



INVITATION TO BID

Procurement of high-volume card printer including fulfilment equipment to Honduras

SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereinafter referred to as UNDP hereby invites prospective bidders to submit a bid in accordance with the General Conditions of Contract and the Schedule of Requirements as set out in this Invitation to Bid (ITB).

To enable you to submit a bid, please read the following attached documents carefully:

Section 1: This Letter of Invitation
Section 2: Instructions to Bidders
Section 3: Data Sheet
Section 4: Evaluation Criteria
Section 5: Schedule of Requirements
Section 6: Bidding Forms

- Form A: Checklist
- Form B: Bid Submission
- Form C: Bidder Information
- Form D: Joint Venture/Consortium/Association Information
- Form E: Eligibility and Qualification
- Form F: Technical Requirements
- Form G: Price Schedule
- Form H: Bid Security



- Form I: Performance Security Form

If you are interested in submitting a bid in response to this ITB, please prepare your bid in accordance with the requirements and procedure as set out in this ITB and submit it by the deadline for submission of bids set out in this document and in the supplier portal.

Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the system. This will enable the system to send notifications in case of amendments of the tender requirements. Should you require further clarifications, kindly communicate using the messaging functionality in the system. Offers must be submitted directly in the system following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal. In case you have never registered before, follow the [Supplier Portal Registration Link](#) to register a profile in the system. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

We look forward to receiving your bid.

Yours Sincerely,

UNDP PSU

ELID Team



Tender Overview

Invitation to Bid for the procurement of high-volume card printer including fulfilment equipment to Honduras



Table of Contents

1 Overview.....	5
1.1 General Information.....	5
1.2 Tender Timeline.....	
1.3 Response Rules.....	5
1.4 Terms.....	6
1.5 Attachments.....	6
2 Requirements.....	7
2.1 Section 1. General Provisions and instructions.....	7
2.2 Section 2. Formal and Eligibility Requirements.....	7
2.3 Section 3. Qualification Requirements	11
2.4 Section 4. Technical Evaluation Criteria.....	14
3 Lines.....	18
3.1 Line Information.....	18



1 Overview

1.1 General Information

Title	Procurement of high-volume card printer incl. fulfilment equipment to Honduras
Amendment	Clarifications to bidders Round 2 including new Annex 4_Record Data Structure File have been uploaded.
Description	
Contact Point	Maria Stevnsborg
Outcome	
E-Mail	maria.stevnsborg@undp.org
Reference Number	GP500528-1
Beneficiary Country	Honduras
Introduction	UNDP PSU based in Copenhagen, Denmark is inviting all potentially capable suppliers to submit their bids in response to this open international competitive process Invitation to Bid (ITB) for the procurement of high-volume laser engraving printer including fulfilment equipment to Honduras.

Offers must be submitted directly in the system following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal. In case you have never registered before, follow the https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_adf.ctrl-state=azywmctp_1&_afLoop=6329722925931702&_afWindowMode=0&_afWindowId=null&_afFS=16&_afMT=screen&_afMFW=1042&_afMFH=575&_afMFDW=1280&_afMFDH=720&_afMFC=8&_afMFCl=0&_afMFM=0&_afMFR=144&_afMFG=0&_afMFS=0&_afMFO=0 to register a profile in the system. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration. Follow the instructions in the guide to search the tender, subscribe, and submit bid response.

1.2 Tender Timeline

Preview Date	
Open Date	29/07/22 15:53 PM
Close Date	23/08/22 14:00 PM
Estimated Award Date	2022-09-21T11:00:00.000+00:00
Time Zone	Coordinated Universal Time

1.3 Response Rules



This negotiation is governed by all the rules displayed below.

Rule	
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

1.4 Terms

Negotiation Currency USD ()

1.5 Attachments

File Name or URL	Type	Description
UNDP Quantum - User Guide For Suppliers	File	UNDP Quantum - User Guide For Suppliers
Section 2_General instructions	File	Section 2_General instructions
Section 3_Bid Data Sheet	File	Section 3_Bid Data Sheet
Section 5_Technical Requirement	File	Section 5_Technical Requirement
Annex 4 - Record Data Structure File	File	Annex 4 - Record Data Structure File
Form G_1 - Price and delivery Schedule	File	Form G_1 - Price and delivery Schedule
Annex 1 - Detailed Personalization Requirements	File	Annex 1 - Detailed Personalization Requirements
Annex 2 - Sample Data for sample card purpose only	File	Annex 2 - Sample Data for sample card purpose only
Annex 3 - Oracle data file for sample cards	File	Annex 3 - Oracle data file for sample cards
Section_6_Returnable forms	File	Section_6_Returnable forms



2 Requirements

**Response is required*

The requirement section of this document includes general instructions and information for suppliers as well as requirements and sections that suppliers need to respond. Please review this section carefully and provide responses in the manner and format required by uploading required forms and when required also keying in the information directly in the system.

2.1 Section 1. General Provisions and instructions

1. General Instructions to Bidders

This solicitation process is governed by the General Instructions to Suppliers attached herewith and Bid Data Sheet and other information listed herewith. By submitting a bid response to this tender supplier confirms to have read, understood, and accepted such provisions.

Attachments:

File Name or URL	Type	Description
Section 2_General instructions	File	Section 2_General Instructions to Bidders

2. Bid Data Sheet

Bid Data sheet contains information and instructions specific to this Tender. By submitting a bid you confirm to have read, understood, and accepted the provisions herewith attached.

Attachments:

File Name or URL	Type	Description
Section 3_Bid Data Sheet	File	Section 3_Bid Data Sheet

2.2 Section 2. Formal and Eligibility Requirements

*1. General Conditions of Contract

Do you accept the General Conditions of Contract (GTCs) as specified herewith.

Attachments:

File Name or URL	Type	Description
GTCs and contract forms	File	GTCs and contract forms

Target: Confirm acceptance of GTCs

*2. Bid Validity

Do you accept that your bid is valid as required in General Instructions and Bid Data Sheet?

Target: Confirm Bid Validity as required

3. Form A: Checklist

This checklist refers to documentation and forms required to be provided with your offer. Please complete the returnable bidding forms in accordance with instructions and attach them as part of your bid response in the system. No alteration to the format of the forms shall be permitted and no substitution shall be accepted.



***4. Form B: Bid Submission**

Have you attached Bid Submission form as per template provided and duly signed by a legal representative of your company?

Target: Bid Submission form provided

***5. Form C: Bidder Information**

Have you attached form C with information on the bidder using template herewith attached?

Target: Bidder Information provided

***6. Form D: Joint Venture/Consortium/Association Information**

Have you provided information on Joint Venture/Consortium/Association Information using the template and instructions attached?

Choose the applicable answer from options below.

***7. Form E: Eligibility and Qualifications Form**

Have you provided the information required to establish eligibility and qualifications as per form E herewith attached?

Attach also supporting documentation as applicable.

***8. Form F: Technical Requirements**

Have you provided your technical offer using the template herewith attached.

Please provide also additional supporting documents such as technical specifications, brochures, etc.

Target: Technical Bid offered

***9. Form G: Price Schedule**

Have you provided Price Schedule as instructed?

Prices must be submitted directly in the system line items section, and detailed tables attached when requested. Please make sure that the figures are consistent.

***10. Form H: Bid security ITB ref GP500528-1**

Have you provided Bid Security as per the template herewith attached and instructions in the Tender document?

A Bid Security in the amount of **USD 10,000** shall be submitted with the bid (see Section 6 – Bid Security Form H).

UNDP PSU does not normally return bid securities on expiry.

A scanned copy must be uploaded in the Quantum system and original must be sent by mail to:

United Nations Development Programme



Procurement Services Unit

4th floor, Marmorvej 51

2100 Copenhagen, Denmark

Attn: Victor Margall

A letter containing the bid security original must include the following marking:

"BID SECURITY REF. "ITB REF: GP500528-1 – HIGH VOLUME CARD PRINTER INCLUDING FULFILLMENT EQUIPMENT"

BIDDER: [name of company]

CONTACT DETAILS: [name], [phone nr] and [email]

NOT TO BE OPENED BY REGISTRY"

*11.

A Performance Security may be required under eventual Purchase Order.

UNDP PSU reserves the right to require that the Supplier shall furnish a Performance Security to UNDP PSU in the amount of up to 10% of the Purchase Order Value (in the same currency) placed under eventual PO. The Performance Security shall be valid for 30 days longer than the entire contract period, including (but not limited to) manufacture, delivery, installation, training, technical services and warranty obligations. To that purpose, a certificate of satisfactory installation, commissioning, training, etc. signed by the customer, will be provided to UNDP PSU. The Security shall be received by the Purchaser within 30 days of receipt of the Purchase Order.

The Performance Security shall be in one of the following forms:

(1) A bank guarantee, issued by a reputable licensed bank in the form provided in this ITB; or



(2) An irrevocable standby letter of credit.

The Performance Security shall permit the beneficiary to draw on it in any international location and specifically in Denmark or the United States.

PSU does not normally return bid/performance securities on expiry.

Bidders to use the exact wording as reflected in Form I - Performance Security Template in Section 6 of the ITB.

*12.

Compliance with Formal/Eligibility requirements

a. Confirmation of not being suspended, debarred, or otherwise identified as ineligible as per provisions of Section 2 – Instructions to Bidders (Clause "Eligibility"; and any other relevant Clauses/provisions of Section 2).

b. Inexistence of any conflict of interests, giving full consideration to aspects outlined in Section 2 – Clause "Conflict of Interests".

c. Disclosure of existence or inexistence of Organizational relationships as per any of the situations included in Section 2 – Clause "Only One Bid".

d. Adherence to the UN Supplier Code of Conduct.

e. Acceptance of UNDP Anti-Fraud Policy.

f. Acceptance of UNDP General Conditions of Contract

*13. **Certificates and Licences**

Have you provided required certificate and licences.

Select any of the options below as applicable and supporting documents.

- Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer.
- Official appointment as local representative, if bidder is submitting a bid on behalf of an entity located outside the country.
- Patent Registration Certificates, if any of technologies submitted in the bid is patented by the bidder.



- Export/Import Licenses, if applicable.

Response attachments are required.

*14.

Written power of attorney

Authorizing the signatory of the bid to commit the Bidder. (In case of Consortium/Partnership, then the PoA is to be issued by the Lead Entity of the Consortium).

Response attachments are required.

*15.

Litigation and arbitration history

Litigation and arbitration history (to be attached to the submission in Form E) detailing any cases for the last 5 years. UNDP reserves the right not to shortlist any supplier with a consistent history of litigation.

I-1. Overall Assessment of Preliminary examination

This is an internal criteria for evaluation team to assess and determine if the offer meets overall the criteria for this section based on information provided in their offer and any subsequent clarifications sought.

Insert 1 for "Pass" and 0 for "Fail"

2.3 Section 3. Qualification Requirements

*1.

A brief profile of the company

including size and staff, location, areas of expertise, years in business (minimum 5), overall product range and production capacities.

Please list expertise in executing similar projects as per the scope of this ITB, involving the supply of high-volume printers, fulfilment equipment including installation, integration and training services.

*2.

Quality procedures and certifications:

The Bidder and any subcontractor must demonstrate to have an active and adequate internal control system, quality assurance system and Information Security Management system implemented (internal policies to be provided), corresponding to the scope of supply of this tender.



The main Bidder and (if not the same) the manufacturer of the items must be certified according to an Internationally recognized quality standard such as ISO Quality Assurance Standard 9001. At least, copies of the following valid and updated certifications (or equivalent) must be provided:

- a. **ISO 9001-2000 certification – Quality Management System**
- b. **14001 certification – Environmental Management System or equivalent**

Any other partner must provide either above certificates if available or at least the following:

- c. **Internal quality control standards and procedures document**
- d. **Internal company environmental policy**

*3. **Relevant Experience**

Copies of a minimum of 3 purchase orders/contracts that the Bidder has been awarded and completed within the past five years proving relevant international experience to the scope of this ITB (delivery of high-volume ID Card printer and fulfilment system of comparable scope and quantity). PO/Contract shall clearly indicate the scope, type and quantities of items and technical specifications, date, contract monetary amount and currency. Bidder shall also provide updated customer contact details allowing UNDP to request references. At least, one of the POs should be of minimum order value of **USD 750,000**.

In case full copy of contract cannot be provided, Bidder may provide copy of part of the PO/Contract where above aspects are shown, or alternatively (only in case of absolute impossibility to provide contract copy, please to be justified) a recent signed letter from the contracting party, with current contact information and stating all aspects outlined above, may be acceptable.

*4.

Details of any major Subcontractor or Partner (including Partnerships, Joint Venture, or Consortium Agreements)

In case the submitting company responds to this announcement in association with a partner (Partnership, Consortium or Joint Venture) the bid must:

- Include the corresponding signed agreement, detailing for each partner their capacities and responsibilities, who is the main bidder (lead entity), roles of all major parties, and including eventual local services partner that the Bidder proposes in the bid.
- Be signed and submitted by the main bidder/lead entity through the Quantum system.

Please refer to **Form D Joint Venture/ Consortium/ Association Information Form**. Bidders must ensure that all information requested in such form is included such as the bidders brief profile and manufacturer authorizations

For any major partner/subcontractor as per above, corresponding documentation is required:

- certificates of legal establishment of the Subcontractors/ Partners.
- Brief company profile of Partners, including same aspects as for the main bidder.
- For the local service partner, include also list of experiences in delivering similar projects and list of references with updated contact details.



Response attachments are optional.

***5. Financial Standing - Turnover**

Audited financial statements for the last three years (Consolidated Balance Sheet, Profit & Loss, and Cash Flow statements). In case of consortium presenting the bid, the financial statements should be presented for the Lead member as well as the member responsible for the financial support of the project, in case that it is different from main Lead member.

***6. Financial standings - Liquidity**

Proof of financial capacity/credit availability, in the form of either:

- **A Letter from a Recognized Commercial Bank** specifically stating credit availability of the company for a minimum amount of USD 1 Million or

- **External Credit Rating** (such as D&B etc....), proving sufficient credit availability for high profile projects.

***7.**

Details (CVs and structure) of personnel and technical staff dedicated to this Project/Contract,

including Project Managers, software developers, training staff and technical assistance team to perform requested services in the country, proving sufficient qualifications to implement requested deliverables under eventual Contract.

1. The Supplier's project manager relevant certifications (e.g., PMP or Prince2). Alternatively, the Supplier must demonstrate that their selected project manager has a long track record of successful delivery in the industry (IT or as applicable) in public or private sectors.

2. The Supplier's lead technical expert must possess at minimum Master/Bachelor's Degree and relevant seniority, min.7 years of experience in large printing equipment operations and integration; 3+ years of professional experience leading a team to provide and install similar systems; etc.

3. The Supplier's Technical Documentation and Quality Assurance expert

***8. Authorization to represent manufacturer:**

If the bidder is not the manufacturer of the offered goods, then a manufacturer authorization to represent the manufacturer and sell/distribute the Goods in the destination country should be included.

***9. Warranty Obligations:**



Warranty conditions are as per the minimum requirements as stipulated in UNDP General Conditions and requirements in Section 5 - Technical Requirements. The Supplier is responsible to correct and/or replace any non-conforming or defective goods/products supplied to the country of use at its own cost, including freight to country of use.

Response attachments are optional.

***10. Fire and Extended Coverage Insurance:**

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

Response attachments are optional.

I-1. Overall Assessment of eligibility

This is an internal criteria for evaluation team to assess overall whether the offer meets the eligibility criteria. Insert 1 for "Pass" and 0 for "Fail"

2.4 Section 4. Technical Evaluation Criteria

*1.

Technical description of items (Form F):

Bidders to provide full details including technical & performance characteristics, exact models & features, clear pictures of all the items offered responding to requirements should be included in the "**Description of items offered and Bidders' statement on deviations**" column in Section 5's table (Form F).

Bidder's statement regarding deviations/non-compliance

Any departure from the provisions of the specification shall be clearly disclosed in the column in Section 5's table. In case of no deviations, for clarity please state 'no deviations'.

Minor deviations from the requested specifications and requirements as indicated in Section 5 Supply Requirements may be considered. Any deviation must be clearly disclosed in writing and adequately highlighted.

Dangerous Goods:

Please identify any of the items which are classified as "dangerous" for transportation and provide dangerous goods information (UN number; class; packing group; proper shipping name), and conditions/restrictions to be considered for freight and storage (to be included in the "**Description of items offered and Bidders' statement on deviations**" column in Section 5's table).

***2. Delivery Requirements (Form G)**



Bidders must quote delivery of goods (packed and palletized) according to:

DPU - RNP print centre, Tegucigalpa, Honduras, Incoterms 2020

Unless otherwise stated in this ITB, only one consolidated FCA point may be offered.

Country of origin must be stated.

The maximum acceptable delivery times are:

- DPU: 98 calendar days from the date of PO placement

Response attachments are optional.

*3.

Details of supply capacity and implementation plan

The bidder must demonstrate sufficient capability to produce and deliver with guarantees the items/deliverables requested (incl. all integration works), within the timelines specified, and without incurring into any major risks.

In this sense, the Bidder is requested to present a detailed and comprehensive Project Plan for successful and timely implementation of eventual Contract, if awarded, including the following:

- a. Chronogram detailing time allocated for main stages of the project/eventual Contract**, including purchase of components to sub-suppliers, production, consolidation, assembly, quality verification/testing, transport, installation and integration, local technical service, training, etc.
- b. Plan and explanation on calibration and fine tuning of printing process/functions**, in order to align output matching the current identity cards in Honduras (issued by RNP), including approach for field positioning and printed contrast resolution adjustment.
- c. Location/s where equipment and items will be produced/assembled/QA/ready to FCA point/s.**
- d. Details on transportation/freight arrangements and plan**, in terms of timelines, freight forwarders, carrier, routing, transportation means (for air freight transport state whether passenger, cargo or charter), quality/consideration of sensitivity of the equipment type of confirmation on Insurance Class, to deliver to the site, and risk mitigation measures to avoid delays and ensure overall freight set-up to be solid and



reliable. (Bidders to respond to corresponding Bid Factor).

With information and documentation on the above points, the Bidder must demonstrate proper resources and expertise to tackle all areas involved in this project.

Failure to provide all the above-mentioned information may result in the bid being rejected. Bids that are unclear or leave room for interpretation may be considered non-responsive and hence not be evaluated.

All submittals shall bear seal/marketing/signature of Bidder and UNDP/PSU may request additional supporting documentation.

Response attachments are required.

*4.

Bidders are requested to provide samples containing cards as follows:

20 cards personalized according to the outlined positioning and requirements in Annex 1, 2 and 3" of this ITB.

UNDP shall not return samples received. Samples must arrive to the following address latest by date of Close of Bids as indicated in the Quantum system:

United Nations Development Programme

Procurement Services Unit

4th floor, Marmorvej 51

2100 Copenhagen, Denmark

Attn: Victor Margall

Packages containing samples must include the following marking:



"ITB REF: GP500528-1 – HIGH VOLUME CARD PRINTER INCLUDING FULFILLMENT EQUIPMENT"

BIDDER: [name of company]

CONTACT DETAILS: [name], [phone nr] and [email]"

I-1. Overall assessment of technical offer

This is an internal criteria for evaluation team to assess and determine whether bidder meets the overall technical requirements.



3 Lines

Instructions Bidders are requested to provide fully completed Price and Delivery Schedule form both duly signed/authorised, and through Quantum as per the lines indicated below. Supplementary information shall be attached according to the requirements herein.

With reference to the Question #1 of Clarifications to Bidders document (Round 1. dated 27 July 2022), please note that this clarification will not trigger an express amendment of the ITB document, we keep it as it is. However, for clarity, wherever in the ITB it reads 'printer' it should be understood as a 'printing system', which Bidders can offer as composed of either one or two printers. Depending on what is offered, bidders must provide the relevant breakdown in the Price Schedule (Form G1, in excel format) including the different components etc. and enter the total amount directly in the Quantum system. Again, here the item 'printer' is to be understood as 'printing system'.

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-High-volume Laser Engraving Printer	45101500		Ea	Ea			
2-Card fulfilment equipment	45101700		Ea	Ea			
3-Installation & integration to RNP systems, using existing RNP Oracle data formats	81112200		Lum	Lum			
4-User/Admin Training (in Spanish & English) and Provision of user manuals in Spanish	86132100		Lum	Lum			
5-Support Service and Warranty	81111818		Lum	Lum			

