (in days from the date of signing contract/Purchase Order). Bidders are requested to propose **earliest possible delivery** time. The total period elapsing from the date of signing the Purchase Order to delivery shall not exceed one hundred twenty (150) calendar days (alternate delivery schedule may also be considered if found acceptable)

| Item No. | Description   | Quantity, Unit of Measure | Requested Delivery Schedule   | Incoterms 2010 and Place                       | Proposed Delivery Schedule |
|----------|---|---------------------------|---|--|----------------------------|
| 1        | Supply and delivery of Stage 2 equipment (main and auxiliary) | 1 set                     | Not more than one hundred and twenty calendar days (150) after signing the Purchase Order | DAP Borisov, Minsk region, Republic of Belarus |                            |

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

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

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

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

### SECTION 3: PERSONNEL

**3.1 Qualifications of Key Personnel.** Provide the CVs for key personnel (Team Leader supervising assembly and installation of equipment and its testing and commissioning at the site in Borisov) that will be assigned to support the implementation of this project. CVs should demonstrate qualifications in area of expertise relevant to the Contract (minimum required qualifications: minimum 3 years of demonstrated experience in manufacture or installation, testing and commissioning or supervision to assembly and installation of equipment similar to the equipment under the Contract). Please use the format below:

|  |  |  |
|--|--|--|
| <b>Name:</b>   |  |  |
| <b>Role in Contract Implementation:</b>  |  |  |
| <b>Nationality:</b>  |  |  |
| <b>Contact information:</b>  |  |  |
| <b>Countries of Relevant Work Experience:</b>  |  |  |
| <b>Language Skills:</b>  |  |  |
| <b>Education and other Qualifications:</b>   |  |  |
| <b>Summary of Experience:</b> <i>Highlight experience in the region and on similar projects.</i>   |  |  |
| <b>Relevant Experience (From most recent):</b>   |  |  |
| <b>Period: From – To</b>   | <b>Name of activity/ Project/ funding organisation, if applicable:</b>   | <b>Job Title and Activities undertaken/Description of actual role performed:</b> |
| <i>e.g. June 2010-January 2011</i>   |  |  |
| <i>Etc.</i>  |  |  |
| <i>Etc.</i>  |  |  |
| <b>References (minimum of 3):</b>  | <i>Name</i><br><i>Designation</i><br><i>Organization</i><br><i>Contact Information – Address; Phone; Email; etc.</i> |  |
| <b>Declaration:</b>  |  |  |
| <p>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.</p> <p>_____</p> <p>Signature of the Nominated Team Leader/Member</p> |  |  |
| <p>_____</p> <p>Date Signed</p>  |  |  |

## Section 7: Price Schedule Form<sup>6</sup>

Ref: ITB No.BLR/1307/2015

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.

### A. Cost Breakdown per Deliverable Items\*

| No. | Deliverables  | Expected Date of Delivery/Completion                      | Percentage of Total Price | Price (Lump Sum, All Inclusive) |
|-----|---|---|---------------------------|---------------------------------|
| 1   | <b>Advance payment for the Stage 2 technological equipment</b> (as per Schedule of Requirements and Technical Specifications of ITB Section 3a)                         | Ten (10) days upon signing of PO by the Supplier          | 20%                       |                                 |
| 2   | <b>On Delivery to Borisov, Minsk region of the technological equipment for Stage 2</b> (as per Schedule of Requirements and Technical Specifications of ITB Section 3a) | Delivery: ____ days from the date of contract signing     | 60%                       |                                 |
| 2   | <b>On satisfactory installation, training, testing &amp; commissioning of the technological</b>   | Putting the equipment into operation (handing over to the | 20%                       |                                 |

<sup>6</sup> No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.

|  |  |  |             |  |
|--|--|--|-------------|--|
|  | <b>equipment for Stage 2</b><br>(as per Schedule of Requirements and Technical Specifications of ITB Section 3a) | Purchaser): ___days<br>from the date of delivery |             |  |
|  | <b>Grand total</b>   |  | <b>100%</b> |  |

\* This shall be the basis of payment tranches

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

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

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

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

#### B. 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.

| Deliverables and Sub-Components                       | (a)<br>Quantity | (b)<br>Currency | (c)<br>Unit Price<br>DAP (Incoterm 2010) final<br>destination, all inclusive | (a ) x (c)<br>Total Price<br>DAP (Incoterm 2010)<br>final destination, all<br>inclusive |
|---|-----------------|-----------------|--|---|
| 1.1. Pulp chest with volume 90 m <sup>3</sup>         | 1 unit          |                 |  |   |
| 1.2. Reject tank with volume 5 m <sup>3</sup>         | 1 unit          |                 |  |   |
| 1.3. 1 <sup>st</sup> stage pressure coarse screen     | 1 unit          |                 |  |   |
| 1.4. 2 <sup>nd</sup> stage pressure coarse screen     | 1 unit          |                 |  |   |
| 1.5. Floating unit for cleaning of excess white water | 1 unit          |                 |  |   |

|  |                |  |  |  |
|--|----------------|--|--|--|
| from Paper machine producing paper for Stage 2   |                |  |  |  |
| 1.6. Perforated plate for existing Secondary pulper, model Epurex DS-2   | 1 unit         |  |  |  |
| <b>I. SUBTOTAL for Main equipment for Stage 2 (items 1.1-1.6)</b>  | 1 complete set |  |  |  |
| 2.1. Pumps   |                |  |  |  |
| 2.2. Electric Motors   |                |  |  |  |
| 2.3. Valves  |                |  |  |  |
| 2.4. Pipelines:  |                |  |  |  |
| 2.5. Control cabinets  |                |  |  |  |
| 2.6. Electrical cabinets   |                |  |  |  |
| 2.7. Instrumentation / Control equipment   |                |  |  |  |
| 2.8. Automation control system   |                |  |  |  |
| 2.9. Spare parts: Set of spare parts for warranty period of all equipment at stage 2 of the project;                         |                |  |  |  |
| 2.10. Set of spare parts and lubrication materials for commissioning and start-up of all equipment at Stage 2 of the project |                |  |  |  |
| 2.11 Set of foundation bolts and plates for all equipment at Stage 2 of the project  |                |  |  |  |
| 2.12. Service platforms and ladders shielded for servicing and   |                |  |  |  |

|  |     |  |     |   |
|--|-----|--|-----|---|
| maintenance of new equipment   |     |  |     |   |
| 2.13. Any other equipment  |     |  |     |   |
| <b>II. SUBTOTAL for Auxiliary equipment and materials (items 2.1-2.13)</b>                   |     |  |     |   |
| <b>III. Other Related Costs</b>  | -   |  | -   | - |
| <b>Add:</b> Cost of transportation (DAP Borisov, Minsk Region, Belarus)                      |     |  |     |   |
| <b>Add:</b> Cost of “Turnkey” installation of the 2 stage project equipment                  |     |  |     |   |
| <b>Add:</b> Cost of testing and commissioning of all the equipment                           | N/a |  | N/a |   |
| <b>Add:</b> Cost of training of the Purchaser’s staff on equipment operation and maintenance | N/a |  | N/a |   |
| <b>Add:</b> Cost of design documentation   | N/a |  | N/a |   |
| <b>Add:</b> Other charges  | N/a |  | N/a |   |
| <b>Add:</b> VAT amount and rate, if applicable*  | N/a |  | N/a |   |
| <b>SUBTOTAL III. Other Related Costs</b>   |     |  |     |   |
| <b>GRAND TOTAL</b>   |     |  |     |   |

Note:

\*Unit price and total price should be based on terms of delivery: DAP Borisov, Minsk region, Republic of Belarus (Incoterms 2010).

*\*\*The price proposals of the companies, non-residents of the Republic of Belarus shall not include VAT. In the price proposals of the companies, residents of the Republic of Belarus, VAT, if included, shall be clearly indicated in the price proposal. In such a case, VAT, if any, will be paid to the supplier and reimbursed to UNDP by the Ministry of Finance of the Republic of Belarus. The price proposals of the Bidders will be compared without VAT.*

We hereby declare and confirm that the Goods offered hereinabove are brand new, of 2015 year make, not used (operated), shall not be a sample or experimental batch, and shall not be assembled from the restored or rehabilitated parts, units or items.

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

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

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

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

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## Section 8: FORM FOR BID SECURITY

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

---

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

WHEREAS *[name and address of Contractor]* (hereinafter called "the Bidder") has submitted a Bid to UNDP dated ....., 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.35; 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 will remain in force from \_\_\_\_ *[date of the deadline for submission of bids]* till \_\_\_\_ *[date 120 calendar days from the last date of bid submission]* and cannot be cancelled during the said period without your written approval.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Date .....

Name of Bank .....

Address .....

## Section 9: FORM FOR PERFORMANCE SECURITY<sup>7</sup>

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

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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. .... dated ....., to deliver the goods and execute related services ..... (hereinafter called “the Contract”):

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

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

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

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

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Date .....

Name of Bank .....

Address .....

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<sup>7</sup> If the ITB requires the submission of a Performance Security, which shall be made a condition to the signing and effectivity of the contract, the Performance Security that the Bidder's Bank will issue shall use the contents of this template.

## Section 10: Form for Advanced Payment Guarantee<sup>8</sup>

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

---

\_\_\_\_\_  
[Bank's Name, and Address of Issuing Branch or Office]  
**Beneficiary:** \_\_\_\_\_ [Name and Address of UNDP]  
**Date:** \_\_\_\_\_ ++++++  
**ADVANCE PAYMENT GUARANTEE No.:** \_\_\_\_\_

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

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

At the request of the Contractor, we [name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [amount in words] ([amount in figures])<sup>9</sup> upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation under the Contract because the Contractor has used the advance payment for purposes other than toward providing the goods and related services under the Contract.

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

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

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

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

<sup>8</sup> This Guarantee shall be required if the Contractor will require advanced payment of more than 20% of the contract amount, or if the absolute amount of the advanced payment required will exceed the amount of USD 30,000, or its equivalent if the price offer is not in USD, using the exchange rate stated in the Data Sheet. The Contractor's Bank must issue the Guarantee using the contents of this template.

<sup>9</sup> The Guarantor Bank shall insert an amount representing the amount of the advanced payment and denominated either in the currency/ies of the advanced payment as specified in the Contract.

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

## **Section 11: Contract**

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**THIS IS UNDP'S TEMPLATE FOR THE BIDDER'S REFERENCE. ADHERENCE TO ALL TERMS AND CONDITIONS IS MANDATORY.**

### ***General Terms and Conditions***

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

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

#### **2. PAYMENT**

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

#### **3. TAX EXEMPTION**

- 3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.
- 3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized

the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

**4. RISK OF LOSS**

Risk of loss, damage to or destruction of the goods shall be governed in accordance with Incoterms 2010, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

**5. EXPORT LICENCES**

Notwithstanding any INCOTERM 2010 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

**6. FITNESS OF GOODS/PACKAGING**

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

**7. INSPECTION**

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

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

**8. INTELLECTUAL PROPERTY INFRINGEMENT**

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

**9. RIGHTS OF UNDP**

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after

giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

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

#### **10. LATE DELIVERY**

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

#### **11. ASSIGNMENT AND INSOLVENCY**

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

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

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

#### **13. PROHIBITION ON ADVERTISING**

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

#### **14. CHILD LABOUR**

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

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

## **15. MINES**

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

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

## **16. SETTLEMENT OF DISPUTES**

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

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

## **17. PRIVILEGES AND IMMUNITIES**

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

## **18. SEXUAL EXPLOITATION:**

**18.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from

engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

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

**19.0 OFFICIALS NOT TO BENEFIT:**

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

**20. AUTHORITY TO MODIFY:**

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

## ***Special Terms and Conditions***

| Item of General Terms and Conditions (GT&C) | Special Terms and Conditions (ST&C) Applicable   |
|---|--|
| <b>GT&amp;C 1</b>                           | <p>Definition:</p> <p><b>GOODS AND SERVICES:</b> Goods are hereinafter deemed to include, without limitation, such equipment, spare parts, commodities, raw materials, components, intermediate products and products which the Supplier is required to supply pursuant to the Purchase Order. Services are hereinafter deemed to include related/ancillary services to the supply of the Goods including, without limitation, installation, testing, commissioning, training, transportation and such other obligations as required under the Contract.</p>   |
| <b>GT&amp;C 4</b>                           | <p><b>TRADE TERMS:</b> Whenever an Incoterm is used in this Contract it shall be interpreted in accordance with the Incoterms 2010.</p>  |
| <b>GT&amp;C 10</b>                          | <p>If the Supplier shall fail to complete the delivery of Goods and related services within the time for completion prescribed in the Contract, or any extended time for completion in accordance with the Contract, then the Supplier shall pay to UNDP 0,1% of the value of the delayed Goods or related services per day of delay, up to a maximum of thirty (30) days as liquidated damages. The said sum shall be payable by the sole fact of the delay without the need for any previous notice or any legal proceedings, or proof of damage, which shall in all cases be considered as ascertained. UNDP may, without prejudice to any other method of recovery, deduct the amount of such liquidated damages from any monies in its hands due or which may become due to the Supplier. The payment or deduction of such damages shall not relieve the Supplier from his obligation to complete the Services or from any other of his obligations and liabilities under the Contract.</p> <p>NOTE: 1) Liquidated Damages will be calculated separately on: (1) delay in the delivery of the Goods to the final destination; and (2) delay in installation, training &amp; commissioning, attributable to the Supplier, and not for reasons not attributable to the Supplier.</p> <p>2) With regard to charge of liquidated damages for delay in delivery of goods, the onus of proof will be on the Supplier for establishing that delays were not due to reasons attributable to him, whereas in post-delivery installation in case of delay, assumption of non-readiness of site at consignee locations shall ordinarily prevail unless there is specific evidence /information/material to the contrary.</p> |
| <b>GT&amp;C 21</b>                          | <p>The Supplier acknowledges that UNDP acts on behalf of the End-user and hereby explicitly agrees that all rights and remedies, such as titles of ownership, warranties, entitlements, benefits relating to, based on and arising from or associated with the supplied goods and/or services under this Contract may be freely assigned, transferred, agreed upon and disposed between UNDP and the End-user without requiring any further tacit or express acceptance, endorsement or acknowledgment by the Supplier.</p>  |

|                    |   |
|--------------------|---|
| <b>GT&amp;C 22</b> | <p>Delivery of Goods shall be made by the Supplier in accordance with the Delivery Schedule.</p> <p>The shipping and/or other documents to be furnished by the Supplier are:</p> <ol style="list-style-type: none"> <li>1. Commercial invoice, indicating the United Nations Development Programme (UNDP), the Purchase Order/Contract number, Goods description, quantity, unit price, and total amount. Invoices must be signed in original and stamped, or sealed with the company stamp/seal;</li> <li>2. Bill of lading, or railway consignment note, road consignment note, truck or air waybill, or multimodal transport document, marked "freight prepaid" and showing delivery through to final destination.</li> <li>3. Packing list identifying contents of each package.</li> <li>4. Manufacturer's or Supplier's Warranty Certificate covering all items supplied;</li> <li>5. Certificate of Inspection furnished to Supplier by the nominated agency (where inspection is required);</li> <li>6. Supplier's Certificate of Origin covering all items supplied;</li> <li>7. Any other/additional procurement - specific document(s) required for delivery/payment purposes.</li> </ol> <p>The copies of above documents shall be received by UNDP at least 7 days before arrival of Goods at the place of arrival and, if not received, the Supplier will be responsible for any consequent expenses.</p> <p>The Supplier shall intimate the UNDP in advance at least 7 days before the dispatch of Goods the expected date of arrival of Goods along with quantity of Goods.</p> |
|--------------------|---|

## Section 12.

### MANUFACTURER'S AUTHORIZATION FORM

*[This letter of authorization should be on the manufacturer's letterhead and should be signed by a person with the proper authority to sign documents that are binding to manufacturer]*

**To:** UNDP Belarus

**Ref:** ITB No.BLR/1307/2015

### WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factory(ies) at *[insert full address of Manufacturer's factory(ies)]*, do hereby authorize *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following goods manufactured by us *[insert name and brief description of goods]* under ITB No.BLR/1307/2015, and to subsequently negotiate and sign the Contract.

We hereby extent our full guarantee and warranty with respect to the Goods offered by the above firm under ITB No.BLR/1307/2015.

Signed: *[insert signature of authorized representative of the Manufacturer]*

Name: *[insert complete name of authorized representative of the Manufacturer]*

Title: *[insert title of authorized representative of the Manufacturer]*

Dated on \_\_\_\_\_-day of \_\_\_\_\_, \_\_\_\_\_*[insert date of signing]*

## Section 12: CHECKLIST FOR SUBMISSION OF BIDDING DOCUMENTS

Ref: ITB No.BLR/1307/2015

| No   | Required documents  | Yes/No |
|------|---|--------|
| 1    | Bid Submission Form (ITB Section 4);  |        |
| 2    | Price Schedule Form A, B (ITB Section 7);   |        |
| 3    | Documents Establishing the Eligibility and Qualifications of the Bidder (ITB Section 5):  | -      |
| 3.1. | Bidder Information Form (ITB Section 5);  |        |
| 3.2. | Joint Venture Partner Information Form, if registered (ITB Section 5);  |        |
| 4.   | Documents listed under DS No. 26, 27 of ITB Data Sheet and ITB Bidder Information Form (ITB Section 5):   | -      |
| 4.1. | Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured;  |        |
| 4.2. | Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation;  |        |
| 4.3. | ISO or equivalent national quality standards certificate for the manufacturer, and/or product quality/conformity certificate(s) or product conformity marking of the proposed goods ;   |        |
| 4.4. | Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact if available (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 available; |        |
| 4.5. | Certification or authorization to act as Agent in behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer;  |        |
| 4.6. | Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report if available for the past 3 years;   |        |
| 4.7. | Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value for the past 3 years;   |        |
| 4.8. | 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  |        |
| 5.   | Technical Bid Form (ITB Section 6), including:  |        |
| 5.1. | <u>Section 1 Expertise of Firm/Organization Information, including following details:</u>   |        |

|      |  |  |
|------|--|--|
|      | A)Brief Description of Bidder as an Entity as specified under i.1.1.;<br>B)Financial Capacity of Bidder as specified under i.1.2.;<br>C)Track Record and Experiences as specified under i.1.3;   |  |
| 5.2. | <u>Section 2 Scope of Supply, Technical Specifications and Related Services;</u>   |  |
| 5.3. | <u>Details of warranty provided under Section 2 Scope of Supply, Technical Specifications and Related Services (i. 2.10.);</u>   |  |
| 5.4. | Details of the service centre for the after sales servicing of the equipment and statement that after sales services and maintenance of the supplied equipment (including provision of spare parts) will be available for at least five (5) years under separate purchase orders/contract(s) of the Purchaser from the date of signing the equipment acceptance certificate by the Purchaser under Section 2 Scope of Supply, Technical Specifications and Related Services (i. 2.10.) and as per items “U”, “V” of Section 3a Schedule of Requirements; |  |
| 5.5. | <u>Technical documentation of the proposed equipment (Bidders should provide technical details of goods offered in technical specifications or catalogues/descriptive literature with pictures/drawings showing technical parameters and general views of the goods) under Section 2 Scope of Supply, Technical Specifications and Related Services (i. 2.10.) and as per item “I” of Section 3a Schedule of Requirements;</u>   |  |
| 5.6. | <u>Equipment arrangement drawings under Section 2 Scope of Supply, Technical Specifications and Related Services (i. 2.10.);</u>   |  |
| 5.7. | <u>List of standards used for equipment manufacture and testing under Section 2 Scope of Supply, Technical Specifications and Related Services (i. 2.10.) and as per item “O” of Section 3a Schedule of Requirements;</u>  |  |
| 5.8. | <u>Section 3 Personnel (ITB Section 6), including Qualifications of Key Personnel as specified under i.3.3.;</u>   |  |
| 5.9. | Section 3a: Schedule of Requirements and Technical Specifications; Shedule of Requirements, documents indicated in Item I;   |  |
| 6.   | Bid Security (ITB Section 8)   |  |