



## **INVITATION TO BID**

### **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: Conditions of Contract and Contract Forms

Section 7: Bidding Forms

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



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 to 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 the previous registration.

We look forward to receiving your bid.



## Tender Overview



## Table of Contents

1 Overview.....	5
1.1 General Information.....	5
1.2 Tender Timeline.....	
1.3 Terms.....	7
1.4 Attachments.....	7
2 Requirements.....	8
2.1 Section 1. General Provisions.....	8
2.2 Section 2. Evaluation Criteria - Preliminary Examination.....	8
2.3 Section 3. Evaluation Criteria - Minimum eligibility.....	9
2.4 Section 4. Evaluation Criteria - Qualifications.....	10
2.5 Section 5. Technical Evaluation Criteria.....	10
3 Lines.....	12
3.1 Line Information.....	12



## 1 Overview

### 1.1 General Information

<b>Title</b>	Technical Maintenance for UNall.
<b>Contact Point</b>	Mahdi Khosrozad
<b>Outcome</b>	
<b>E-Mail</b>	cpu.bids@undp.org
<b>Reference Number</b>	UNDP-ITM-ITB-2022-003
<b>Beneficiary Country</b>	United States

#### Introduction

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 and Data Sheet  
Section 3- 4: Evaluation Criteria  
Section 5: Terms of Reference  
Section 6: Conditions of Contract and Contract Forms  
Section 7: Bidding Forms

- Form A: Bid Confirmation (Online)
- Form B: Checklist
- Form C: Bid Submission
- Form D: Bidder Information
- Form E: Joint Venture/Consortium/Association Information
- Form F: Eligibility and Qualification
- Form G: Technical Bid



- Form H: Price Schedule

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.

Should you require further clarification, kindly submit your queries through the system or communicate with the contact person/s identified in this ITB as the contact Point by email to [cpu.bids@undp.org](mailto:cpu.bids@undp.org) referencing the ITB number and title under the subject line.

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 to 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 the previous registration.

We look forward to receiving your bid.

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&\\_afMFV=1042&\\_afMFH=575&\\_afMFDW=1280&\\_afMFDH=720&\\_afMFC=8&\\_afMFCI=0&\\_afMFV=0&\\_afMFR=144&\\_afMFG=0&\\_afMFS=0&\\_afMFO=0](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&_afMFV=1042&_afMFH=575&_afMFDW=1280&_afMFDH=720&_afMFC=8&_afMFCI=0&_afMFV=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 the previous registration. Follow the instructions in the guide to search the tender, subscribe, and submit bid response.

## 1.2 Tender Timeline

<b>Preview Date</b>	
<b>Open Date</b>	27/07/22 22:10 PM
<b>Close Date</b>	16/08/22 21:00 PM
<b>Time Zone</b>	Coordinated Universal Time



### 1.3 Terms

**Negotiation Currency**    USD ( )

### 1.4 Attachments

<b>File Name or URL</b>	<b>Type</b>	<b>Description</b>
Section 1-2-ITB-Bid data sheet	File	ITB Data Sheet
Section 7-Returnable forms tem	File	Returnable Forms
Section 6_ GTCs and contract f	File	GTC
Section 5-TOR-UNall maintenanc	File	TOR



## 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

#### 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.

### 2.2 Section 2. Evaluation Criteria - Preliminary Examination

#### \*1. General Conditions of Contract

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

*Target: Confirm acceptance of GTCs*

#### \*2. Proposal 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: Bid Confirmation

Please acknowledge your interest to participate in this Tender by creating a draft bid response in the system. This will allow you to receive notifications from the system in case of amendments.

If you do not submit a bid, UNDP would appreciate your feedback on the reasons. You can provide your feedback by sending an email to contact details specified for this tender in Bid Data Sheet.

#### 4. Form B: Checklist

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.





- \*5. Form C: 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*
- \*6. Form D: Bidder Information**  
Have you attached form D with information on the bidder using template herewith attached?  
*Target: Bidder Information provided*
- \*7. Form E: 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.
- \*8. Form F: Eligibility and Qualifications Form**  
Have you provided the information required to establish eligibility and qualifications as per form F herewith attached?  
Attach also supporting documentation as applicable.
- \*9. Form G: Technical Bid**  
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*
- \*10. Form H: 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.
- 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. Evaluation Criteria - Minimum eligibility**

- \*1. Legal Registration**  
Bidder is a legally registered entity and all relevant information is provided.  
Upload scanned copies of legal registration documents according to options listed below and any other relevant document.
- \*2. Sanctions List**  
Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Section 2 Article 4.  
*Target: Not suspended or ineligible*
- \*3. Bankruptcy**  
Do you confirm that you have not declared bankruptcy or not involved in bankruptcy or receivership proceedings and there is no judgment or pending legal action against the company that could impair



operations in the foreseeable future.

**\*4. 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.

**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. Evaluation Criteria - Qualifications**

**\*1. History of non-performing contracts**

Provide history of non-performing contracts that did not occur as a result of contractor default within the last 3 years.

Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employer's decision was overruled by the dispute resolution mechanism.

**\*2. Litigations**

No consistent history of court/arbitral award decisions against the bidder for the last 3 years.

**\*3. Relevant Experience**

Indicate the number of years of relevant experience of the Company. The company must have at least 3 years of relevant experience.

*Response attachments are optional.*

**\*4. Recent Experience**

Indicate the number of contracts of similar nature and complexity implemented over the last 3 years. Provide information on such contracts as per the template/form provided.

For JV/Consortium/Association, all parties cumulatively should meet requirements.

Bidder must provide at least 3 recent contracts.

*Response attachments are required.*

**I-1. Overall Qualifications Criteria**

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

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

**2.5 Section 5. Technical Evaluation Criteria**



**\*1. Technical offer and specifications**

Services offered in the bid are substantially compliant and do not contain any material deviation from the minimum requirement as included in section 5 Terms of Reference.

*Response attachments are optional.*

**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

#### 3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Technical Maintenance for UNall	81112200						