

# INVITATION TO BID

**IRQ10-ITB-182/16**

**Supply and Delivery of Emergency Shelter Kits to UN-Habitat Warehouse in  
Erbil Governorate**



*Empowered lives.  
Resilient nations.*

**United Nations Development Programme**

## **SECTION 1. LETTER OF INVITATION**

18 October 2016

### **IRQ10-ITB-182/16, Supply and Delivery of Emergency Shelter Kits to UN-Habitat Warehouse in Erbil Governorate**

The United Nations Development Programme 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 Performance Security
- Section 9: General Terms and Conditions for Goods

Your offer, comprising of a Technical Bid and Price Schedule, in separate sealed envelopes / files, should be submitted in accordance with Section 2.

Any further enquiries received on or before the deadline stated in the ITB-182/16, will be documented and posted on the designated UNDP website. No inquiries will be accepted after 3 working days prior to the deadline for submission of bids stated in the ITB.

You are kindly requested to submit a communication to UNDP on the following e-mail addresses advising whether your company intends to submit a BID. If that is not the case, UNDP would appreciate your indicating the reason, for our records. [dolores.maitim@undp.org](mailto:dolores.maitim@undp.org)

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.

This letter is not to be construed in any way as an offer to contract with your company.

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

Yours sincerely,

Victor Machoka  
Head, Procurement Unit

## **SECTION 2: INSTRUCTION TO BIDDERS**

### Definitions

- a) “Bid” refers to the Bidder’s response to the Invitation to Bid, including the Bid Submission Form, Technical Bid and Price Schedule and all other documentation attached thereto as required by the ITB.
- b) “Bidder” refers to any legal entity that may submit, or has submitted, a Bid for the supply of goods and provision of related services requested by UNDP.
- c) “Contract” refers to the legal instrument that will be signed by and between the UNDP and the successful Bidder, all the attached documents thereto, including the General Terms and Conditions (GTC) and the Appendices.
- d) “Country” refers to the country indicated in the Data Sheet.
- e) “Data Sheet” refers to such part of the Instructions to Bidders used to reflect conditions of the tendering process that are specific for the requirements of the ITB.
- f) “Day” refers to calendar day.
- g) “Goods” refer to any tangible product, commodity, article, material, wares, equipment, assets or merchandise that UNDP requires under this ITB.
- h) “Government” refers to the Government of the country where the goods and related services provided/rendered specified under the Contract will be delivered or undertaken.
- i) “Instructions to Bidders” refers to the complete set of documents which provides Bidders with all information needed and procedures to be followed in the course of preparing their Bid
- j) “ITB” refers to the Invitation to Bid consisting of instructions and references prepared by UNDP for purposes of selecting the best supplier or service provider to fulfil the requirement indicated in the Schedule of Requirements and Technical Specifications.
- k) “LOI” (Section 1 of the ITB) refers to the Letter of Invitation sent by UNDP to Bidders.
- l) “Material Deviation” refers to any contents or characteristics of the bid that is significantly different from an essential aspect or requirement of the ITB, and (i) substantially alters the scope and quality of the requirements; (ii) limits the rights of UNDP and/or the obligations of the offeror; and (iii) adversely impacts the fairness and principles of the procurement process, such as those that compromise the competitive position of other offerors.
- m) “Schedule of Requirements and Technical Specifications” refers to the document included in this ITB as Section 3 which lists the goods required by UNDP, their specifications, the related services, activities, tasks to be performed, and other information pertinent to UNDP’s receipt and acceptance of the goods.
- n) “Services” refers to the entire scope of tasks related or ancillary to the completion or delivery of the goods required by UNDP under the ITB.

- o) “Supplemental Information to the ITB” refers to a written communication issued by UNDP to prospective Bidders containing clarifications, responses to queries received from prospective Bidders, or changes to be made in the ITB, at any time after the release of the ITB but before the deadline for the submission of Bid.

## **A. GENERAL**

- 1** UNDP hereby solicits Bids as a response to this Invitation to Bid (ITB). Bidders must strictly adhere to all the requirements of this ITB. No changes, substitutions or other alterations to the rules and provisions stipulated in this ITB may be made or assumed unless it is instructed or approved in writing by UNDP in the form of Supplemental Information to the ITB.
  - 2** Submission of a Bid shall be deemed as an acknowledgement by the Bidder that all obligations stipulated by this ITB will be met and, unless specified otherwise, the Bidder has read, understood and agreed to all the instructions in this ITB.
  - 3** Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of any Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this ITB.
  - 4** UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See [http://www.undp.org/content/undp/en/home/operations/procurement/procurement\\_protest/](http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/) for full description of the policies)
  - 5** In responding to this ITB, UNDP requires all Bidders to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP’s interests paramount. Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:
    - 5.1** Are, or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Schedule of Requirements and Technical Specifications, cost analysis/estimation, and other documents to be used for the procurement of the goods and related services in this selection process;
    - 5.2** Were involved in the preparation and/or design of the programme/project related to the goods and related services requested under this ITB; or
    - 5.3** Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.
- In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, Bidders must disclose the condition to UNDP and seek UNDP’s confirmation on whether or not such conflict exists.
- 6** Similarly, the following must be disclosed in the Bid:

6.1 Bidders who are owners, part-owners, officers, directors, controlling shareholders, or key personnel who are family of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving the goods and related services under this ITB; and

6.2 Others that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

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

7 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered as an independent entity, the extent of Government ownership/share, receipt of subsidies, mandate, access to information in relation to this ITB, and others that may lead to undue advantage against other Bidders, and the eventual rejection of the Bid.

8 All Bidders must adhere to the UNDP Supplier Code of Conduct, which may be found at this link: [http://www.undp.org/content/dam/undp/documents/procurement/documents/UNDP\\_supplier\\_code\\_of\\_conduct.pdf](http://www.undp.org/content/dam/undp/documents/procurement/documents/UNDP_supplier_code_of_conduct.pdf).

**B. CONTENTS OF BID**

**9 Sections of Bid**

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

9.1 Bid Submission Cover Letter Form (see ITB Section 4);

9.2 Documents Establishing the Eligibility and Qualifications of the Bidder (see ITB Section 5);

9.3 Technical Bid (see prescribed form in ITB Section 6);

9.4 Price Schedule (see prescribed form in ITB Section 7);

9.5 Bid Security, if applicable (if required and as stated in the DS nos. 9-11, see prescribed Form in ITB Section 8);

9.6 Any attachments and/or appendices to the Bid (including all those specified under the

9.7 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 any one of them receive or have received any direct or indirect subsidy from the other/s; or
  - b) they have the same legal representative for purposes of this ITB; or
  - c) 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;
  - d) 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
  - e) an expert proposed to be in the bid of one Bidder participates in more than one Bid received for this ITB process. This condition does not apply to subcontractors being included in more than one Bid.

## **19 Joint Venture, Consortium or Association**

If the Bidder is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Bid, they shall confirm in their Bid that : (i) they have designated one party



to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all entities that comprise the joint venture.

After the bid has been submitted to UNDP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of UNDP. Furthermore, neither the lead entity nor the member entities of the joint venture can:

- a) Submit another Bid, either in its own capacity; nor
- b) As a lead entity or a member entity for another joint venture submitting another Bid.

The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the ITB, both in the bid and in the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP.

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the ITB, it should present such information in the following manner:

- a) Those that were undertaken together by the joint venture; and
- b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the ITB.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

If the Bid of a joint venture is determined by UNDP as the most responsive Bid that offers the best value for money, UNDP shall award the contract to the joint venture, in the name of its designated lead entity, who shall sign the contract for and on behalf of all the member entities.

## **20 Alternative Bid**

Unless otherwise specified in the Data Sheet (DS nos. 5 and 6), alternative bid shall not be considered. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative bid.

## **21 Validity Period**

- 21.1 Bid shall remain valid for the period specified in the Data Sheet (DS no. 8), commencing on the submission deadline date also indicated in the Data Sheet (DS no. 21). A Bid valid for a shorter period shall be immediately rejected by UNDP and rendered non- responsive.
- 21.2 In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bid. The request and the responses shall be made in writing, and shall be considered integral to the Bid.

## **22 Bidder's Conference**

When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the Data Sheet (DS no. 7). All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be either posted on the UNDP

website, or disseminated to the individual firms who have registered or expressed interest with the contract, whether or not they attended the conference. No verbal statement made during the conference shall modify the terms and conditions of the ITB unless such statement is specifically written in the Minutes of the Conference, or issued/posted as an amendment in the form of a Supplemental Information to the ITB.

## **D. SUBMISSION AND OPENING OF BID**

### **23 Submission**

- 23.1 The Technical Bid and the Price Schedule must be submitted together and sealed together in one and the same envelope, delivered either personally, by courier, or by electronic method of transmission. If submission will not be done by electronic means, the Technical Bid and Price Schedule must be sealed together in an envelope whose external side must :
- a) Bear the name of the Bidder;
  - b) Be addressed to UNDP as specified in the Data Sheet (DS no.20); and
  - c) Bear a warning not to open before the time and date for Bid opening as specified in the Data Sheet (DS no. 24).

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

- 23.2 Bidders must submit their Bid in the manner specified in the Data Sheet (DS nos. 22 and 23). When the Bid is expected to be in transit for more than 24 hours, the Bidder must ensure that sufficient lead time has been provided in order to comply with UNDP's deadline for submission. UNDP shall indicate for its record that the official date and time of receiving the Bid is the actual date and time when the said Bid has physically arrived at the UNDP premises indicated in the Data Sheet (DS no. 20).
- 23.3 Bidders submitting Bid by mail or by hand shall enclose the original and each copy of the Bid, in separate sealed envelopes, duly marking each of the envelopes as "Original Bid" and the others as "Copy of Bid". The two envelopes, consisting of original and copies, shall then be sealed in an outer envelope. The number of copies required shall be as specified in the Data Sheet (DS no. 19). In the event of any discrepancy between the contents of the "Original Bid" and the "Copy of Bid", the contents of the original shall govern. The original version of the Bid shall be signed or initialed by the Bidder or person(s) duly authorized to commit the Bidder on every page. The authorization shall be communicated through a document evidencing such authorization issued by the highest official of the firm, or a Power of Attorney, accompanying the Bid.
- 23.4 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder accepts the General Contract Terms and Conditions of UNDP as attached hereto as Section 11.

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

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

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

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

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

## **26 Bid Opening**

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

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

## **27 Confidentiality**

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

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

In the event that a Bidder is unsuccessful, the Bidder may seek a meeting with UNDP for a debriefing. The purpose of the debriefing is discussing the strengths and weaknesses of the Bidder’s submission, in order to

assist the Bidder in improving the bid presented to UNDP. The content of other bid and how they compare to the Bidder's submission shall not be discussed.

## **E. EVALUATION OF BID**

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

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

### **29 Evaluation of Bid**

- 29.1 UNDP shall examine the Bid to confirm that all terms and conditions under the UNDP General Terms and Conditions and Special Conditions have been accepted by the Bidder without any deviation or reservation.
- 29.2 The evaluation team shall review and evaluate the Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the Data Sheet (DS No. 25). Absolutely no changes may be made by UNDP in the criteria after all Bids have been received.
- 29.3 UNDP reserves the right to undertake a post-qualification exercise, aimed at determining, to its satisfaction the validity of the information provided by the Bidder. Such post-qualification shall be fully documented and, among those that may be listed in the Data Sheet (DS No.33), may include, but need not be limited to, all or any combination of the following:
  - a) Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted;
  - b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;
  - c) Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder;
  - d) Inquiry and reference checking with other previous clients on the quality of performance on on-going or previous contracts completed;
  - e) Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder;
  - f) Testing and sampling of completed goods similar to the requirements of UNDP, where available; and
  - g) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.

### **30 Clarification of Bid**

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

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

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

### **31 Responsiveness of Bid**

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

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

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

### **32 Nonconformities, Repairable Errors and Omissions**

- 32.1 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.
- 32.2 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.
- 32.3 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.
- 32.4 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**

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.

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\\_pr otest/](http://www.undp.org/content/undp/en/home/operations/procurement/procurement_pr otest/))

### **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/content/undp/en/home/operations/procurement/protestandsanctions/>

## Instructions to Bidders

### DATA SHEET

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

DS No	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
1		Project Title:	Supply and Delivery of Emergency Shelter Kits to UN-Habitat Warehouse in Erbil Governorate
2		Title of Goods/Services/Work Required:	The purpose of this ITB is to supply emergency shelter kits based on the provided BoQs and other related documents.
3		Country:	Iraq
4	C.9	Minimum eligibility and qualification criteria;	<p><b>Each offer submitted in response to this ITB shall contain the following information / documentation for UNDP to determine its fulfilment of the eligibility criteria.</b></p> <p>For each point below applicants are required to complete and submit information / documentation as required in Section 5 included in this ITB.</p> <ul style="list-style-type: none"> <li>- Confirmation of non-inclusion of the bidder (or any of the parties in case of association / consortium / joint venture) in any of the UNDP / UN ineligibility lists (See Section 5.16).</li> <li>- If the offer is submitted by an association / consortium / joint venture, it shall include a document signed by all parties to the association confirming the establishment of such association / consortium / joint venture and clearly determining what is the party appointed as the Lead Party (See Section 5, form 2.16 and Section 5 Form 3)</li> <li>- Bidders and all parties constituting the Applicant shall not have a conflict of interest. Bidders shall be considered to have a conflict of interest if they are involved as a consultant in the preparation of the design or technical specifications of the works that are subject of this prequalification</li> </ul> <p><b>Each offer in response to this ITB shall contain the corresponding information/documentation for UNDP to determine its fulfilment of the following minimum qualifying criteria.</b></p>



DS No	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
			<ul style="list-style-type: none"> <li>- All information regarding any past and current litigation during the last three (3) years, in which the applicant is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded shall be submitted in accordance. All pending litigation shall in total not represent more than 50% of the Applicant's net worth (See Section 5, form 4).</li> <li>- Title and value of the projects performed during the last five years, including any ongoing projects if any, together with contact details of the clients who may be contacted for further information on these projects. A minimum of <b>three similar projects</b> implemented during the past three years to comply with this requirement.</li> <li>- Submission of statement of Satisfactory Performance from 3 relevant Clients.</li> <li>- Submission of audited financial statements for the last two years to demonstrate. UNDP shall verify financial capacity of the bidder and has the authority to seek references from concerned parties &amp; 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. See also Section 5, form 11 and 12 for additional financial information required to be completed by each bidder.</li> </ul>
	C.13	Language of the Bid:	English
6	C.20	Conditions for Submitting Bid for Parts or sub-parts of the Total Requirements	Not allowed
7	C.20	Conditions for Submitting Alternative Bid	Shall not be considered
8	C.22	A pre-Bid conference	N.A.
9	C.21.1	Period of Bid Validity commencing on the submission date	90 days
10	B.9.5	Bid Security	N.A.

DS No	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
	C.15.4 b)		
11	B.9.5	Acceptable forms of Bid Security	N.A.
12	B.9.5 C.15.4 a)	Validity of Bid Security	N.A.
13		Advanced Payment upon signing of contract	N.A.
14		Liquidated Damages	<p>Will be imposed under the following conditions:</p> <p>Per day of delay: 1,000 USD.</p> <p>Maximum number of delay-days: 3 days</p> <p>Action to be taken (after 3 days): <b>contract termination</b></p>
15	F.37	Performance Security	<p><b>Required Amount :10%</b></p> <p><b>Form:</b> Bank Guarantee (See Section 9 for template) or any Bank Certified Check.</p> <p><b>Personal Checks are not acceptable.</b></p> <p>Within 2 days of receipt of the letter of Intent, and before contract signature, the successful Bidder shall furnish a Performance Security to UNDP in the amount of 10% of the contract Value;</p> <p>The Performance Security shall be valid until end of warranty/defects liability period (i.e. 8 months from the date of installation);</p> <p>The proceeds of the Performance Security shall be payable to the UNDP as a compensation for any loss resulting from the Contractors' failure to complete its obligations under the contract;</p> <p>The Performance Security shall be denominated in the currency of the contract;</p> <p>Within seven (7) days from the date of receipt of the goods, UNDP will return to the Supplier the Performance Security and retain 10% of the total Contract Price, from the final invoice payment, as a Maintenance Guarantee (warranty), valid until the end of the Warranty / Defects Liability Period (8 months from date of installation);</p> <p>The supplier shall remedy (repair and/or replace) any defective goods occurring within 8 months of installation i.e. the date the goods are put into service. The period of repair/replacement shall be mutually agreed on but will</p>

DS No	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
			not exceed 5 working days.  If the supplier fails to replace/repair the defect(s) during the specified period, then UNDP will rectify the defects and the corresponding costs will be charged/deducted from the retention amount.
16	C.17 C.17.2	Preferred Currency of Bid and Method for Currency conversion	United States Dollars (USD) Any resulting contract will be in the USD currency based on the official UN rate of exchange.
17	B.10.1	Deadline for submitting requests for clarifications/questions	3 working days prior to deadline for submission of bids.
18	B.10.1	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Ms. Dolores Maitim, Procurement Analyst, UNDP Iraq  E-mail address dedicated for this purpose: dolores.maitim@undp.org
19	B.11.1	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	Direct communication to prospective Proposers by email, and posting on the website: <a href="http://procurement-notices.undp.org/">http://procurement-notices.undp.org/</a>
20	D.23.3	No. of copies of Bid that must be submitted	Hard copy: Original: one (1) Copies: one (1) Submissions must be identical and include all required documents. In the event of any discrepancies the “original proposal” submitted in hard copy shall govern.
21	D.23.1 b) D.23.2 D.24	Bid submission address	United Nations Development Programme Procurement Section UNDP Iraq Erbil Office UN Compound, Near Airport Road Erbil, Iraq
<b>21</b>	<b>C.21.1 D.24</b>	<b>Deadline of Bid Submission</b>	<b>Date and Time: Tuesday, 1 November 2016, 1:00pm (Iraq time)</b>
22	D.23.2	Manner of Submitting Bid	<input checked="" type="checkbox"/> Electronic submission only
23	D.23.2 D.26	Conditions and Procedures for electronic	<input checked="" type="checkbox"/> Official Address for e-submission: <b>bids.iraq@undp.org</b> <input checked="" type="checkbox"/> Format : PDF files

DS No	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
		submission and opening, if allowed	<input checked="" type="checkbox"/> Max. File Size per transmission: 4.5 Mb <i>Note that there is no restriction to number of files to be transmitted. Offers can be divided in several files provided they are each smaller than 4.5 Mb and that they are all received in the above stated email address before the stipulated deadline.</i> <input checked="" type="checkbox"/> No. of copies to be transmitted : 1  Mandatory subject of email: <b><u>IRQ10-ITB-182/16, Supply and Delivery of Emergency Shelter Kits to UN-Habitat Warehouse in Erbil Governorate</u></b>
24	D.23.1 c)	Date, time and venue for opening of Bid	Date and Time: <b>1 November 2016, 3:00 pm Iraq local time</b> United Nations Development Programme Procurement Section UNDP Iraq Erbil Office UN Compound, Near Airport Road Erbil, Iraq
25		Evaluation method to be used in selecting the most responsive Bid	<ul style="list-style-type: none"> <li>• Non-Discretionary “Pass/Fail” Criteria on the Technical Requirements; and</li> <li>• Lowest priced/technically qualified and responsive Bid</li> </ul>
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"/> 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 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"/> 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"/> Quality Certificate: ISO 9001:2008, equipment quality in the line with WMO recommendations.

DS No	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
			<input checked="" 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"/> Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value the past 3 years
27		Other documents that must be Submitted to Establish Eligibility	1) Detailed specifications of the goods, including any manuals, brochures, certificate of manufacture, etc. 2) Detailed delivery time schedule. 3) Additional information may be requested by UNDP to verify the technical and administrative capacity of the contractor/subcontractor(s) to undertake the works. UNDP reserves the right to accept or reject proposed subcontractor(s) based on their qualifications.
28	C.15	Structure of the Technical Bid and List of Documents to be Submitted	Refer 2 point 26 and 27. Bidders are required to take note of the requirements stipulated under  <b>SECTION 3: SCHEDULE OF REQUIREMENTS &amp; TECHNICAL SPECIFICATIONS</b>
29	C.15.2	Latest Expected date for commencement of Contract	First week of November 2016
30	C.15.2	Maximum Expected duration of contract	Maximum of 21 calendar days.
31		UNDP will award the contract to:	One Bidder only
32	F.34	Criteria for the Award and Evaluation of Bid	Award Criteria <ul style="list-style-type: none"> <li>• Compliance with the minimum set of eligibility and qualification requirements stated in Section Instructions to Bidders, Bid Data Sheet in this ITB.</li> <li>• Non-discretionary "Pass" or "Fail" rating on the detailed contents of the Schedule of Requirements and Technical Specifications</li> <li>• Acceptability of the Delivery Schedule;</li> <li>• Lowest price offer of technically qualified/ responsive Bid with acceptable delivery terms and shortest delivery time.</li> </ul>

DS No	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
			<b><u>Bid Evaluation Criteria</u></b> <input checked="" type="checkbox"/> Minimum three (3) years of experience in similar contracts; <input checked="" type="checkbox"/> Minimum 3 similar projects undertaken over the past 3 years; <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 checked="" type="checkbox"/> Warranty on parts and services for a minimum period of 8 months from date of installation. <input checked="" type="checkbox"/> Acceptability of the Transportation/Delivery Schedule;
33	E.29	Post qualification Actions	<ul style="list-style-type: none"> <li>• Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted;</li> <li>• Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>• Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;</li> <li>• Testing and sampling of completed goods similar to the requirements of UNDP, where available.</li> </ul>
34	E.31 B	Conditions for Determining Contract Effectively	<ul style="list-style-type: none"> <li>• <input checked="" type="checkbox"/> Upon acceptance and signature of UNDP Purchase Order with the General terms and conditions for goods by the Supplier</li> <li>• Receipt of Performance Security</li> </ul>
35	F.35	Right to vary Requirements at the Time of Award	UNDP reserves the right to vary the quantity of the works (regardless the amount of variation) without any change in the unit price or other terms and conditions.
36		Other Information	Alternative & Partial bids are not acceptable

### **SECTION 3: SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS**

#### **Supply and Delivery of Emergency Shelter Kits to UN-Habitat Warehouse in Erbil Governorate**

##### **Background**

The United Nations Human Settlements Programme (UN-Habitat) is mandated by the United Nations General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. UN-Habitat has been active in Iraq since 1996 under the Oil for Food programme, and after 2003, UN-Habitat Iraq was largely engaged on early recovery efforts, particularly on support to internally displaced persons (IDPs) through shelter provision and reconstruction efforts. Current portfolio of UN-Habitat Iraq includes both developmental and humanitarian programmes.

UN-Habitat aims to procure and store Emergency Shelter Kits to prepare for a large number of IDPs who may be in need of emergency shelter, and also to serve as sealing off kit to upgrade and/or repair existing shelter.

##### **Outputs**

Supply and delivery of emergency shelter kits as per provided requirements

## PART A1 - GENERAL

Further to the Schedule of Requirements in Section B below, Bidders are requested to take note of the following additional requirements, conditions, and related services and to include the corresponding documents required in their offers submitted in response to this ITB and/or present these prior to award of contract.

Delivery Term [INCOTERMS 2010]	All prices for materials and equipment included in this ITB shall be understood as DAP <b>UN-Habitat warehouse in Erbil Governorate</b>
Exact Address of Delivery/Installation Location	<b>UN-Habitat warehouse in Erbil Governorate</b> (exact location to be confirmed at contracting stage)
Customs clearance, if needed, shall be done by:	The Supplier. UNDP/UNHABITAT shall only be responsible for customs duty and tax exemption.
Distribution of shipping documents	<input checked="" type="checkbox"/> Supplier <input checked="" type="checkbox"/> Freight Forwarder <input checked="" type="checkbox"/> UNDP
Warranty/Guarantee	The successful Contractor must provide a warranty period of 8 months' days following installation of the goods, which will run concurrently with the Defects Liability period.
Delivery Period/Schedule	<input checked="" type="checkbox"/> <b>As soon as possible, but maximum 21 calendar days from the acceptance of Purchase Order from UNDP . Delivery schedule- 50% within first 14 days, 50% within the remaining 7 days</b>
Taxes	This contract is exempted from VAT and all other taxes; as such taxes will not be paid under this contract.
Payment Terms	UNDP shall issue the payment as follows; <ul style="list-style-type: none"> <li>• 90% within 30 days of receipt of final invoice following the delivery and acceptance of the goods by UNHABITAT;</li> <li>• 10% upon completion of the Defects Liability Period (8 months), less any deductible amounts.</li> </ul>
Special Requirements	<p><b>1. Miscellaneous</b></p> <p><b>a) Time Schedule:</b></p> <p>The supplier is required to submit a delivery time schedule for all the goods as outlined in the BDS</p> <p><b>b) Schedule of material supply</b></p> <p>No delays are accepted due to delay in or insufficient material supply for the goods.</p> <p><b>c) Contract documents</b></p> <p>All tender documents stipulated in the ITB should be preferably submitted, signed and stamped, where applicable.</p> <p><b>d) Discrepancies and mistakes in tender documents:</b></p> <p>In case there is discrepancy in the tender documents, UNDP /UNHABITAT will verify the accuracy of any item during the tendering stage, once notified by the contractor.</p> <p><b>e) Physical Inspection</b></p> <p>UNDP/UNHABITAT will randomly inspect the goods at delivery to</p>



	<p>ensure compliance to specifications. Goods that do meet the specifications will be rejected.</p> <p>The Contractor is responsible for verifying that all the goods and equipment have been supplied and tested as fit purpose, and are in good operating condition. If defects are found, the Contractor is responsible for correcting these defects.</p>
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## **Section A2. SPECIFICATION**

The following items and quantities are deemed as required for the provision of emergency shelter kits comprising of the following items. The total number of Emergency Shelter Kits required is 3,800 units.

#	Item Description	Unit	Qty.
1	<p><b>Tarpaulin (Shelter Grade) Size:</b> the finished size 4 x 6 meters +/- 1 %. Effective area: 24.00 m<sup>2</sup>.</p> <p><b>Material:</b> made of woven high -density polyethylene (HDPE) fibers, warp x weft, laminated on both sides with low density polyethylene (LDPE) coating, with reinforced rims by heat sealing on all sides, (or 2 sides heat sealing and 2 sides double stitching), and a 5 millimeters diameter PE or PP rope on the edge, inside the hem. 1000 denier minimum.</p> <p><b>Material weight:</b> minimum 190 gr/ m<sup>2</sup> +/-20g/ m<sup>2</sup>.</p> <p><b>Tensile strength:</b> minimum 600 N both directions of warp and weft (BS 2576,50 mm grab test, or equivalent).</p> <p><b>Tear strength:</b> minimum 100 N both directions (BS 4303 wing tear or equivalent) or under ISO 4674 (A2).</p> <p><b>UV Resistance:</b> stabilized against ultraviolet rays and excess heat for long outdoor exposure. Maximum 5% loss on original tensile strength under ISO 1421 after 1500 hours UV under ASTM G53/94 (UVB 313 nm peak).</p> <p><b>Welding:</b> Only one (01) is allowed along the middle of the sheet, length wise.</p> <p><b>Reinforcement Eyelets:</b> Fix 4 aluminum eyelets or equivalent, Diameter: 12mm at each sides of the 6-meter length (100cm c/c +/- 5) to receive ground tent metal pegs (m/s) and 1 aluminum eyelets or equivalent at midpoint of each side of the 4-meter length section to receive metal post.</p> <p><b>Color:</b> Blue or White or approved by UN-Habitat Representative.</p> <p><b>UN-Habitat Logo:</b> Print UN-Habitat Logo on two opposite sides along the 4m length as directed by UN-Habitat representative.</p>	No.	2
2	Detachable post made from 2mm thick galvanized steel obtaining a height of 2m when mounted, Diameter: 32mm and with end hook to receive the metal ring fixed on tarpaulin as per drawing	No.	2
3	Shovel head with sharpened tip in forged steel which is tempered and hardened. Supplied with a handle. Total length: 100 to 110 cm.	No.	1
4	Hammer of weight 0.750 kg. Wooden handle, replaceable and head in forged steel. Good quality.	No.	1
5	Ground tent metal pegs 400 to 500 mm length after bending; made of galvanized steel of 8 to10 mm diameter, with a hook bent on one end, "candy cane" shape.	No.	8
6	Rope made from nylon or similar, 9 to 12 mm diameter. Woven with 2 or 3 strands, with the possibility of being untraveled. Length: 20 to 30m, in a roll. Preferred color: Black / dark green.	No.	2
7	Woven Bag, synthetic, for containing the above items comprising the kit. Closes with a string or wire. Color: white or grey	No.	1

#### **SECTION 4: BID SUBMISSION FORM**

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

Insert: Location

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

Dear Sir:

We, the undersigned, hereby offer Supply and Delivery of Emergency Shelter Kits to UN-Habitat Warehouse in Erbil Governorate - in accordance with your Invitation to Bid dated 18 October 2016. 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 90 days.

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

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

We remain,  
Yours sincerely,

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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]*

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

## **Section 5: Documents Establishing the Eligibility and Qualifications of the Applicant**

### **Form 1. Applicant's Information Form<sup>4</sup>**

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

Page      of      pages

1. Applicant's Legal Name [insert Proposer's legal name]		
2. In case of Joint Venture (JV), legal name of each party: [insert legal name of each party in JV]		
3. Actual or intended Country/ies of Registration/Operation: [insert actual or intended Country of Registration]		
4. Year of Registration: [insert Proposer's year of registration]		
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: [insert Proposer's legal address in country of registration]		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any)		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. Proposer's Authorized Representative Information  Name: [insert Authorized Representative's name] Address: [insert Authorized Representative's name] Telephone/Fax numbers: [insert Authorized Representative's name] Email Address: [insert Authorized Representative's name]		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List ? <input type="checkbox"/> YES or <input type="checkbox"/> NO		
14. Applicants shall confirm non-existence of conflict of interest		
15. Applicants shall confirm that Non-performance of a contract did not occur within the last 2 years prior to the deadline for application submission, based on all information on fully settled disputes of litigation.		

<sup>4</sup> The Applicant 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.

16. Attached are copies of original documents of:

- ☒ Certificate of registration of the business
- ☒ Tax registration / payment certificate
- ☒ Certificate of registration of the business
- ☒ 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.

## FORM 2. JOINT VENTURE DECLARATION

We have entered into a private association/consortium/ joint venture in order to submit joint application for this Pre-qualification notice by United Nations Development Programme (UNDP) If we are awarded the contract, the joint venture agreement shall be notarized and submitted to the Contracting Entity before the contract is concluded. Lead (pilot) partner of our joint venture shall be .....[indicate name of the lead partner]..... until the completion of work.

If we are awarded the contract as a result of the joint tender that we intend to submit, we hereby declare, accept and guarantee that the contract shall be signed by all partners and our partner indicated as the lead partner shall have the full power to act for and on behalf of our joint venture in respect of all issues concerning the contract.

No	Name of the Partner in the JV	Percentage Share*
1		
2		
3		

	Lead Partner	Partner	Partner
Name			
Date			
Signature			
Stamp			

- \* Lead partner's share cannot be less than 50%  
Share of the remaining partner(s) shall not be less than 20%

**Form - 3: Litigation history**

1. Has the Applicant ever failed to complete any awarded work within the last 3 years?  
(If Yes, attach explanation)

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2. Company's history of litigation or arbitration from contracts executed in the last three years or currently under execution. Please indicate for each case year, name of employer, cause of litigation, matter in dispute, disputed amount and whether the award was for or against company.  
(If applicable, attach explanation)

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3. Has the Applicant filed any lawsuits or claims with regard to construction contracts within the last three years?  
(If Yes, attach explanation)

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**Form – 4: Similar Project Experience: Projects Completed / Ongoing**

No	Name of the Employer / Client (Address and contact details)	Name and location of project	Project start and completion Dates	Project type: Shelter kits	Project Amount or Contract Price (US\$)	Attached Certificate/ Contract/POs
1						
2						
3						
4						
5						
7						
8						

Applicants are requested to complement the information inserted in table above with a copy of the respective contract / purchase order/s.

Further Applicants are required to include in their applications, statement of Satisfactory Performance from 3 relevant Clients.



**Form - 5: Financial Strength**

*(To be printed on company letterhead, signed, dated and stamped)*

Applicant's Legal Name \_\_\_\_\_ Date \_\_\_\_\_

	2014	2015	Average
<b>Total Assets (TA)</b>			
<b>Total Liabilities (TL)</b>			
<b>TA/TL Ratio</b>			
<b>Net Worth (NW)</b>			
<b>Current Assets (CA)</b>			
<b>Current Liabilities (CL)</b>			
<b>CA/CL Ratio</b>			
<b>Total Revenue (TR)</b>			
<b>Profits Before Taxes (PBT)</b>			

Attached are copies of financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following conditions:

- \* Must reflect the financial situation of the Applicant
- \* Historical financial statements must be audited by a certified accountant
- \* Historical financial statements must be complete, including all notes to the financial statements
- \* Historical financial statements must correspond to accounting periods already completed and audited

***Note: Companies/Firms applying through Joint Venture are requested to please provide the Audited Account of Lead Partner.***

Name:

Company Name:

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

### Supply and Delivery of Emergency Shelter Kits to UN-Habitat warehouse in Erbil Governorate

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

SCOPE OF SUPPLY, TECHNICAL SPECIFICATIONS, AND RELATED SERVICES	
1. Technical description of items: Confirmation that all items requested in Data Sheet sections 4, 26 and 27, Section 3, Schedule of requirements and technical specifications and a detailed BOQ, Section 7, have been included and priced in the bidder's offer.	
2. Bidder's Statement Regarding Deviations/Non-Compliance: Any departure from the provisions of the specification shall be disclosed in the table provided as BoQ	
3. Descriptive literature: Bidders shall provide full technical details of all items offered in technical sheets or catalogues with pictures showing detail and general views of the equipment and components. Specific details/models of items offered should be clearly stated as standard technical sheets or catalogues may offer different options.	
4. Further to the Schedule of Requirements, Bidders are requested to take note and submit additional documentation required in Section 3, Part A2: related services.	

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

### Section 7 - Price Schedule Form

#### Supply of Emergency Shelter Kits to UN-Habitat warehouse in Erbil Governorate

#	Item Description	Unit	Qty.	Unit Price (USD)	Total Price (USD)
1	Emergency Shelter Kit as per specifications detailed in <b>Section B. Bill of Quantities - Specifications</b>	No.	3,800		
	Total Cost Shelter Kits				
2	Delivery/Transportation charges		Quantity		Freight Cost
	First Delivery, <i>specify %</i> ( _____ %)				\$
	Second Delivery, <i>specify %</i> ( _____ %)				\$
	Total Cost (Transportation)		3800		\$
<b>3</b>	<b>Total All Inclusive Cost (in USD)</b>				\$

Delivery period: 21 calendar days upon PO signature / acceptance

(a) First delivery: \_\_\_\_\_ days

(b) Second Delivery: \_\_\_\_\_ days

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Signatory: \_\_\_\_\_

Title of Signatory: \_\_\_\_\_

Company Name: \_\_\_\_\_

\_\_\_\_\_  
*Company Stamp*

#### Contact Details:

Name:

Mobile Number:

Email Address:

## **SECTION 8: FORM FOR PERFORMANCE SECURITY<sup>6</sup>**

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

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, to deliver the goods and execute related services Click here to enter text. (**Hereinafter called “the Contract”**):

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

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

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

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

### **SIGNATURE AND SEAL OF THE GUARANTOR BANK**

Date .....

Name of Bank .....

Address .....

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<sup>6</sup> *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*

## **SECTION 9: General Terms and Conditions for Goods**



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

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

### **2. PAYMENT**

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

### **3. TAX EXEMPTION**

3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.

3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

### **4. RISK OF LOSS**

Risk of loss, damage to or destruction of the goods shall be governed in accordance with DDU

Incoterms 2000, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

## **5. EXPORT LICENCES**

Notwithstanding any INCOTERM 2000 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

## **6. FITNESS OF GOODS/PACKAGING**

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

## **7. INSPECTION**

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

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

## **8. INTELLECTUAL PROPERTY INFRINGEMENT**

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

## **9. RIGHTS OF UNDP**

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

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

**10. LATE DELIVERY**

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

**11. ASSIGNMENT AND INSOLVENCY**

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

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

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

**13. PROHIBITION ON ADVERTISING**

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

**14. CHILD LABOUR**

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

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

**15. MINES**

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

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

liability of any kind of UNDP.

## **16. SETTLEMENT OF DISPUTES**

### **16.1 Amicable Settlement**

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

### **16.2 Arbitration**

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

## **17. PRIVILEGES AND IMMUNITIES**

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

## **18. SEXUAL EXPLOITATION:**

18.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

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

## **19.0 OFFICIALS NOT TO BENEFIT:**



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

**20. AUTHORITY TO MODIFY:**

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