



Addendum No. 1 to ITB-2016-94

11 August 2016

ITB-2016-94: Routine Maintenance Works for the UNDP Premises in Jerusalem on Long Term Basis

Issue Date: 1 August 2016

Closing date & time : 23 August 2016 @ 2:00 PM (Jerusalem Time)

This correspondence pertaining to the above-mentioned activity shall be considered as Addendum No. 1 to the Invitation to Bid (ITB-2016-94), which shall be deemed to form and be read as part of the tender.

The UNDP, at its own discretion, is amending the solicitation document as follows:

I. The minimum qualifying criteria page 17 of 45 is hereby amended to read as follows,

- 1) Section 7 – Price schedule Form filled in completely and signed;
- 2) Minimum no. of years of experience in similar contracts: 5 years;
- 3) Valid registration of company in **Jerusalem or West Bank**. The winning bidder must submit official invoices. If this winning bidder is requested to pay VAT to the Israeli authorities, this bidder shall present to the UNDP official original invoices with VAT, and the UNDP will pay the VAT to this winning bidder and obtain refunds from the authorities for the VAT paid in respect of the resulted works order/s. However, if this winning bidder is requested to pay VAT to the Palestinian National Authority, this bidder shall submit VAT clearance certificate from the VAT department and the UNDP will process zero VAT for all resulted work orders under the resulted LTA with the winning bidder and the winning bidder shall submit zero VAT invoices; and,
- 4) The participating bidders shall present proof that their offices are located in Jerusalem and their staff and workers are Jerusalemites.

II. Section 13 has been modified. Bidders are kindly requested to use the modified version attached hereto.

Interested bidders are required to sign and stamp this addendum and to include it in their bids.

For your kind attention and reference,

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





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Section 13: Form of Socio-Environmental Compliance

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

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

Please fill in the below questionnaire. Failure to complete this section may form a ground to reject your bid on the basis of non-responsive to tender requirements.

#	Questions	Yes / No
1	Do you have in place a documented environmental management system? Is it certified by ISO14001?	
2	Does your company have a formal sustainability/environmental policy?	
3	Are you a member of the UN Global Compact?	
4	Do you have in place a documented system to manage workplace and labor practices? If yes, please state whether it is SA 8000 certified?	
5	Do you have a company policy specifically address gender inequalities, such as a special promotion policy for the female workforce and managers? Do you have maternity and paternity leaves? Do you take into consideration flexible working arrangements within your company?	
6	Do you use or intend to use renewable energy sources in support of this contract?	
7	Do you have a recycling programme for your company?	
8	Have you established publicly available sustainability purchasing guidelines for your direct suppliers that address issues such as environmental compliance, employment practices, and product/ingredient safety?	
9	Have you obtained 3rd party certifications for your products, such as for instance EU Ecolabel, Energy Star, Nordic Swan etc.?	
10	Do you invest in community development activities in the markets you source from or operate within?	
11	Has your organization started to monitor its carbon emissions in order to set reduction targets or objectives? If so, have you obtained an ISO 14064 certification?	
12	Can you confirm that your company has never been successfully prosecuted for infringement of environmental legislation in the past three years?	
13	Are raw materials used in the product or production sourced from legal and sustainably managed sources?	
14	Does your organization maintain records of potential environmental hazards and have mitigation strategies and systems in place to reduce environmental hazards such as carcinogens, irritants? Do you have a record how the chemicals in your products relate to the classification of chemicals in REACH legislation?	
15	Is the packaging of your products produced without the use of PVC containing plastics?	
16	Is the packaging made of recycled or recyclable materials?	

Documentary proof of statements must be available upon request.

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