

INVITATION TO BID

**Procurement, Supply and Installation of Office Furniture for the UNDP
and the other UN Agencies on Long Term Basis**

Invitation to Bid No: ITB-2016-79

Jerusalem



Empowered lives. Resilient nations.

**United Nations Development Programme
Programme of Assistance to the Palestinian People
May, 2016**

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Section 1. Letter of Invitation

Jerusalem
May 20, 2016

ITB-2016-79: Procurement, Supply, and Installation of Office Furniture for the UNDP and the other UN Agencies on Long Term Basis

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 – General Terms and Conditions for Goods
- Section 11 – Form for the Financial Capability Situation
- Section 12 – Acknowledgement Letter

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

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

United Nations Development Programme
3 Yaqubi Street, Jerusalem, 91191
Tel: +972-2-626-8228
proc3.papp@undp.org

The letter should be received by UNDP no later than 27 May 2016. The same letter should advise whether your company intends to submit a Bid using the form in Section 12. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

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

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

Yours sincerely,

Khaled Shahwan
Deputy Special Representative
(Operations) – UNDP/PAPP



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Section 2: Instruction to Bidders

Definitions

- a) *“Bid”* refers to the Bidder’s response to the Invitation to Bid, including the Bid Submission Form, Technical Bid and Price Schedule and all other documentation attached thereto as required by the ITB.
- b) *“Bidder”* refers to any legal entity that may submit, or has submitted, a Bid for the supply of goods and provision of related services requested by UNDP.
- c) *“Contract”* refers to the legal instrument that will be signed by and between the UNDP and the successful Bidder, all the attached documents thereto, including the General Terms and Conditions (GTC) and the Appendices.
- d) *“Country”* refers to the country indicated in the Data Sheet.
- e) *“Data Sheet”* refers to such part of the Instructions to Bidders used to reflect conditions of the tendering process that are specific for the requirements of the ITB.
- f) *“Day”* refers to calendar day.
- g) *“Goods”* refer to any tangible product, commodity, article, material, wares, equipment, assets or merchandise that UNDP requires under this ITB.
- h) *“Government”* refers to the Government of the country where the goods and related services provided/rendered specified under the Contract will be delivered or undertaken.
- i) *“Instructions to Bidders”* refers to the complete set of documents which provides Bidders with all information needed and procedures to be followed in the course of preparing their Bid
- j) *“ITB”* refers to the Invitation to Bid consisting of instructions and references prepared by UNDP for purposes of selecting the best supplier or service provider to fulfil the requirement indicated in the Schedule of Requirements and Technical Specifications.
- k) *“LOI”* (Section 1 of the ITB) refers to the Letter of Invitation sent by UNDP to Bidders.
- l) *“Material Deviation”* refers to any contents or characteristics of the bid that is significantly different from an essential aspect or requirement of the ITB, and (i) substantially alters the scope and quality of the requirements; (ii) limits the rights of UNDP and/or the obligations of the offeror; and (iii) adversely impacts the fairness and principles of the procurement process, such as those that compromise the competitive position of other offerors.
- m) *“Schedule of Requirements and Technical Specifications”* refers to the document included in this ITB as Section 3 which lists the goods required by UNDP, their specifications, the related services, activities, tasks to be performed, and other information pertinent to UNDP’s receipt and acceptance 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/transparencydocs/UNDP Anti Fraud Policy English FINAL june 2011 .pdf](http://www.undp.org/about/transparencydocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf) and http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/ for full description of the policies)
5. In responding to this ITB, UNDP requires all Bidders to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP’s interests paramount. Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:
 - 5.1 Are, or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Schedule of Requirements and Technical Specifications, cost analysis/estimation, and other documents to be used for the procurement of the goods and related services in this selection process;
 - 5.2 Were involved in the preparation and/or design of the programme/project related to the goods and related services requested under this ITB; or
 - 5.3 Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest,

Bidders must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.

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

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

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

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

B. CONTENTS OF BID

9. Sections of Bid

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

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

30. Clarification of Bid

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

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

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

31. Responsiveness of Bid

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

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

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

32. Nonconformities, Reparable Errors and Omissions

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

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

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

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

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

F. AWARD OF CONTRACT

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

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

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

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:	Procurement, Supply, and Installation of Office Furniture for the UNDP and the other UN Agencies on Long Term Basis
2		Title of Goods/Services/Work Required:	UNDP on behalf of the other UN Agencies wishes to establish non exclusive long term agreements with several qualified vendors for a maximum period of three years to procure, supply, and install office furniture to locations in the West Bank and Jerusalem.
3		Country:	West Bank and Jerusalem
4		Minimum Qualifying Criteria (Clauses 9.1 & 9.2)	<p>All items under this clause must be met as a minimum qualifying criteria:</p> <ol style="list-style-type: none"> 1) Section 7 – Price schedule Form filled in completely and signed; 2) Minimum no. of years of experience in similar contracts: 10 years 3) Proof of after-sales service capacity and appropriateness of service network in West Bank and/or Jerusalem; and, 4) Authorization to represent a manufacturer.
5	C.13	Language of the Bid:	English
6	C.20	Conditions for Submitting Bid for Parts or sub-parts of the Total Requirements	Partial bidding is not permissible. All items shall be quoted by the bidder.
		Conditions for Submitting Alternative Bid	Shall not be considered
7	C.22	A pre-Bid conference will be held on:	Not applicable

8	C.21.1	Period of Bid Validity commencing on the submission date	120 days
9	B.9.5 C.15.4 b)	Bid Security	Required Amount: USD 5,000 Form: See Section 8 for template
10	B.9.5	Acceptable forms of Bid Security	Bank Guarantee (See Section 8 for template) Any Bank-issued Check / Cashier's Check / Certified Check (Bidder shall write the name of the company on the back of the check)
11	B.9.5 C.15.4 a)	Validity of Bid Security	120 days from the last day of Bid submission. Bid Security of unsuccessful Bidders shall be returned.
12		Advanced Payment upon signing of contract	Not allowed
13		Liquidated Damages	Will be imposed under the following conditions: Amount per day of delay: USD 50 up to a maximum of 10% of the value of the Purchase Order. Max. no. of days of delay: 30 calendar days Next course of action: termination of Purchase Order and suspension of the Long Term Agreement
14	F.37	Performance Security	Required in the case that the resulted amount of a single purchase order against an established Long Term Agreement exceeds USD 300,000 Amount: 10% of the value of the Purchase Order Form: See Section 9 for template
15	C.17 C.17.2	Preferred Currency of Bid and Method for Currency conversion	Local Currency Reference date for determining UN Operational Exchange Rate : May 2016
16	B.10.1	Deadline for submitting requests for clarifications/ questions	any enquiries received on or before 27 May 2016 , will be documented/sent to participating bidders on 31 May 2016 . No inquiries will be accepted after 27 May 2016 .
17	B.10.1	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Khaled Shahwan (Mr.), Deputy Special Representative (Operations) Address: 3 Ya'qubi Street, P.O. Box 51359 Jerusalem 91191 Fax No. :02-626-8222 E-mail address dedicated for this purpose: proc3.papp@undp.org

18	B.11.1	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	Direct communication to prospective Bidders by email and posting on 31 May 2016 on the website at: http://procurement-notices.undp.org/view_notice.cfm?notice_id=29011
19	D.23.3	No. of copies of Bid that must be submitted	Original: One hard copy Copies: two soft copies on CD/DVD in the PDF form of the technical and financial offers. Submissions must be identical and include all required documents. In the event of any discrepancies the “original proposal” submitted in hard copy shall govern.
20	D.23.1 b) D.23.2 D.24	Bid submission address	<u>United Nations Development Programme</u> 3 Yaqubi Street, Jerusalem 91191 N 31°47'15.75", E 35°14'0.20" Tel: +972-2-626-8228 Fax: +972-2-626-8222 proc3.papp@undp.org
21	C.21.1 D.24	Deadline of Bid Submission	Date and Time : June 8, 2016 2:00 PM
22	D.23.2	Manner of Submitting Bid	Courier/Hand Delivery ONLY
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	Not applicable
24	D.23.1 c)	Date, time and venue for opening of Bid	Date and Time: June 8, 2016 2:00 PM Venue : Conference room at UNDP office located at 3 Yaqubi Street, Jerusalem 91191 Bids will be opened in the presence of bidders’ representatives, who choose to attend and carry a letter authorizing the holder to attend the bids opening session on behalf of the bidder.
25		Evaluation method to be used in selecting the most responsive Bid	Lowest priced offer most substantially confirming to technical requirements
26	C.15.1	Required Documents that must be Submitted to Establish Qualification of Bidders (In “Certified True Copy” form only) Mandatory requirements	<ol style="list-style-type: none"> 1. Bid Submission Form (Section 4); 2. Eligibility Form (Section 5); 3. Technical Bid Form (Section 6); 4. Priced Bill of Quantities (Section 7) signed and stamped; 5. Form for the Financial Capability Situation (Section 12); UNDP will check the quick ratio (QR). QR tests the company's financial strength and liquidity by calculating a company’s liquid

			<p>assets in proportion to its liabilities. If QR is less than 1, UNDP shall verify financial capacity of the bidder and had the authority to seek references from concerned parties & banks on the bidder' financial standing. UNDP had the right to reject any bid if submitted by a contractor whom investigation leads to a result that he is not financially capable and/or had serious financial problems;</p> <ol style="list-style-type: none"> 6. Written power of attorney, authorizing the signatory of the bid to commit the Bidder; 7. Company Profile, which should <u>not</u> exceed (15) pages; 8. Bidder's Statement Regarding Deviations/Non-Compliance: Any departure from the provisions of the specification shall be disclosed. Failure of such disclosure may result in the rejection of the Bid. 9. Tax Registration/Payment Certificate; 10. Certificate of Registration of the business; 11. Certification or authorization to act as Agent on behalf of the Manufacturer; 12. Statement of Satisfactory Performance from the Top three Clients in terms of Contract Value the past three years; 13. List and value of on-going projects and projects performed for the last 3 years with similar nature and complexity, plus client's contact details who may be contacted for further information on those contracts; in addition to copies of three POs; each PO shall clearly indicate the type and quantities of items and technical specifications, contract amount, date, and customer's current contact details; 14. Litigations: Information regarding any litigation, current or during the last five years, in which the Bidder was/is involved, the parties concerned, and the disputed amounts and awards thereof. 15. CV for the project manager/contractor's representative; 16. Information about after-sales service capacity and appropriateness of service network. Please provide addresses and list of service points. 17. International bidders must provide details on their Transportation/Freight Plan, in terms of timelines, quality, airlines/routes used, type of air freight transport (passenger, cargo or charter), confirmation on Insurance Class A being applied, and providing evidence of meeting delivery
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			deadline.
27		Other documents that may be Submitted to Establish Eligibility	See points 26 and 27
28	C.15	Structure of the Technical Bid and List of Documents to be Submitted	See points 26 and 27
29	C.15.2	Latest Expected date for commencement of Contract	June 1, 2016
30	C.15.2	Maximum Expected duration of contract	A total of three years; bidders must maintain the validity of their offered prices for the said period. UNDP and the other UN Agencies may issue Purchase Orders to the LTA holder(s), from time to time during the term of this LTA and setting out the quantities required and other instructions for the delivery of the Goods.
31		UNDP will award the contract to:	<p>One Bidder. However, if the winning Bidder is registered in the West Bank, this Bidder will be contracted to deliver furniture to areas in the West Bank only; and, the first lowest Jerusalemite bidder will be contracted too to deliver furniture to areas in Jerusalem only.</p> <p>If the winning Bidder is Jerusalemite, UNDP will award the agreement to this Bidder to deliver furniture to both areas.</p>
32	F.34	Criteria for the Award and Evaluation of Bid	<p>Award Criteria</p> <p>x most substantially compliant with the Schedule of Requirements and Technical Specifications; and,</p> <p>x Compliance on the following qualification requirements:</p> <ol style="list-style-type: none"> 1) Valid registration certificate to trade in the West Bank or Jerusalem; 2) Minimum number of major contracts, implemented over the past 3 years, of a similar nature and complexity with corporate clients: five POs; 3) Minimum annual turnover of furniture supply and services performed over the past three years: no less than USD 50,000; 4) Quick ratio of not less than 1.0 5) Good past performance 6) Warranty on parts and services for a minimum period of one year; and,

			7) Project manager /contractor's representative with 10 years of experience as a project manager and with working knowledge of English.
33	E.29	Post qualification Actions	<ul style="list-style-type: none"> ▪ Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; ▪ Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed; ▪ Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder; and, ▪ Inspection and Testing of the offered goods of the prospective bidder(s). Samples must be made ready at bidder's warehouse. If the offered goods were found to have substantial deviation from the tendered specifications and such deviation was not disclosed in the bidder's statement by the Bidder, shall be considered a ground to reject that bid.
34		Conditions for Determining Contract Effectivity	Signature of Long Term Agreement by both parties

Section 3a: Schedule of Requirements

I. BACKGROUND AND OBJECTIVES:

The UNDP on behalf of the other UN Agencies wishes to enter into several Long Term Agreements (LTAs) with the most competent furniture Manufacturers/ Suppliers to supply, deliver and install office furniture. The successful Manufacturers/ Suppliers shall be contracted for this purpose for an initial period of one (1) year and renewable thereafter, upon satisfactory evaluation of performance up to three (3) years (hereinafter referred to the Agreement Period).

The UNDP through this bidding process aim at achieving the following:

- (1) Decrease the overall cost of supply of furniture through volume leverage;
- (2) Decrease the lead time for delivery; and,
- (3) Ensure a high level of quality in services rendered by the contractor(s) to UNDP and its clients.

This Invitation to Bid is not to be construed in any way as an offer to contract with any service provider. UNDP is not committed to selecting any of the service providers submitting bids.

II. AGREEMENT PARAMETERS :

The UNDP, on behalf of the other UN Agencies, plans to negotiate multiyear non-exclusive agreement(s) with several vendors for the provision of office furniture. Bidders are requested to base their profit percentage on the following estimated total order volume of the last three years (**USD 300,000**) for the UN Agencies. This number may however increase if other UN agencies decide to use the resulted LTA. The resulted LTA is the sole property of UNDP and no other party can use it without prior official approval from UNDP. The estimates are provided in good faith and shall not in any way be deemed to be a commitment on the part of UNDP regarding any quantity for future purchases. Under the LTA the UNDP do not guarantee any volume of services during the term of this Agreement.

The prices shall remain in effect for the entire duration of the agreement. The rates will not be subject to any adjustment or revision because of price or currency fluctuations.

In the event of any advantageous downward pricing of the materials during the duration of the Agreement, the successful bidder(s) shall notify the UNDP immediately. The UN Agencies shall consider the impact of any such event and may request an amendment to the Agreement.

The UNDP will incorporate the winning service provider proposal as an addendum to the agreement.

III. THE UN AGENCIES ROLES AND RESPONSIBILITIES :

The participating UN Agency under this tender will separately deal with the successful bidder(s):

- (1) Be the focal point for the agency for furniture and the overall point of contact;
- (2) Contract administration and issuance of orders (new orders, follow up on the delivery of the orders, quality check, receiving and inspection, acceptance, payments, claims, follow up on maintenance during warranty period, performance review of order) for the respective UN Agency;
- (3) Participate in the UN Agencies periodical meetings (mid-year review) with the winning bidder(s) to

- review/update the LTA; and,
(4) Conduct performance review once per year.

IV. SCOPE OF SUPPLY AND EXPECTED OUTCOMES

The successful bidder(s) shall supply the furniture, listed in Section 7 to the UNDP and the other UN Agencies. Including its projects and counter parts who are located in the West Bank and Jerusalem.

Following are the various requirements, which the successful bidder(s) shall abide by.

PACKAGING & MARKING:

The successful bidder (s) shall offer Goods that are securely contained, packaged and marked, to protect the Goods during delivery to their final destination. The cost of packing shall be included in the unit price.

The successful bidder (s) shall put its commercial mark on all supplied pieces of goods by stamp or sticker on the bottom face of the goods, and shall include the name of the manufacturer and contact address in addition to tender Number and purchase order number.

FIRE AND EXTENDED COVERAGE INSURANCE

At all times prior to delivery, the successful bidder(s) shall effect and maintain continuous fire, hazard and extended coverage insurance upon any goods subject to this resulting Agreement in an amount equal to the sound insurable value of such goods and labour incorporated therein with loss payable to the Supplier and UNDP as their interests may appear.

SUPPLY OF THE GOODS:

- UNDP and the other UN Agencies may issue Purchase Orders to the successful bidder(s), from time to time during the term of the resulted LTAs, and setting out the quantities required and other instructions for the delivery of the Goods;
- The bidder(s) shall agree to supply Goods to UNDP and the other UN Agencies pursuant to Purchase Orders received during the term of the LTA, which shall conform to the specifications and the prices specified in the resulted LTA;
- In the event of UNDP placing a Purchase Order which the successful bidder considers it cannot substantially meet because of limited quantities of stock or inability to meet the specifications, before proceeding to make a partial delivery of the Goods, the Contractor shall seek further written instructions from UNDP;
- The bidder(s) shall cover all transportation costs related to the return and replacement of Goods, if such Goods are not accepted by UNDP due to poor quality or workmanship. Goods returned to the successful bidder shall be recorded as credits to UNDP and replacements shall be delivered promptly;
- The bidder(s) shall provide all the necessary personnel, equipment, materials, and supplies and for making all necessary arrangements for the performance of its obligations under the resulted LTA;
- The bidders shall acknowledge that time shall be of the essence in performance of the resulted LTA, and it shall use its best endeavors to abide by the delivery periods as quoted in the bid, provided however, that where the Contractor does not meet the delivery period(s), UNDP shall be entitled to give the Contractor notice of its intention to cancel the LTA unless Goods are delivered within a reasonable and specified time frame.
- The Contractor shall deliver the Goods as DAP West Bank and Jerusalem (INCOTERMS 2010). All risks of loss and damage to the Goods shall remain with the successful bidder(s) until physical delivery takes

place. Delivery shall not exceed four (4) calendar weeks from the date of receipt of a Purchase Order by the Contractor.

- Delivery shall only occur upon the arrival of the Goods in accordance with instructions on a Purchase Order, and verification by UNDP personnel that the Goods are in a satisfactory condition. Inspection and verification of the Goods shall be made as soon as reasonable practicable after receipt and UNDP shall be entitled to reject and refuse acceptance of the Goods not conforming to the LTA. For high value orders of furniture, UNDP will set a pre-shipping inspection to check quality of the Goods.
- Any inspection and/or verification of the Goods, by UNDP, does not involve the operational and functional status of the Goods.

WARRANTY OF THE GOODS:

- The Warranty Period shall commence after UNDP acceptance of the delivery and shall be valid for 12 months from such acceptance.
- If, during the Warranty Period, the Goods or any part thereof purchased under the resulted LTA are found by UNDP to be defective or found not to conform with the LTA Documents, UNDP may so notify the successful bidder in writing and in this event, the successful bidder shall, promptly and at its own expense, correct the defect(s) and non conformity(ies). If defect(s) and non conformity(ies) cannot be corrected, the successful bidder shall, at UNDP discretion, either replace the defective materials or reimburse UNDP promptly;
- The bidder(s) shall acknowledge that the benefit of any warranties provided and liabilities entered into with UNDP, shall be passed on to UNDP programme partners.

INSPECTION OF FACILITIES:

- The bidder(s) shall permit UNDP to have access to the manufacturing facilities of the Goods, at all reasonable times to inspect the manufacturing site and processes for the production, quality control, quality assurance and packing of the Goods. The bidder shall provide reasonable assistance to the representative for such appraisal.
- The inspection may be carried out in conjunction with the appropriate National Authority;
- The successful bidder shall inform UNDP whenever there is a significant change on their main processes / change of manufacturing site that could affect the quality of the product. UNDP, Procurement Unit may request Product / Process validation report(s) or any applicable qualification report(s) prior to mass production or the next delivery.

STOCKS OF PRODUCTS

Bidders shall provide details about their storage capacity and shall describe stocks management practices applied. The successful bidder(s) shall be required to maintain a permanent stock of furniture, contained in the list of items awarded to them.

DELIVERY

The successful bidder(s) shall be requested to arrange transportation to the final destinations (UN projects) in Jerusalem and/or West Bank, monitor delivery and provide updates to UNDP. Delivery terms applied shall be DAP to the final destination in Jerusalem and the West Bank (INCOTERMS 2010).

UNDP is looking for a maximum delivery period of four (4) calendar weeks for common orders, and of 14

calendar days for urgent orders from existing stocks. Delivery period for high-volume orders shall be agreed mutually.

Bidders shall explain their logistics experience, organizational setup, roles and responsibilities, monitoring tools, quality assurance and reliability measurements. Bidders shall also indicate any discounts applied for various volume orders.

SUSTAINABLE SPECIFICATIONS:

Sustainable Procurement practices integrate requirements, specifications and criteria that are compatible and support the protection of the environment, social progress and economic development, by seeking resource efficiency, improving the quality of products and ultimately optimizing costs. This policy establishes minimum specifications for furniture procured within the UNDP.

- All virgin wood and wood-based materials (including solid, laminated, veneer and wood used for the production of plywood) shall come from legally logged timber. The wood shall not come from protected areas or areas in the official process of designation for protection, old growth forests and high conservation value forests defined in national stakeholder processes unless the purchases are clearly in line with the national conservation regulations. Products carrying the Nordic Swan, Umweltzeichen (Austrian ecolabel), or Eco Mark Japan, or equal, will be deemed to comply.
- The Volatile Organic Compound (VOC) content of adhesives used in the assembly of furniture shall not exceed 10% by weight and 5% by weight for surface coating.
- The products used for the surface coating shall:
 - Not contain hazardous substances that are classified as carcinogenic, harmful to the reproductive system, mutagenic, allergenic when inhaled or harmful to the environment according to national or international classification standards.
 - Not contain halogenated organic flame retardants, phthalates, aziridine and polyaziridines or lead, cadmium, chrome, mercury and their compounds;
 - Not contain heavy metals;
 - At least 20% of the aluminum and/or steel used for the production of the aluminum and/or steel shall be recycled.
 - Plastic parts shall not contain halogenated flame retardants, phthalates or substances based on lead, cadmium, chrome (VI), mercury and their compounds.
 - Leather and fabrics shall be first class, fireproof and dirt-proof.

GENERAL TERMS AND CONDITIONS

The UNDP General Terms and Conditions for Goods attached shall apply to all resulted Purchase Orders/LTAs. In the case of any inconsistencies, the following order of precedence shall prevail:

- a. The Purchase Order
- b. The LTA
- c. This ITB document
- d. Contractor's Clarification documents
- e. Contractor's bid.

V. CONTRACT MANAGEMENT, REPORTING AND PAYMENT TERMS

The successful bidder(s) shall provide the name and contact information of the LTA project manager who will be responsible for the smooth running and execution of orders placed by the UNDP and the participating UN Agencies.

The successful bidder(s) shall submit to UNDP annual reports on executed and on-going orders, indicating as a minimum the following information:

- Purchase Order number
- Date of placement of the order
- Current status of the order (i.e. production, in transit, delivered etc.)
- Final destination of the order
- Date of delivery of the order (or expected date of delivery, as the case may be)
- Amount of the order

Payments shall be made within 30 days upon acceptance of the goods delivered and presentation of proof of delivery duly signed and stamped by the respective UN Agency and/or end-user and submission of official invoice (original). Payments for partial deliveries shall be negotiated separately at the stage when the UN Agency places the order.

VI. PERFORMANCE STANDARDS AND SERVICE LEVEL GUARANTEE (SLG):

The successful bidder(s) shall perform their services and deliver their products in accordance with the herein prescribes minimum performance standards set by the UNDP:

Product / Service	Performance Attribute	Definition	Standard / Service Level
1. Furniture	Quality	Ability to produce quality furniture and without error	Supplied furniture shall be <u>in accordance</u> with the tendered technical specifications of the LTA and the specific technical specifications of the ordered item. <u>no-error</u> in design and workmanship; <u>zero returns</u> due to poor quality.
	Accuracy	Ability to ensure accurate delivery of furniture orders	<u>no-error</u> in the supplied quantities and required locations.
	Speed and Efficiency / Timeliness of delivery	Ability to promptly deliver furniture orders	<u>Within four calendar weeks</u> from time of receipt of purchase order for common orders <u>Within 14 calendar days for urgent orders from existing stock.</u>
	Packing and Insurance	Ability to safely deliver furniture products	Professional packing/unpacking, safe loading/unloading and padding of furniture onto delivery truck until final destination, including insurance coverage of ordered furniture.
2. Billing	Accuracy	Ability to generate billing statements without errors	<u>Zero-Error/no discrepancy</u> between invoices and the ordered goods.

Product / Service	Performance Attribute	Definition	Standard / Service Level
	Clarity	Ability to generate bills that are transparent and easy to understand	<u>Zero>Returns</u> for clarification/explanation
3. Rates/Pricing	Fairness	Charges for products	Fixed rates per the Price Schedule Form
	Willingness to negotiate rates	Voluntarily or upon request make new priced offers	Yearly review meeting to negotiate with UN Agencies the contracted prices to continue obtain competitive rates in the market
4. Service Quality and Support	Accessibility	Ability to access or approach the LTA Holder Sales Representative	Telephone support: accommodate all calls during operating working hours (Monday through Friday from 08:00 a.m. to 04:00 p.m.) Email: within two working days
	Responsiveness	Willingness to negotiate services with the UN Agency	Review meeting of the LTA and the SLG with UN Agencies: minimum once per fiscal year.
5. Problem Solving	Refunds	Ability to process and obtain refunds on a timely basis	100% refund within one month from date of agreement
	Complaint Handling	Ability to resolve complaints	Immediately take action to resolve any complains for the satisfaction of the UN Agencies
6. Maintenance	Accuracy	Ability to perform tasks completely and without error	Zero-error in replacement and fixing/repair
	Speed and Efficiency / Timeliness of delivery	Ability to deliver product or service promptly	Pick up of defected furniture or carry out maintenance services shall be <u>within two working days</u> from time of request.

Section 3b: Related Services

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

Delivery Term [INCOTERMS 2010]	DAP UN projects in West Bank and Jerusalem
Exact Address of Delivery/Installation Location	Not applicable as this is a long term agreement. Delivery shall cover the offices and the projects of the UNDP and the other UN Agencies in the West Bank and Jerusalem areas.
Packing	The Contractor shall warrant that the goods are securely contained, packaged, and marked, taking into consideration shipping mode in a manner to protect the goods during delivery to their ultimate destination.
Mode of Transport Preferred	Bidder must provide details on their transportation means.
UNDP Preferred Freight Forwarder, if any	Not applicable
Distribution of shipping documents	International bidders shall advise.
Delivery Date	Maximum four (4) calendar weeks from date of signing the Purchase Order; however, delivery period for high-volume orders shall be agreed mutually.
Customs, if needed , clearing shall be done by:	UNDP
Ex-factory / Pre-shipment inspection	The contractor shall provide sample of each contracted item for approval before delivery.
Inspection upon delivery	UNDP and end user shall inspect the deliveries
Installation Requirements	The Contractor shall be responsible for providing all the necessary personnel, equipment, materials, and supplies and for making all necessary arrangements for the proper installation of the contracted furniture.
Testing Requirements	If the sample was not destroyed by testing, it will be returned at the contractor's expense unless otherwise specified
Scope of Training on Operation and Maintenance	One year maintenance against any defect in design and workmanship
Commissioning	Not applicable
Technical Support Requirements	Not applicable
Payment Terms	100% within 30 days upon UNDP's acceptance of the goods delivered as specified and receipt of an official invoice. Payment shall be made in local currency for local contractors. In case the contractor is not local, payment will be effected in USD. All against bank transfers.
Conditions for Release of Payment	<ul style="list-style-type: none"> ▪ Inspection before delivery and upon arrival at destination ▪ Installation ▪ Standard Letter of Manufacturer Warranty ▪ Written Acceptance of Goods based on full compliance with RFQ requirements

After-sale services required	12 months warranty on Parts and Labor calculated from the date of issuing substantial completion certificate for the entire purchase order.
Language of documentations, including catalogs, instructions and operating manuals	English

Section 4: Bid Submission Form

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

Insert: Location

Insert: Date

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to supply the goods and related services required for [insert: title of goods and services required as per ITB] in accordance with your Invitation to Bid dated Insert: bid date. We are hereby submitting our Bid, which includes the Technical Bid and Price Schedule.

We hereby declare that:

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

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

We agree to abide by this Bid for [insert: period of validity as indicated in Data Sheet].

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

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details: _____

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

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

Bidder Information Form

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

ITB No.: *[insert number of bidding process]*

Page _____ of _____ pages

1. Bidder's Legal Name <i>[insert Bidder's legal name]</i>		
2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i>		
3. Actual or intended Country/ies of Registration/Operation: <i>[insert actual or intended Country of Registration]</i>		
4. Year of Registration in its Location: <i>[insert Bidder's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Bidder's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (Score and Source, if any)		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List? <input type="checkbox"/> YES or <input type="checkbox"/> NO		
14. Attached are copies of original documents of: <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet <input type="checkbox"/> If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered <input type="checkbox"/> If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law.		

Joint Venture Partner Information Form (if Registered)

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

ITB No.: *[insert number of bidding process]*

Page _____ of _____ pages

1. Bidder's Legal Name: <i>[insert Bidder's legal name]</i>		
2. JV's Party legal name: <i>[insert JV's Party legal name]</i>		
3. JV's Party Country of Registration: <i>[insert JV's Party country of registration]</i>		
4. Year of Registration: <i>[insert Party's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Party's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any): Click here to enter text.		
1. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved. Click here to enter text.		
13. JV's Party Authorized Representative Information Name: <i>[insert name of JV's Party authorized representative]</i> Address: <i>[insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[insert email address of JV's Party authorized representative]</i>		
14. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2. <input type="checkbox"/> In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law.		

Section 6: Technical Bid Form

INSERT TITLE OF THE ITB

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

SECTION 1: EXPERTISE OF FIRM/ ORGANISATION

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

1.1 Brief Description of Bidder as an Entity: Provide a brief description of the organization / firm submitting the Bid, its legal mandates/authorized business activities, the year and country of incorporation, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the delivery of goods and/or performance of related services, indicating the status/result of such litigation/arbitration.

1.2. Financial Capacity: Based on the latest Audited Financial Statement (Income Statement and Balance Sheet) describe the financial capacity (liquidity, stand-by credit lines, etc.) of the bidder to engage into the contract. Include any indication of credit rating, industry rating, etc.

1.3. Track Record and Experiences: Provide the following information regarding corporate experience within at least the last five (5) years which are related or relevant to those required for this Contract.

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

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

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a

detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the specifications.

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 3: PERSONNEL

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

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

3.3 Qualifications of Key Personnel. Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in area of expertise relevant to the Contract. Please use the format below:

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

Section 7: Price Schedule Form

The Bidder is required to prepare the Price Schedule as indicated in the Instruction to Bidders.

Unit price of each item shall include the cost of supply, delivery to a location in West Bank or Jerusalem, and installation of the item, including all the necessary hanging and fixing attachments and materials, losses, insurances of whatsoever nature, transportation of all relevant materials to the site, fixing, loading, horizontal and vertical transportation, unloading, workmanship, contractor's profit and general expenses for the successful supply.

Bidders shall quote reasonable bid prices with an acceptable margin of deviation in comparison to the real local market prices at the time of bids preparation. In case of **Unbalanced pricing** (i.e. the price of one or more line items is significantly over or understated), UNDP reserves the right to negotiate the unbalanced bid and normalize the line items in question.

Partial bidding in this tender is not permissible. The price schedule form must be complete in order to be accepted for evaluation.

The below Price schedule form is subject to the following Preamble:

The Contractor shall offer Goods which are: (1) new and conform with the ITB documents; (2) free from defects in design, workmanship and materials; (3) factory packed in a manner adequate to protect them.

The wooden furniture shall be delivered with the minimum technical specifications:

- All wood shall be Medium Density Fiberboard (MDF) class A.
- All working surfaces shall be of minimum thickness of 28mm, protected with rubber band edging (curved).
- All structural elements (side panels that mount the desk) shall be of a minimum thickness of 28 mm.
- Door leaves and drawers of cabinets shall be of a minimum thickness of 18mm.
- Shelves shall be of a minimum thickness of 14mm.
- MDF Wood shall be covered with high-pressure melamine laminated sheets from two sides, except where indicated MDF wood shall be covered with beech (Ballut or zan).
- All furniture shall be elevated from ground using heavy duty Leveling Foot Adjuster.
- Steel frames, legs and parts shall be epoxy powder coated.
- Steel tracks (Italian made) shall be used for drawers.
- Cabinet doors and top drawers shall be lockable.
- The back board of the cabinets shall be covered with 8mm melamine MDF.
- All wooden panels shall have ABS or PVC edge bands.
- Handles shall be metal of a good quality.
- All accessories, locks, and hinges shall be of a good quality.
- Desks shall include cable tray and hole for the electrical outlets per request.
- Glass shall be 6mm.

The metal furniture shall be delivered with the minimum technical specifications:

- The metal structure for metal cabinets shall be made from steel sheets not less than 0.8mm thick including the back.
- Welding shall be made in a professional manner using CO₂ in a point welding method.

- All furniture shall be elevated from ground using heavy duty Leveling Foot Adjuster.
- All metal shall be painted after being treated with at least three stages and cleaned from oil, grease, dust, rust and other dirt using special thermal control painting for metal furniture to form a layer of base painting of (iron phosphate) (0.4-0.8 gm/m²). Automatic spray painting (Abox polyster powder) shall be applied to be followed by a drying process in a thermal furnace with suitable temperature and time for the process. Thickness of painting (60-80) micron.
- Painting of iron, assembly, delivery and storage must be carried out away from climatic influence i.e. sun, dust.

Generally:

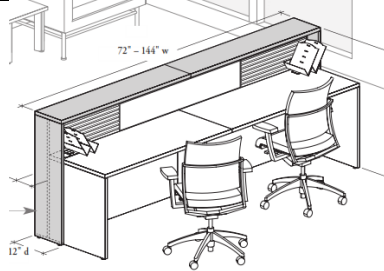

- All accessories, locks, and hinges shall be of a good quality.
- The office chairs shall be of load capacity up to 150 Kg.
- All metal ends shall be closed with plastic covers.



Some line items have detailed description that complement the above technical specifications. In case of a conflict between the above listed technical specifications and the description of the item, the description of the item shall prevail. All materials shall comply with the minimum local standards.



Colours and materials (textile fabric, leather fabric, coating, melamine, etc.) shall be submitted for the requestor's approval. Photos that are provided under Section 7 are for info purposes with an attempt to visualize the requirements.




Dimensions shall read width x depth x height.


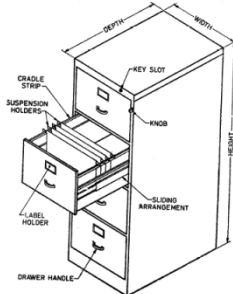
Bidder shall declare as well that their offered products are in accordance with the prescribed minimum technical specifications. Any departure from the provisions of the specification shall be disclosed. Failure of such disclosure may result in the rejection of the Bid.


#	Description	Specifications – OFFICE FURNITURE	Dimensions cm	Unit Price NIS	Delivery period	Deviation / Non compliance remarks
1	Straight Reception Desk	 <ul style="list-style-type: none"> - Counter top panel: 30cm deep; 28mm thick mounted on three panels of same thickness; height 110cm. - Work surface desk: 75cm deep; 28mm thick supported by two panels of min. thickness 28mm on each side; height 75cm. - requisitioner shall specify the color and texture of melamine. 	200 long			
2		<p>Same as above but longer</p> <p><i>Example of a future order: supply a 3 meter long/run reception desk; The cost of the additional 1m in width shall be added to the price of Item #1</i></p>	For every additional 100 long			
3	L-Shape wooden desk with aluminum legs	 <ul style="list-style-type: none"> - L-Shape work surface panel: main panel width 80cm, secondary panel width 50 cm; - Frame: epoxy-painted aluminum profile; - Legs: epoxy-painted aluminum injection leg <p><u>Important:</u> this item does not include side pedestal or cabinet. Please see items 9-11 to select.</p>	overall dimension 200*200*75			
4		Same as Item #3	150*150*75			
5	Rectangular wooden	Same as Item #3 but with one main panel	160*80*75			



#	Description	Specifications – OFFICE FURNITURE	Dimensions cm	Unit Price NIS	Delivery period	Deviation / Non compliance remarks
	desk with aluminum legs					
6		Same as above but longer <i>The cost of the additional 20 cm long shall be added to the price of Item #5</i>	For every additional 20 cm			
7		Same as Item #5	120*60*75			
8	Rectangular Oak desk (manager office)	 <ul style="list-style-type: none"> - Wood is MDF covered with natural beech (Oak or Zan) - work surface panel: min. 28 mm thick - Legs: wooden structure, min 50mm thick 	200*80*75			
9	Free-standing Side Pedestal	 <ul style="list-style-type: none"> - Top Panel: min. thickness 28 mm MDF melamine; - Drawers: number (3) and first drawer is lockable; - Mounted on (4) castors. 	45*45*50			
10	Side Cabinet - low	<ul style="list-style-type: none"> - To be fixed under desks without top panel; - Side panel frame, cabinet door and shelves: min. 18 mm MDF; - one shelf 12mm included; - Lockable. 	45*45*70			



#	Description	Specifications – OFFICE FURNITURE	Dimensions cm	Unit Price NIS	Delivery period	Deviation / Non compliance remarks
11		Item 9 with (5) drawers + Item 10: joined and fixed under desk (without top panel and share one side panel)	90*45*70			
12	Filling Cabinet	 <p>Same as above with (3) shelves and two lockable doors.</p>	90*45*120			
13		Same as above but mounted on wall and replicated as units	90*45*120			
14		 <ul style="list-style-type: none"> - Top, base and side panels are 28 mm thick with four shelves 20 mm thick; - mounted on heavy duty leveled feet and the lower two-door cabinet is lockable. 	80*40*200			



#	Description	Specifications – OFFICE FURNITURE	Dimensions cm	Unit Price NIS	Delivery period	Deviation / Non compliance remarks
15	Filing Cabinet with glass doors for the top shelves	 <p>Same as above but the upper part of the cabinet contains three shelves and protected with lockable glass doors and the lower part contains two shelves and protected with lockable two doors.</p>	80*40*200			
16		Same as above but the wood is Ballut – Oak.	80*40*200			
17	Wood display cabinet Tilted shelves	 <p>Skeleton 28 mm thick shelves 18 mm</p>	80*30*180			
18	Filling drawers	 <p>Two drawers</p>	45*65*70			
19		Three drawers	45*65*100			
20		Four drawers	45*65*130			



#	Description	Specifications – OFFICE FURNITURE	Dimensions cm	Unit Price NIS	Delivery period	Deviation / Non compliance remarks
21	Metal Filling Cabinet (two doors)	 <ul style="list-style-type: none"> - inside layout: four movable shelves per requirement - doors: to be mounted using heavy duty hinges of good quality and cylinder of reputable brand to be lockable from three ways. Each door leaf shall be supported from the middle by a plate –П– 	90*45*190			
22	Metal Filling Cabinet (drawers)	 <ul style="list-style-type: none"> - Drawers: four drawers made from steel not less than 0.63 mm thick with back cover, sliding on the sides with a lockable arrangement to stop it when fully push out, with ball-bearing suspension, with built in pull handle and a label - lockable for all drawers 	45*65*130			



#	Description	Specifications – OFFICE FURNITURE	Dimensions cm	Unit Price NIS	Delivery period	Deviation / Non compliance remarks
23		Same as above but three drawers	45*65*100			
24		Same as above but two drawers	45*65*70			
25	Orthopedic high back chair	 <ul style="list-style-type: none"> - Weight capacity up to 150 Kg - Black bonded durable leather upholstery (back, seat, neckrest), Lumbar and headrest support, padding (>8 cm sponge). - The arms shall be made of iron and covered with reinforced plastic pieces from top - Polished aluminum base with (5) sturdy carpet castors connected to the seat by a chromium rod not less than 30cm long and 5cm in diameter - Seat shall be made of plywood min. 15mm thick, sponge thickness >10 cm. The wooden seat shall be fixed on the metal base using bolts, with a nut fixed on the wooden seat. - Seat height control, Seat depth adjustment (seat slide) - Backrest tilt tension control, Backrest tilt angle and height adjustment - Armrests with soft polyurethane pads, Armrest height & angle adjustment - Headrest height & angle adjustment - Chair Warranty: 3 years 	<p>Seat: 43-49 deep, 52 wide, 47-58 high</p> <p>Back: 68-80 high</p>			
26		Same as Item #25 but breathable comfortable mesh seat, backrest and neckrest	Same as above			




#	Description	Specifications – OFFICE FURNITURE	Dimensions cm	Unit Price NIS	Delivery period	Deviation / Non compliance remarks
27	Standard Working Chair	 <p>Same as Item #25 but upholstery is textile fabric for back and seat, without neckrest. Without lumbar and headrest support,</p>	Same as above			
28	Visitor Chair I	 <ul style="list-style-type: none"> - The metal framework shall be made from iron pipes (Φ25 mm, 2mm thick) painted using electrostatic process, mounted on heavy duty plastic heels. - The back and the seat shall be made of 17mm thick plywood, upholstered press sponge (33/35). Sponge for the chair back >4cm and for the seat >6cm. - The chair seat and back shall be fixed using (8) metal screws. - Steel frame is epoxy powder coated. 	Seat: 50 * 45 Back 50 * 22			
29	Visitor Chair II	Same as Item #28 but with two arm rests	Same as above			

#	Description	Specifications – OFFICE FURNITURE	Dimensions cm	Unit Price NIS	Delivery period	Deviation / Non compliance remarks
30	Visitor Chair III	 <p>Wooden chair (ballut-Oak duly polish) with arms, seat and bade cushioned covered with black leather</p>	<p>Seat: 50-55 deep, 50 wide, 47-45 high Back: 50 high</p>			
31	Meeting Table Chair	 <p>Same as Item #30 but steel structure</p>	Same as above			

#	Description	Specifications – OFFICE FURNITURE	Dimensions cm	Unit Price NIS	Delivery period	Deviation / Non compliance remarks
32	Sofa for visitors	 <ul style="list-style-type: none"> - 20x20x1.2 mm box profile - Frame shall be supported with wooden half battens in order to fix covers easily. For anticorrosive process, frame shall be applied with special no-rust painting - 3 mm MDF shall be placed for a better surface before the upholstery procedure - Leather - Chrome legs - Seat back must be at least 35cm 	80 * 160 * 70			
33		Same as Item #32	80 * 120 * 70			
34		 <p>Same as above</p>	80 * 80 * 70			

#	Description	Specifications – OFFICE FURNITURE	Dimensions cm	Unit Price NIS	Delivery period	Deviation / Non compliance remarks
35	Coffee Table Rectangular	 <ul style="list-style-type: none"> - min. 28mm MDF high-pressure melamine laminated sheets table top panel - ABS or PVC edging with the same colour and texture with top panel - Special cold rolled steel profile beam, min. 2mm thickness; epoxy powder coated or eloxal. - Special cold rolled steel profile leg, min. 2mm thickness; polypropylene level adjustable, epoxy powder coated, or chrome legs. 	45 * 100 * 45			
36	Coffee Table square	Same as Item #35	45 * 45 * 45			
37	Coffee Table Round	Same as Item #35	Ø 80 * 45			
38	Poly-propylene Chair	 <ul style="list-style-type: none"> - Polypropylene back-rest and seat - Stackable - Carpet glides - chrome legs 	50 * 50 * 75			

#	Description	Specifications – OFFICE FURNITURE	Dimensions cm	Unit Price NIS	Delivery period	Deviation / Non compliance remarks
39	Meeting Table	 <ul style="list-style-type: none"> - min. 28mm MDF top panel covered with high-pressure melamine laminated sheets - ABS or PVC edging with the same colour and texture with top panel - Special cold rolled steel profile beam, min. 2mm thickness; epoxy powder coated or eloxal. - Special cold rolled steel profile leg, min. 2mm thickness; polypropylene level adjustable, epoxy powder coated. - cable tray upon request. 	4 persons			
40		Same as Item #39	6 persons			
41		Same as Item #39	8 persons			
42		Same as Item #39	8 persons			
43		Same as Item #39	10 persons			
44		Same as Item #39	12 persons			
45		Same as Item #39	14 persons			
46		Same as Item #39	16 persons			
47	Round Table	 <p>Same as Item #39 but leg is centered</p>	Φ 80 / 75			
48		Same as Item #47	Φ 100 / 75			

#	Description	Specifications – OFFICE FURNITURE	Dimensions cm	Unit Price NIS	Delivery period	Deviation / Non compliance remarks
49	Conference Foldable Table (foldable vertically)	 <p>Same as item #39 but Foldable vertically (free standing in folded mode).</p>	60*140*75			
50	Adjustable foot rest	 <p>Two position adjustment from floor, made from durable high impact plastic, non-skid pad mounted on chrome frame, with rubber stoppers.</p>	30*40 platform			
51	Pigeon Hole Unit	 <ul style="list-style-type: none"> - One column only of 5-7 compartments; - Sturdy 18mm (MDF melamine) construction including the back; - elevated from ground using heavy duty legs. 	40*40*120			
52		<p>For every additional column to be fixed to Item 51</p> <p><i>Example of a future order: supply a 2 meter wide pigeon hole unit as follows 2 external sides x item #51 + 3 inner columns x item #52</i></p>	40*40*120			

[Designation]

[Contact address]

Section 8: FORM FOR BID SECURITY

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

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

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

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

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

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

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

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

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Date

Name of Bank

Address

Section 9: FORM FOR PERFORMANCE 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 Contractor”) has undertaken, in pursuance of Contract No. Click to enter dated Click to enter , to deliver the goods and execute related services Click here to enter text. (hereinafter called “the Contract”):

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

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

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

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

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Date

Name of Bank

Address

Section 10: UNDP General Terms and Conditions for Goods

(Refer to the Invitation to Bid (ITB) for Goods - General Terms and Conditions as originally posted on UNDP designated website)

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

Section 11: Acknowledgement Letter

PLEASE TYPE OR PRINT LEGIBLY & RETURN VIA FAX NO.: +972 2 626 8222

Date: _____

Dear Khaled Shahwan,

**ITB-2016-79: Supply, Delivery and Installation of Office Furniture to the UNDP and the other UN Agencies
on Long Term Basis**

We the undersigned, acknowledge receipt of your Invitation to Bid for the provision of goods and services under subject and hereby confirm that:

a) ☐ we intend ☐ we do not intend

to submit a proposal to the United Nations Development Programme by the deadline.

Names of our representative(s) designated for this engagement		1.; and 2.			
Firm/Company's name (Proposer):					
Address:					
City:		State:		Zip:	
Signature of Authorized Representative:					
Name:			Title:		
Telephone No.:		Ext.:		Fax No.:	
Email address:					

Section 12: Form of the Financial Capability Situation

Company's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

Summarize actual assets and liabilities in US dollars equivalent for the previous most recent three years:

Financial information in USD	Historic information for previous 3 years USD		
	Year 1	Year 2	Year 3
Information from Balance Sheet			
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Inventory (IN)			
Cash and cash equivalents			
Accounts Receivables (AR)			
Current Liabilities (CL)			
Information from Income Statement			
Annual Turnover			
Profits Before Taxes (PBT)			
Quick Ratio (QR) ⁱ , calculated as QR=(Cash + AR) / CL	[insert QR]	[insert QR]	[insert QR]