

INVITATION TO BID (ITB)
Ref. No. SLE/ITB/2016/01

Supply of Automatic Hydrological Monitoring Station
0086856
UNDP SIERRA LEONE

United Nations Development Programme (UNDP)
Freetown, Sierra Leone
May, 2016

SLE/ITB/2016/001: Procurement of Automatic Hydrological Monitoring Station

Section 1. Letter of Invitation

UNDP Sierra Leone
June 1, 2016

Supply and Installation of Automatic Hydrological Monitoring Station

Dear Mr. /Ms.: Vendor

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

This ITB includes the following documents:

- Section 1 – This Letter of Invitation
- Section 2 – Instructions to Bidders (including Data Sheet)
- Section 3 – Schedule of Requirements and Technical Specifications
- Section 4 – Bid Submission Form
- Section 5 – Documents Establishing the Eligibility and Qualifications of the Bidder
- Section 6 – Technical Bid Form
- Section 7 – Price Schedule Form
- Section 8 – Form for Bid Security
- Section 9 – Form for Performance Security
- Section 10 – Form for Advanced Payment Guarantee *[disregard, if not required as per Data Sheet]*
- Section 11 – Contract to be Signed, including General Terms and Conditions

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
55 Wilkinson Road
P.o box 1011, Freetown, Sierra Leone
Attention: Deputy Country Director (operations)
Email Address: procure.sle@undp.org

The letter should be received by UNDP no later than **5th June 2016 12.00 am**. The same letter should advise whether your company intends to submit a Bid. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

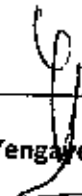
If you have received this ITB through a direct invitation by UNDP, transferring this invitation to another firm requires notifying UNDP accordingly.

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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,



Carine Yengavenge 01/06/2016
Deputy Country Director (O)

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Section 2: Instruction to Bidders¹

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

¹ Note: this Section 2 - Instructions to Bidders shall not be modified in any way. Any necessary changes to address specific country and project information shall be introduced only through the Data Sheet.

that compromise the competitive position of other offerors.

- m) *"Schedule of Requirements and Technical Specifications"* refers to the document included in this ITB as Section 3 which lists the goods required by UNDP, their specifications, the related services, activities, tasks to be performed, and other information pertinent to UNDP's receipt and acceptance of the goods.
- n) *"Services"* refers to the entire scope of tasks related or ancillary to the completion or delivery of the goods required by UNDP under the ITB.
- o) *"Supplemental Information to the ITB"* refers to a written communication issued by UNDP to prospective Bidders containing clarifications, responses to queries received from prospective Bidders, or changes to be made in the ITB, at any time after the release of the ITB but before the deadline for the submission of Bid.

A. GENERAL

1. UNDP hereby solicits Bids as a response to this Invitation to Bid (ITB). Bidders must strictly adhere to all the requirements of this ITB. No changes, substitutions or other alterations to the rules and provisions stipulated in this ITB may be made or assumed unless it is instructed or approved in writing by UNDP in the form of Supplemental Information to the ITB.
2. Submission of a Bid shall be deemed as an acknowledgement by the Bidder that all obligations stipulated by this ITB will be met and, unless specified otherwise, the Bidder has read, understood and agreed to all the instructions in this ITB.
3. Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of any Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this ITB.
4. UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See http://www.undp.org/about/transparencypdocs/UNDP_Anti_Fraud_Policy_English_FINAL_June_2011.pdf 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:

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- 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 SLE/ITB/2016/001: Procurement of Automatic Hydrological Monitoring Station

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

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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** (procure.sle@undp.org) (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

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

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

30. Clarification of Bid

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

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

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

31. Responsiveness of Bid

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

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

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

32. Nonconformities, Reparable Errors and Omissions

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

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

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

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

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

F. AWARD OF CONTRACT

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

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

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

34. Award Criteria

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

35. Right to Vary Requirements at the Time of Award

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

36. Contract Signature

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

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

37. Performance Security

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

38. Bank Guarantee for Advanced Payment

Except when the interests of UNDP so require, it is the UNDP's preference to make no advanced payment(s) on contracts (i.e., payments without having received any outputs). In the event that the Bidder requires an advanced payment upon contract signature, and if such request is duly accepted by UNDP, and the said advanced payment exceeds 20% of the total Bid price, or 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 SHEET²

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:	EENRM
2		Title of Goods/Services/Work Required:	Supply and Installation of Automatic Hydrological Monitoring Station
3		Country:	Sierra Leone
4		Minimum Qualifying Criteria (Clauses 9.1 & 9.2)	<p>All items under this clause are required to be submitted by the bidders including:</p> <p>(a) Valid registration certificate to trade in country of vendor which meets international Standards.</p> <p>(b) List and value of 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. A minimum number of 3 contracts, implemented over the past 7 years, of a similar nature and complexity must be executed by the contractor (to comply with this requirement, work cited should be at least 70 percent complete);</p> <p>(c) List and value of on-going projects with contact details of clients and current percentage completion of each ongoing project.</p> <p>(d) Total monetary value of similar works performed for each of the last <u>seven years</u>.</p>

² All DS number entries in the Data Sheet are cited as references in the Instructions to Bidders. All DS Nos. corresponding to a Data must not be modified. Only information on the 3rd column may be modified by the user. If the information does not apply, the 3rd column must state "n/a" but must not be deleted.

			<p>(e) Independently audited financial accounts for the last two years in English. UNDP will check the financial accounts to compute the quick ratio (QR). Quick ratio tests the company's financial strength and liquidity by calculating a company's liquid assets in proportion to its liabilities.</p> <p>(f) 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's 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> <p>(g) 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.</p> <p>(h) CVs for key personal proposed for this project, as per minimum stated below</p> <p>(i) Manufacturer's certificate on the system to be installed together with related components</p> <p>(j) Bidder must have a local Partner in the Country for purposes of after delivery services,</p>
4	C.13	Language of the Bid:	<input checked="" type="checkbox"/> English
5	C.20	Conditions for Submitting Bid for Parts or sub-parts of the Total Requirements	<p><input type="checkbox"/> Allowed <i>[if yes, describe how, and ensure that requirements properly define the sub-parts]</i></p> <p><input checked="" type="checkbox"/> Not allowed</p>
6	C.20	Conditions for Submitting Alternative Bid	<p><input checked="" type="checkbox"/> Shall not be considered</p> <p><input type="checkbox"/> Shall be considered. A Bidder may submit an alternative Bid, <u>but only if it</u> also submits a Bid that meets the base case (i.e., what is originally required by UNDP in this ITB). UNDP shall only consider the alternative bid offered by the Bidder who's Bid for the base case was determined to be a responsive Bid that offers</p>

			the lowest price.
7	C.22	A pre-Bid conference will be held on:	<p>Time: 14.00 Hours GMT Date: 9/6/2016 Venue: UNDP Conference room, UNDP Sierra Leone 55 Wilkinson Road Freetown. For international bidders, we will be on skype. Please send your skype addresses before then.</p> <p>The UNDP focal point for the arrangement is: Mariatu Swaray Address: P.o Box 1011 Freetown Telephone: 232 78 350506 Facsimile: _____ E-mail: mariatu.swaray@undp.org</p>
8	C.21.1	Period of Bid Validity commencing on the submission date	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days
9	B.9.5 C.15.4 b)	Bid Security	<input checked="" type="checkbox"/> Required Amount: \$10,000 Form: Section 8 <input type="checkbox"/> Not Required
10	B.9.5	Acceptable forms of Bid Security ³	<input checked="" type="checkbox"/> Bank Guarantee (See Section 8 for template) <input checked="" type="checkbox"/> Any Bank-issued Check / Cashier's Check / Certified Check <input checked="" type="checkbox"/> Other negotiable instrument <input type="checkbox"/> Cash (exceptionally, if none of the other forms are feasible) <input type="checkbox"/> Others [pls. specify]
11	B.9.5 C.15.4 a)	Validity of Bid Security	Indicate number of days, but minimum of 90 days from the last day of Bid submission.

³ Surety bonds or other instruments issued by non-bank Financial Institutions are least preferred by UNDP. Unless stated otherwise, they shall be considered unacceptable to UNDP.

			<i>Bid Security validity : 120 days</i> Bid Security of unsuccessful Bidders shall be returned.
12		Advanced Payment upon signing of contract	<input type="checkbox"/> Allowed up to a maximum of ____% of contract ⁴ <input checked="" type="checkbox"/> Not allowed
13		Liquidated Damages	<input type="checkbox"/> Will not be imposed <input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay:1% Max. no. of days of delay :30 Next course of action : cancellation of contract
14	F.37	Performance Security	<input checked="" type="checkbox"/> Required Amount :10% of total contract amount Form: Section 9 <input type="checkbox"/> Not Required
15	C.17 C.17.2	Preferred Currency of Bid and Method for Currency conversion	<input checked="" type="checkbox"/> United States Dollars (US\$) <input type="checkbox"/> Euro <input type="checkbox"/> Local Currency <i>Reference date for determining UN Operational Exchange Rate : June 2016</i>
16	B.10.1	Deadline for submitting requests for clarifications/ questions	By 8 th June 2016. These will be addressed during the Pre- bidding meeting.
17	B.10.1	Contact Details for submitting clarifications/questions ⁵	Focal Person in UNDP: Catherine Karanja Address: P.o Box 1011 Freetown Facsimile: Fax No. : _____ E-mail address dedicated for this purpose: catherine.karanja@undp.org

⁴ If the advanced payment that the Bidder will submit will exceed 20% of the Price Offer, or will exceed the amount of USD 30,000, the Bidder must submit an Advanced Payment Security in the same amount as the advanced payment, using the form and contents of the document in Section 10

⁵ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.

18	B.11.1	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	<input type="checkbox"/> Direct communication to prospective Bidders by email or fax <input checked="" type="checkbox"/> Direct communication to prospective Bidders by email, and Posting on the website ⁶ http://procurement-notice.undp.org/
19	D.23.3	No. of copies of Bid that must be submitted	Original: 1 Copies : 2
20	D.23.1 b) D.23.2 D.24	Bid submission address	Procure.sle@undp.org Or UNDP Sierra Leone, 55 Wilkinson Road P.o Box 1011 Freetown, Sierra Leone
21	C.21.1 D.24	Deadline of Bid Submission	Date and Time : June 16, 2016 12:00 AM <i>[Pls. use COB of chosen date]</i>
22	D.23.2	Manner of Submitting Bid	<input checked="" type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Electronic submission of Bid ⁷
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	<input type="checkbox"/> Official Address for e-submission: [procure.sle@undp.org] <input type="checkbox"/> Format : PDF files only, password protected <input type="checkbox"/> Password <u>must</u> not be provided to UNDP until the date and time of Bid Opening as indicated in No. 24 <input type="checkbox"/> Max. File Size per transmission: <i>[specify]</i> <input checked="" type="checkbox"/> Max. No. of transmission : <i>[not more than 3]</i> <input checked="" type="checkbox"/> No. of copies to be transmitted : <i>[2]</i> <input type="checkbox"/> Mandatory subject of email : <i>[Supply and Installation of Automatic Hydrological Monitoring Station]</i> <input checked="" type="checkbox"/> Virus Scanning Software to be Used prior to transmission: <i>[Must be free of virus]</i> <input checked="" type="checkbox"/> Digital Certification/Signature: <i>[all documents must be stamped and signed]</i> <input checked="" type="checkbox"/> Time Zone to be Recognized: <i>[GMT]</i> <input checked="" type="checkbox"/> Other conditions: <i>[Specify]</i>
24	D.23.1 c)	Date, time and venue for opening of Bid	Date and Time: June 17, 2016 12:00 AM Venue : UNDP Offices Sierra Leone

⁶ Posting on the website shall be supplemented by directly transmitting the communication to the prospective offerors.

⁷ If this will be allowed, security features (e.g., encryption, authentication, digital signatures, etc.) are strictly required and must be enforced to ensure confidentiality and integrity of contents.

25		Evaluation method to be used in selecting the most responsive Bid	<input checked="" type="checkbox"/> Non-Discretionary "Pass/Fail" Criteria on the Technical Requirements; and <input checked="" type="checkbox"/> Lowest price offer of technically qualified/responsive Bid
26	C.15.1	Required Documents that must be Submitted to Establish Qualification of Bidders (In "Certified True Copy" form only)	<input checked="" type="checkbox"/> Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured <input checked="" type="checkbox"/> List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Bidder is not a corporation <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation <input checked="" type="checkbox"/> Trade name registration papers, if applicable <input checked="" type="checkbox"/> Local Government permit to locate and operate in the current location of office or factory <input checked="" type="checkbox"/> Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country <input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any <input type="checkbox"/> Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures <input checked="" type="checkbox"/> Certification or authorization to act as Agent in behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer <input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past <i>[indicate number of years of reference]</i>

			<input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top <i>[indicate number]</i> Clients in terms of Contract Value the past <i>[indicate number of years of reference]</i> <input checked="" type="checkbox"/> List of Bank References (Name of Bank, Location, Contact Person and Contact Details) <input checked="" type="checkbox"/> All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.
27		Other documents that may be Submitted to Establish Eligibility	
28	C.15	Structure of the Technical Bid and List of Documents to be Submitted	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
29	C.15.2	Latest Expected date for commencement of Contract	June 27, 2016
30	C.15.2	Maximum Expected duration of contract	14 days
31		UNDP will award the contract to:	<input checked="" type="checkbox"/> One Bidder only <input type="checkbox"/> One or more Bidders, depending on the following factors:
32	F.34	Criteria for the Award and Evaluation of Bid	<u>Award Criteria</u> <input checked="" type="checkbox"/> Non-discretionary "Pass" or "Fail" rating on the detailed contents of the Schedule of Requirements and Technical Specifications <input checked="" type="checkbox"/> Compliance on the following qualification requirements : <u>Bid Evaluation Criteria⁸</u>

⁸ Pls. reconcile and ensure consistency with the contents of the Technical Specifications

			<input checked="" type="checkbox"/> Minimum no. of years of experience in similar contracts: <i>[indicate number]</i> ; <input checked="" type="checkbox"/> Minimum annual turnover of <i>[indicate amount and currency]</i> for the past <i>[indicate number of years of reference]</i> ; <input checked="" type="checkbox"/> Current ratio of not less than 1.0 <i>[modify if a higher number is required]</i> ; <input checked="" type="checkbox"/> Net Working Capital of <i>[indicate amount and currency]</i> for the past <i>[indicate number of years of reference]</i> ; <input checked="" type="checkbox"/> Minimum no. of similar projects undertaken over the past 3 years <i>[indicate number]</i> ; <input checked="" type="checkbox"/> Highest value of contract over the past 5 years <i>[indicate number]</i> ; <input checked="" type="checkbox"/> Full compliance of Bid to the Technical Requirements; <input checked="" type="checkbox"/> Quality Inspection and Testing Certificates for the goods to be supplied; <input type="checkbox"/> After-sales service of at least <i>[2 years]</i> ; <input checked="" type="checkbox"/> Lowest Operating Costs Evidenced by a Table of Consumables, Rate of Consumption, and Unit Price; <input checked="" type="checkbox"/> Warranty on parts and services for a minimum period of <i>[indicate number]</i> ; <input checked="" type="checkbox"/> User's Training for a minimum of <i>[indicate number of persons]</i> to be conducted at <i>[indicate location]</i> for a period of <i>[indicate duration]</i> ; <input type="checkbox"/> Maximum percentage of supply/work that will be sub-contracted <i>[no subcontracting]</i> ; <input checked="" type="checkbox"/> Acceptability of the Transportation/Delivery Schedule; <input checked="" type="checkbox"/> Appropriateness of the Implementation Timetable to Project Schedule; <input checked="" type="checkbox"/> Qualification of the Team Leader to directly coordinate with UNDP <i>[report on progress and any challenges in good time]</i> ; <input checked="" type="checkbox"/> Qualification of all other personnel to be assigned to the contract <i>[the technicians doing the installation and their capacity to train users]</i> <input type="checkbox"/> Others
33	E.29	Post qualification Actions	<input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted; <input checked="" type="checkbox"/> Validation of extent of compliance to the ITB

			<p>requirements and evaluation criteria based on what has so far been found by the evaluation team;</p> <p><input checked="" type="checkbox"/> Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder;</p> <p><input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;</p> <p><input checked="" type="checkbox"/> Testing and sampling of completed goods similar to the requirements of UNDP, where available; and</p> <p><input checked="" type="checkbox"/> Others Testing of the installed equipment to establish functionality</p>
34		Conditions for Determining Contract Effectivity	<p><input checked="" type="checkbox"/> UNDP's receipt of Performance Bond</p> <p><input checked="" type="checkbox"/> UNDP's approval of plans, drawings, samples, etc.(where applicable)</p> <p><input type="checkbox"/> Others <i>Approval of components</i></p>
35		Other Information Related to the ITB ⁹	<p><i>[All other instructions and information not mentioned in DSs 1-33 but are relevant to the ITB must be cited here, and any further entries that may be added below this table row.]</i></p>

⁹ Where the information is available in the web, a URL for the information may simply be provided.

Section 3a: Schedule of Requirements and Technical Specifications

Item/s to be Supplied ¹⁰	Quantity	Description/Specifications of Goods	Related Services	Delivery Date	Other Information
1. Surface monitoring station: Water pressure sensor and satellite-based telemetry	13	<p>The Automatic Hydrological Monitoring Station must be supplied as a complete system including the water level pressure sensor, precipitation gauge, data logger with EUMETSAT satellite-based communications and telemetry, lightning and grounding protection, a solar power system, gel cell batteries and all mounting hardware. All equipment will be capable of being installed and operated in harsh environmental conditions i.e. corrosion-resistant materials and hardware shall be provided. The enclosure which houses the Data Logger, EUMETSAT DCP Satellite Transmitter and other electronic equipment shall be watertight, and NEMA 4 rated. It shall be fitted with water tight glands allowing the sensor cable to pass through them in a sealed manner. System must be designed to have a redundant datalogger, each with their own display and each having SDCARD SLOTS.</p> <p>System requirements:</p> <ul style="list-style-type: none"> • should be pre-programmed to measure and log water level, precipitation and battery level parameters. • should be able to calculate derivatives of each logged variable, including averages minimums and maximums. • must be able to transmit on a schedule and send ad-hoc alarms via EUMETSAT-based telemetry. <p>Supplier must provide Eumetsat</p>			

¹⁰ Clustering Items by lots, if any, is recommended, especially if partial bids will be allowed.

	<p>certificate. The datalogger & transmission system must be supplied with a display and keypad, with built-in SDCARD slot. In addition, the supplied water level sensor must also have a built-in datalogger with keypad and SDCARD slot for data redundancy. So Complete system must have redundant datalogger with two displays with keypads and two SDCARD Slots. System must be fitted with a GPS Antenna for time synchronization.</p> <p>System power source must be made up of a solar regulator. System must be supplied with Lighting & Grounding protection made up of lightning rod, ground rod, copper wire, clamps and coax surge protection. System must be supplied with a 3 meter triangular tower manufactured from galvanized steel or aluminum which will hold the Data Collection Platform, Water Level Sensor, Solar Panel and Yagi Antenna.</p> <p>Datalogger & EUMETSAT Satellite Transmitter:</p> <p>Supplied system must utilize a satellite transmitter (which must be compatible with transmission via the EUMETSAT Data Collection and Distribution System (DCS)) and two data loggers with built in displays, keypads, and SD CARD Slots for manual downloads.</p> <p>Satellite Transmitter & one of the Dataloggers shall be capable of performing the following functions:</p> <ul style="list-style-type: none"> • Accepting SDI-12 inputs from the external sensors • Logging precipitation measurements from the precipitation gauge • 4 Analog Channels or more • Must be Equipped with GPS for time synchronization • Battery backup for the Real Time clock for proper Time Tagged logging at power up 			
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	<p>before resynchronization</p> <ul style="list-style-type: none"> • Encoding data for transmission in digital form to the Master Station • Equipped with MINI USB for data Retrieval • The System must be setup to automatically transmit the parameters mentioned above at user-defined intervals, and on the Alarm/Alert/Random Channel in case of alarm. • Datalogger must be able to log at least 120,000 recordings, including all auxiliary data <p>Second Datalogger Must have a built-in Display and SDCARD SLOT with data logging capacity of minimum 300,000 readings.</p> <p>The data modem shall be capable of high data rate transmission, including 100, 300 and 1200 bps. It shall be capable of supporting METEOSAT 10, METEOSAT-7 and in future 3rd generation transmissions and shall as mentioned above, include a global positioning sensor (GPS) for maintenance of accurate time. The modem shall support METEOSAT alert and self-timed modes as well as a variety of other modes including random, including The DCP modem shall support DCS alert, self-timed and hybrid modes.</p> <p>File formats may be the Standard Hydrological Exchange Format (SHEF), the SHEF Fixed format, pseudo binary, or any of the NESDIS binary formats, Standard Hydrologic Exchange Format (SHEF), Fixed Standard Hydrological Exchange Format (SHEFFIX) and pseudo-binary.</p> <p>It is strictly required that suppliers submit a certificate of compliance from EUMETSAT for their specific radio transmitter.</p> <p>Weatherproof Enclosure</p> <p>Equipment must be housed in a</p>			
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	<p>Weatherproof Enclosure with a rating of IP64/ NEMA 4X</p> <p>Eumetsat Satellite Antenna</p> <ul style="list-style-type: none"> • Antenna Type: Crossed Yagi <p>Polarization: Right hand circular, according to IEEE Standard 65.34.159, with an axial ratio of equal to or less than 6 dB as per the International Data Collection System User Guide, issue 10, version 1, October 2009</p> <ul style="list-style-type: none"> • Gain: 10db • Lightning Protection: Coax Lightning Protection <p>Water Level Sensor, Bubbler Type:</p> <p>Supplied water level sensor must be of Bubbler type supplied with <u>50 meters of tubing and orifice termination fitted to a 2inch pipe.</u> Bubbler sensor must be of a constant flow type.</p> <ul style="list-style-type: none"> • Measuring range up to 15 meters • Accuracy: <0.1% • Orifice tubing length of 50 meters • All in one self contained unit • Built-in desiccant canister • Ability to adjust bubble rate • Ability to program Sensor to perform averages for fast changing applications • Sensor must have ability to automatically detect a blockage and perform a purging of the line • Ability to program sensor to measure on a different schedule than what the logger is programmed to measure. • In future, orifice lines may go up to 100 meters, sensor 				
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		<p>must be able to work with a long orifice line without having to send sensor back to factory</p> <ul style="list-style-type: none"> Win 10 compatible software package to communicate with the system, program it and download data <p>Precipitation Gauge:</p> <p>The supplied tipping bucket precipitation gauge must have a resolution of at least 0.2 mm and must be supplied with an aluminum powder coated white mounting plate. Precipitation gauge outer housing must be made of stainless steel or any other non-corrosive material.</p> <ul style="list-style-type: none"> Orifice Size: At least 20 cm Accuracy: At least $\pm 0.5\%$ at 30mm/hr <p>System Power Source:</p> <p>Each station must be supplied with a gel cell rechargeable battery to meet the minimum required power. Bidder must submit a power budget showing that the system can run on battery for a period of 60 days at half power with 1 hour transmission and 10 minute measurements. Bidder must size power source appropriately, but must not bid less than a 30watt solar panel and 24 Ah battery.</p>			
2. Pigmy Current Meter	2	<p>Handheld USGS Pigmy current meter with 1.2 meter rod and aqua counter or a similar:</p> <ul style="list-style-type: none"> 5.1 cm bucket wheel containing 6 cups Velocity measuring 0.03-1.5m/s. Depth measuring range 0-45cm <p>Display to showing time and Revolutions</p>			
3. GPRS	15	The Automatic Groundwater Telemetry Monitoring Station			

SLE/ITB/2016/001: Procurement of Automatic Hydrological Monitoring Station

Groundwater Measuring Stations		<p>must be supplied as a complete system including Sensor, Data Collection Platform with GPRS Communication, grounding protection, Solar Power System, gel cell batteries and all mounting hardware. All equipment will be installed and operated in harsh environmental conditions. Corrosion-resistant materials and hardware shall be provided. The enclosure which houses Data Logger, GPRS modem and other electronic equipment shall be watertight and IP64 rated. Enclosure shall be fitted with water-tight glands allowing the sensor cable to pass through them in a sealed manner. System should be pre-programmed to measure and log water level, water temperature, conductivity, Salinity, TDS and battery level parameters. System should also be able to calculate Averages of the above mentioned Parameters including minimums and maximums. System must be able to transmit via SMS in case of alarms and on a schedule to at minimum three different numbers.</p> <p>Data logger must come complete in one package in a weatherproof enclosure with battery. Data logger must have built-in GPRS modem and built-in solar regulator. Data logger with built-in modem must have a log capacity of minimum 240,000 values, and must have ability to send alarms via SMS to minimum of 3 phone numbers. Data logger with built-in modem must also have a built-in solar regulator to accept at minimum a 30 watt solar panel. System must have at minimum 2 LEDs for verification and diagnostics, such as failure to transmit, no GPRS signal, faulty sensors.... All inputs must be protected by gas tube. Data logger with built-in modem must meet at minimum the following specifications:</p> <ul style="list-style-type: none"> • System with built-in solar regulator accepting up to 30 watt solar panel • Can measure at least 15 parameters 			
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		<ul style="list-style-type: none"> • Logs up to 240,000 readings • Should support SDI-12 and RS-485 protocols • RS485 Input • 5 Analog inputs • 2 digital inputs • Internal Temperature measuring value • Battery Measuring value • Ability to compute averages, minimums and maximums • Ability for System to function in standalone mode without transmitting • USB connection to laptop • Real-time clock • Preference for systems with built-in short distance wireless communication such as WIFI with laptop, smart phone, tablets • Periodic transmissions at user set times with data in user selectable format • Must be able to program system to transmit to Main Server IP Address and fallback to Redundant Server IP Address • System must be able to send alarm transmissions via SMS and GPRS to server (including parameters threshold, low battery) • In a scenario where the system fails to transmit because of bad cellular service signal, the complete system must have intelligence to transmit missing values on the next successful scheduled transmission. • System should be supplied with Windows 10 compatible software to communicate with the system, program it and download data 			
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		<p>Groundwater Sensor:</p> <p>The ground water sensor must be made from Stainless steel with a solid cable; no connections in the water will be accepted. Sensor must be supplied with Desiccant tube and extra desiccant for each sensors and a strain relief for each sensor. Sensor must be supplied to measure:</p> <ul style="list-style-type: none"> • Level • Temperature • Conductivity • Salinity • Total Dissolved Solids <p>Cable supplied must be a vented cable supplied with desiccant tube and spare desiccant can for each sensor. Below are the minimum specifications of the sensor:</p> <ul style="list-style-type: none"> • Protection Rating: IP68 • Output: SDI-12 and MODBUS • Temperature Measuring Range: <ul style="list-style-type: none"> ◦ Accuracy less than $\pm 0.2^{\circ}\text{C}$ ◦ Resolution at most 0.1°C ◦ Range: at least -5°C to 60°C • Level Measuring Range: <ul style="list-style-type: none"> ◦ Transducer Type: Silicon strain gauge ◦ Transducer Material: stainless steel ◦ Static Accuracy at least $\pm 0.05\%$ FSO (typical). $\pm 0.1\%$ FSO (maximum) ◦ Maximum Operating $1.1 \times \text{FS}$ ◦ Compensated Range at least 0°C to 40°C • Conductivity Measuring Range: 			
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		<ul style="list-style-type: none"> ○ Static Accuracy \pm 0.5% of measured value ○ Resolution 32 bit • Ranges <ul style="list-style-type: none"> ○ Conductivity 0-40,000 ○ TDS 4.9-49,000 or 4.9-98,000 or 4.9-147,000 mg/L ○ Salinity 2-42 PSU ○ Units μS/cm, mS/cm, mg/L, PSU ○ Resolution 0.1 μS/cm / 0.001 mS/cm / 0.1 mg/L (TDS) / 0.001 PSU ○ Warm-Up Time 200 msec ○ Thermal Compensation: None, linear, or nLFr ▪ Calculates Total Dissolved Solids • Calculates Salinity • Cable Length must be 60 meters per sensor. <p>Power Source:</p> <p>Each station must be supplied with a gel cell rechargeable battery at minimum 7ah, with a 5 watt solar panel. Battery should be able to power logging and transmission operations for at least 44 days without recharging at half power. Bidder must propose power source that meets the 44 day requirement but must not bid less than 7ah battery and 10 watt solar panel.</p>			
4. Staff Gauges	65	Staff Gauge, USGS Type, 1 Meter Lengths Aluminum. 65mm wide with 5mm thick, divided in cm with Decimeter numbered. White with black graduations			
5. Acoustic Doppler	1	Automatic ADCP supplied with catamaran. ADCP must be supplied with built-in compass.			

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Current Profiler		<p>with tilt and temperature sensor, bottom tracker, Bluetooth communication and serial communication with laptop.</p> <ul style="list-style-type: none"> • Frequency: 600khz • Velocity Range: $\pm 5\text{m/s}$, $\pm 20\text{m/s}$ max • Profile Range: 0.4m to 60 m□ • Accuracy: $\pm 0.25\%$ water velocity • Resolution: 1m/s • Number of cells: 25 • Depth range: up to 80 m vertical beam with accuracy of $\pm 1\%$ • 16MB on board memory • 7ah battery • Software for moving boat measurements and data acquisition and playback and a Windows 10 compatible software. • Spare parts and tool kit • Shipping case <p>The equipment should be supplied with software for processing the gauging measurements. The software should allow for each individual gauging to be documented, as per WMO recommendations (WMO Manual on Stream Gauging - Computation of Discharge), with at least the following items:</p> <ol style="list-style-type: none"> 1 - Identification number of the gauging 2 - Date of gauging 3 - Gauge height of measurement (any differences between inside and outside gauge readings) 			
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		<p>should be listed)</p> <p>4 - Total discharge</p> <p>5 - Accuracy of the gauging</p> <p>6 - Rate of change of water level/stage during the measurement (if any).</p> <p>Furthermore, the ratings should be stored in a commonly used hydrological file format, and contain at least the following information:</p> <ul style="list-style-type: none"> - Rating table - Rating equation - Rating periods - Gauging information - Cross-section <p>The software should be Windows based, and support at least Windows 7, Service Pack 1 (both 32 and 64 bit versions) or newer. The software should be able to run on hardware with a minimum of 4.0 Gb of RAM and a 2.0 GHz Intel Pentium processor or equivalent.</p>			
6. Levelling Equipment	1	<p>Leveling Unit for surveying with 4m aluminum tripod.</p> <ul style="list-style-type: none"> • Field of View: 1° • Magnification: 32x 			
7. Manual Groundwater Level Meter	16	<p>Manual Ground Water Level Meter, supplied with portable electric unit with audible and visible alarm activated when probe touches water surface. Supplied with carrying bag. Length of tape: Up to 60m</p> <p>Tape material: Steel</p> <p>Accuracy: 3mm</p>			
8. Hydrological Data	1	<p>Data Acquisition System (DAS) is made up of central server with Web Based Data Acquisition.</p>			

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Acquisition, Management & Processing System (DAS)		<p>Management & Processing Software including Web Based Map Display.</p> <p>Data Acquisition Software must be capable of collecting data from stations transmitting via Satellite, GPRS and manual data input from stations that have no telemetry. Data must be saved into a database for further processing, such as PostgreSQL, access...</p> <p>For Stations transmitting via EUMETSAT, Data Acquisition Software must be able to ingest standard ZIP file downloaded from EUMETSAT Website (manual data ingestion).</p> <p>Data Acquisition requirements Include:</p> <ul style="list-style-type: none"> • Ability to set alarms, and send out alarms via SMS, email and voicemail • Ability to process data by removing spikes (outlier) • Ability to apply time tags and units • Ability to perform unit conversion • Ability to perform computations whose result is saved into database, such as daily averages, mins/max, running average algorithm. • Ability to create output files such as csv, ZRXP... • Ability to plot and graph data • Ability to add seasonal alarms/threshold. When user inputs season, system must automatically set the threshold when going into the perspective season • Map display must have ability to add station on it using a marker. <ul style="list-style-type: none"> ◦ If a parameter is set with a threshold, and threshold is exceeded, marker must turn into a different colour to notify user that 			
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		<p>station is in alarm.</p> <ul style="list-style-type: none"> ○ This Map display must be web enabled and username and password protected. Via web, user must be able to view historical and real-time data. ○ User must be able to plot and graph data with a chosen timeline ○ User must be able to download historical data via excel ○ User must be able to set thresholds via the web ○ User must be able to add station image to web display <p>Map display must be available on smart phone/handheld devices (IOS & Android)</p>			
9. Desktop computers and accessories	1	Quad Core Pentium, 4GB RAM, 1 TB HD, DVD, 21" TFT, KB, Mouse, Windows 10			
10. Printer	1	LaserJet, Coloured			
11. Hardware In-Country Training on Hydrological stations	1	1-2 week in-country training on Surface Water Monitoring Stations and GPRS Groundwater monitoring stations. Training includes in-class theoretical and in the field on installation, start-up, maintenance and troubleshooting.			
12. Laptop	1	Quad Core Pentium, 4GB RAM, 500 GB HD, DVD, KB, Mouse, Bluetooth, 15" monitor, Microsoft Windows 7 or higher			
13. Software in-country training on	1	1-2 week in-country training on DAS. In class theoretical and hands on practice			

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Data Acquisition System					
14. Warranty in-country ADCP training on operation, measurement collection. Training includes in-class theoretical and hands-on.		2 year warranty			
15 ADCP Training					

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: *[check the condition that applies to this ITB, delete the entire row if condition is not applicable to the goods being procured]*

Delivery Term [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	<input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> CIP <input checked="" type="checkbox"/> DAP <input type="checkbox"/> Other <i>(Click here to specify)</i>	
Exact Address of Delivery/Installation Location	Installation sites in 5 districts (Koinadugu, Kambia, Bombali, Tonkolili and Pujehun) and the Western Area.	
Mode of Transport Preferred	<input checked="" type="checkbox"/> AIR <input type="checkbox"/> SEA	<input type="checkbox"/> LAND <input checked="" type="checkbox"/> OTHER <i>[shortest and most efficient route]</i>
UNDP Preferred Freight Forwarder, if any ¹¹	None	
Distribution of shipping documents <i>(if using freight forwarder)</i>	N/A	
Delivery Date	30th June 2016	
Customs, if needed, clearing shall be done by:	<input type="checkbox"/> UNDP <input checked="" type="checkbox"/> Supplier <input type="checkbox"/> Freight Forwarder	
Ex-factory / Pre-shipment inspection	Click here to enter text.	
Inspection upon delivery	Ministry of Water Resources Sierra Leone	
Installation Requirements	yes	
Testing Requirements	yes	
Scope of Training on Operation and Maintenance	yes	
Commissioning	yes	
Technical Support Requirements	yes	
Payment Terms <i>(max. advanced payment is 20% of total price as per UNDP policy)</i>	<input checked="" type="checkbox"/> 100% within 30 days upon UNDP's acceptance of the goods delivered as specified and receipt of invoice	

¹¹A factor of the Incoterms stipulated in the ITB. The use of a UNDP preferred courier may be considered for purposes of ensuring forwarder's familiarity with procedures and processing of documentary requirements applicable to UNDP when clearing with customs authority of the country of destination.

	<input type="checkbox"/> Max of 20% upon issuance of PO and the rest within 30 days from UNDP's acceptance of goods as specified and receipt of invoice <input type="checkbox"/> Others <i>[pls. specify]</i>
Conditions for Release of Payment	<input type="checkbox"/> Pre-shipment inspection <i>[pls. provide details]</i> <input checked="" type="checkbox"/> Inspection upon arrival at destination <i>[will be inspected by Ministry of Water]</i> <input checked="" type="checkbox"/> Installation <i>[Supplier to do the installation]</i> <input checked="" type="checkbox"/> Testing <i>[testing will be carried out after installation]</i> <input checked="" type="checkbox"/> Training on Operation and Maintenance <i>[the supplier is required to train personnel who will be handling the equipment]</i> <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with ITB requirements <input type="checkbox"/> Others <i>[pls. specify]</i>
After-sale services required	<input type="checkbox"/> Warranty on Parts and Labor for minimum period of 2 years <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/repair <input checked="" type="checkbox"/> Others Local partner required for continued support .
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others <i>[pls. specify, including dialects, if needed]</i>

Section 4: Bid Submission Form¹²

(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: The Deputy Country Director, UNDP Sierra Leone

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,

¹² No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.

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 Form¹³

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		

¹³ The Bidder shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

14. Attached are copies of original documents of:

- ☐ All eligibility document requirements listed in the Data Sheet
- ☐ If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered
- ☐ If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law.

Joint Venture Partner Information Form (if Registered)¹⁴

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.		

¹⁴ The Bidder shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

13. JV's Party Authorized Representative Information

Name: *[insert name of JV's Party authorized representative]*

Address: *[insert address of JV's Party authorized representative]*

Telephone/Fax numbers: *[insert telephone/fax numbers of JV's Party authorized representative]*

Email Address: *[insert email address of JV's Party authorized representative]*

14. Attached are copies of original documents of: *[check the box(es) of the attached original documents]*

- ☐ All eligibility document requirements listed in the Data Sheet
- ☐ Articles of Incorporation or Registration of firm named in 2.
- ☐ In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law.

Section 6: Technical Bid Form¹⁵

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.

¹⁵ Technical Bids not submitted in this format may be rejected.

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 Licenses, 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

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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:		
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.		
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> _____ Signature of the Nominated Team Leader/Member </div> <div> _____ Date Signed </div> </div>		

Section 7: Price Schedule Form¹⁶

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

The Price Schedule must provide a detailed cost breakdown of all goods and related services to be provided, from unit price to lot prices. Separate figures must be provided for each functional grouping or category, if any.

Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be listed separately.

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

A. Cost Breakdown per Deliverable Items*

No.	Deliverables <i>[list them as referred to in the ITB]</i>	Expected Date of Delivery/Completion	Percentage of Total Price	Price (Lump Sum, All Inclusive)
1	Deliverable 1		[Percentage (weight) of each deliverable over the total price for the payment purposes, as per ITB]	
2	Deliverable 2			
3			
	Total		100%	

* This shall be the basis of payment tranches

¹⁶ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.

B. Cost Breakdown by Cost Component:

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

Deliverables and Sub-Components	(a) Quantity	Country of Origin	(b) Unit Price	(c)=(a)x(b) Total Cost of Goods	Brief Description of Related Services	(d) Cost of Related Services	(c) + (d) Total Price
I. Deliverable 1							
Sub-Component 1							
Sub-Component 2							
Sub-Component 3							
II. Deliverable 2							
Sub-Component 1							
Sub-Component 2							
Sub-Component 3							
III. Other Related Costs							
GRAND TOTAL PRICE							

The following format must be used to indicate cost per item, freight (if applicable), installation and the total cost.

S/No.	Description of Item	Qty	Unit Price (USD)	Amount (USD)	Delivery time	Warranty period
1	Surface monitoring station: Water pressure sensor and satellite-based telemetry	1				
2	portable Current Meter	2				
3	GPRS Groundwater Measuring Stations	13				
4	Staff Gauges	65				
5	Acoustic Doppler Current Profiler	1				
6	Levelling Equipment	1				
7	Manual Groundwater Level Meter	16				
8	Hydrological Data Acquisition, Management & Processing System (DAS)	1				
9	Desktop computers and accessories	1				
10	Printer	1				
11	Hardware In-Country Training on Hydrological stations	1				

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12	Laptop	1				
13	Software in-country training on Data Acquisition System	1				
14	Warranty in-country ADCP training on operation, measurement collection. Training includes in-class theoretical and hands-on.					
15	ADCP Training					
Total Amount (USD)						

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

SLE/ITB/2016/001: Procurement of Automatic Hydrological Monitoring Station

Date.....

Name of Bank.....

Address.....

Section 9: FORM FOR PERFORMANCE SECURITY¹⁷

(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

¹⁷ If the RFP requires the submission of a Performance Security, which shall be made a condition to the signing and effectivity of the contract, the Performance Security that the Bidder's Bank will issue shall use the contents of this template

Date

Name of Bank

Address

Section 10: Form for Advanced Payment Guarantee¹⁸

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

..... [Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: [Name and Address of UNDP]

Date: ++++++

ADVANCE PAYMENT GUARANTEE No.:

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

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

At the request of the Contractor, we [name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [amount in words] ([amount in figures])¹⁹ upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation under the Contract because the Contractor has used the advance payment for purposes other than toward providing the goods and related services under the Contract.

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

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

¹⁸ This Guarantee shall be required if the Contractor will require advanced payment of more than 20% of the contract amount, or if the absolute amount of the advanced payment required will exceed the amount of USD 30,000, or its equivalent if the price offer is not in USD, using the exchange rate stated in the Data Sheet. The Contractor's Bank must issue the Guarantee using the contents of this template.

¹⁹ The Guarantor Bank shall insert an amount representing the amount of the advanced payment and denominated either in the currencies of the advanced payment as specified in the Contract.

for payment under this guarantee must be received by us at this office on or before that date.

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

[signature(s)]

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

Section 11: Contract

**[PLEASE ATTACH HERETO THE .PDF VERSION OF THE CONTRACT THAT
WILL BE USED AND THE GENERAL TERMS AND CONDITIONS]**