



*Empowered lives.
Resilient nations.*

INVITATION TO BID

Procurement and Supply of a Mobile Clinic and an Ambulance

ITB No.: ITB-2019-PAL-72048-49

Project: Community Resilience Programme (CRDP)

Country: occupied Palestinian territory

Issued on: 12 June 2019

Contents

Section 1. Letter of Invitation.....	4
Section 2. Instruction to Bidders	5
GENERAL PROVISIONS.....	5
1. Introduction	5
2. Fraud & Corruption, Gifts and Hospitality.....	5
3. Eligibility	5
4. Conflict of Interests	6
B. PREPARATION OF BIDS.....	6
5. General Considerations	6
6. Cost of Preparation of Bid	7
7. Language	7
8. Documents Comprising the Bid	7
9. Documents Establishing the Eligibility and Qualifications of the Bidder	7
10. Technical Bid Format and Content	7
11. Price Schedule.....	7
12. Bid Security	7
13. Currencies	8
14. Joint Venture, Consortium or Association.....	8
15. Only One Bid	9
16. Bid Validity Period.....	9
17. Extension of Bid Validity Period	9
18. Clarification of Bid (from the Bidders).....	10
19. Amendment of Bids	10
20. Alternative Bids.....	10
21. Pre-Bid Conference.....	10
C. SUBMISSION AND OPENING OF BIDS.....	11
22. Submission	11
Hard copy (manual) submission.....	11
Email and eTendering submissions.....	11
23. Deadline for Submission of Bids and Late Bids	11
24. Withdrawal, Substitution, and Modification of Bids.....	12
25. Bid Opening.....	12
D. EVALUATION OF BIDS.....	12
26. Confidentiality.....	12
27. Evaluation of Bids	12
28. Preliminary Examination	13

29. Evaluation of Eligibility and Qualification	13
30. Evaluation of Technical Bid and prices	13
31. Due diligence	13
32. Clarification of Bids	14
33. Responsiveness of Bid	14
34. Nonconformities, Reparable Errors and Omissions.....	14
E. AWARD OF CONTRACT.....	15
35. Right to Accept, Reject, Any or All Bids	15
36. Award Criteria.....	15
37. Debriefing.....	15
38. Right to Vary Requirements at the Time of Award.....	15
39. Contract Signature.....	15
40. Contract Type and General Terms and Conditions.....	15
41. Performance Security	15
42. Bank Guarantee for Advanced Payment	15
43. Liquidated Damages	16
44. Payment Provisions	16
45. Vendor Protest.....	16
46. Other Provisions	16
Section 3. Bid Data Sheet	17
Section 4. Evaluation Criteria	20
Section 5a: Schedule of Requirements and Technical Specifications/Bill of Quantities.....	23
Section 5b: Other Related Requirements	35
Section 6: Returnable Bidding Forms / Checklist	37
Form A: Bid Submission Form	38
Form B: Bidder Information Form	39
Form C: Joint Venture/Consortium/Association Information Form	41
Form D: Eligibility and Qualification Form	41
Form E: Format of Technical Bid.....	43
FORM F: Price Schedule Form	46
FORM G: Form of Bid Security.....	47

Section 1. Letter of Invitation

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

This ITB includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet:

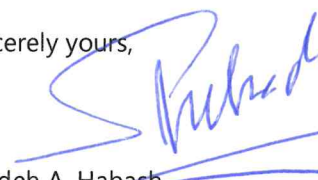
- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Schedule of Requirements and Technical Specifications
- Section 6: Returnable Bidding Forms
 - o Form A: Bid Submission Form
 - o Form B: Bidder Information Form
 - o Form C: Joint Venture/Consortium/Association Information Form
 - o Form D: Qualification Form
 - o Form E: Format of Technical Bid
 - o Form F: Price Schedule
 - o Form G: Form of Bid Security

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 Bid Data Sheet.

Please acknowledge receipt of this ITB by sending an email to proc3.papp@undp.org, indicating whether you intend to submit a Bid or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the ITB. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this ITB.

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

Sincerely yours,


Shehadeh A. Habash
Head of Procurement Unit
UNDP/PAPP



Section 2. Instruction to Bidders

GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this ITB, including any amendments made in writing by UNDP. This ITB is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this ITB.</p> <p>1.3 UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p> <p>1.4 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP:</p> <p>(a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</p> <p>(b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by</p>

	<p>these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. 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:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the goods and/or services requested under this ITB; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their Bid their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this ITB; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the Bid or Bids affected by the non-disclosure.</p> <p>4.4 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, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this ITB, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
B. PREPARATION OF BIDS	
5. General Considerations	<p>5.1 In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify the UNDP accordingly.</p>

6. Cost of Preparation of Bid	6.1 The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	7.1 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 BDS.
8. Documents Comprising the Bid	8.1 The Bid shall comprise of the following documents and related forms which details are provided in the BDS: <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Bid; c) Price Schedule; d) Bid Security, if required by BDS; e) Any attachments and/or appendices to the Bid.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Bid Format and Content	10.1 The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB. 10.2 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by the Purchaser, at no expense to the UNDP. If not destroyed by testing, samples will be returned at Bidder's request and expense, unless otherwise specified. 10.3 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS. 10.4 When applicable and required as per Section 5, the Bidder shall certify the availability of spare parts for a period of at least five (5) years from date of delivery, or as otherwise specified in this ITB.
11. Price Schedule	11.1 The Price Schedule shall be prepared using the Form provided in Section 6 of the ITB and taking into consideration the requirements in the ITB. 11.2 Any requirement described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.
12. Bid Security	12.1 A Bid Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for a minimum of thirty (30) days after the final date of validity of the Bid. 12.2 The Bid Security shall be included along with the Bid. If Bid Security is required by the ITB but is not found in the Bid, the offer shall be rejected.

	<p>12.3 If the Bid Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Bid.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their bid and the original of the Bid Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Bid Security may be forfeited by UNDP, and the Bid rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or; b) In the event the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or ii. to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Bids are quoted in different currencies, for the purposes of comparison of all Bids:</p> <ul style="list-style-type: none"> a) 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 Bids; and b) In the event that UNDP selects a Bid for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for 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 JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted 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 the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one Bid.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience</p>

	<p>should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 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 JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Bid	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>15.2 Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this ITB; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of another Bidder regarding this ITB process; e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
16. Bid Validity Period	<p>16.1 Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Bid Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing, and shall be considered integral to the Bid.</p> <p>17.2 If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.</p>

18. Clarification of Bid (from the Bidders)	<p>18.1 Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavour to provide 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 Bids, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Bids	<p>19.1 At any time prior to the deadline of Bid submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
20. Alternative Bids	<p>20.1 Unless otherwise specified in the BDS, alternative Bids shall not be considered. If submission of alternative Bid is allowed by BDS, a Bidder may submit an alternative Bid, but only if it also submits a Bid conforming to the ITB requirements. 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.</p> <p>20.2 If multiple/alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid"</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a pre-bid conference will be conducted at the date, time and location specified in the BDS. 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 disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to ITB.</p>

C. SUBMISSION AND OPENING OF BIDS

22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Bid comprising the documents and forms in accordance with requirements in the BDS. The Price Schedule shall be submitted together with the Technical Bid. Bid can be delivered either personally, by courier, or by electronic method of transmission as specified in the BDS.</p> <p>22.2 The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Bid shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>(b) The Technical Bid and Price Schedule must be sealed and submitted together in an envelope, which shall:</p> <ul style="list-style-type: none"> i. Bear the name of the Bidder; ii. Be addressed to UNDP as specified in the BDS; and iii. Bear a warning not to open before the time and date for Bid opening as specified in the BDS. <p>If the envelope with the Bid is not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Bid.</p>
Email and eTendering submissions	<p>22.5 Electronic submission through email or eTendering, if allowed as specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS;</p> <p>b) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivered as per the instructions in BDS.</p> <p>22.6 Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</p>
23. Deadline for Submission of Bids and Late Bids	<p>23.1 Complete Bids must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognise the actual date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Bid that is received after the deadline for the</p>

	submission of Bids.
24. Withdrawal, Substitution, and Modification of Bids	<p>24.1 A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Bid by sending a written notice to UNDP, 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, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Bid by Cancelling, Editing, and re-submitting the Bid directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Bid as needed. Detailed instructions on how to cancel or modify a Bid directly in the system are provided in the Bidder User Guide and Instructional videos.</p> <p>24.4 Bids requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened.</p>
25. Bid Opening	<p>25.1 UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members.</p> <p>25.2 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 submissions, in which case, the Bid shall be returned unopened to the Bidders.</p> <p>25.3 In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened.</p>
D. EVALUATION OF BIDS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Bids, 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.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Bids or contract award decisions may, at UNDP's decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Bids	<p>27.1 UNDP will conduct the evaluation solely on the basis of the Bids received.</p> <p>27.2 Evaluation of Bids shall be undertaken in the following steps:</p> <ul style="list-style-type: none"> a) Preliminary Examination including Eligibility b) Arithmetical check and ranking of bidders who passed preliminary examination by price. c) Qualification assessment (if pre-qualification was not done)

	<ul style="list-style-type: none"> a) Evaluation of Technical Bids b) Evaluation of prices <p>Detailed evaluation will be focussed on the 3 - 5 lowest priced bids. Further higher priced bids shall be added for evaluation if necessary</p>
28. Preliminary Examination	<p>28.1 UNDP shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Bid at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments; c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required; d) They are able to comply fully with the UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical Bid and prices	<p>30.1 The evaluation team shall review and evaluate the Technical 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 BDS and other ITB documents. When necessary, and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.</p>
31. Due diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; 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 with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary;

	<ul style="list-style-type: none"> e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Bids	<p>32.1 To assist in the examination, evaluation and comparison of Bids, UNDP may, at its discretion, request any Bidder for a clarification of its Bid.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and 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 Bids, in accordance with the ITB.</p> <p>32.3 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 Bids.</p>
33. Responsiveness of Bid	<p>33.1 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, specifications and other requirements of the ITB without material deviation, reservation, or omission.</p> <p>33.2 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.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 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.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period, 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.</p> <p>34.3 For the bids that have passed the preliminary examination, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> 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. <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall be rejected.</p>

E. AWARD OF CONTRACT

35. Right to Accept, Reject, Any or All Bids	35.1 UNDP reserves the right to accept or reject any bid, to render any or all of the bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 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.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request for a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future Bids for UNDP procurement opportunities. The content of other Bids and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of goods and/or 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.
39. Contract Signature	39.1 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 to do so may 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 Second highest rated or call for new Bids.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 A performance security, if required in the BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within a maximum of fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's standard practice to not make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per the BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20

	<u>and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default</u>
43. Liquidated Damages	43.1 If specified in the BDS, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per Contract.
44. Payment Provisions	44.1 Payment will be made only upon UNDP's acceptance of the goods and/or services performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of goods and/or services issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of the contract.
45. Vendor Protest	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a 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: <u>http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</u>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 <u>er</u></p>

Section 3. Bid Data Sheet

The following data for the goods and/or services to be procured shall complement, supplement, or amend the provisions in the Invitation to Bid In the case of a conflict between the Instructions to Bidders, the Bid Data Sheet, and other annexes or references attached to the Bid Data Sheet, the provisions in the Bid Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Bid	English
2	14	Joint Venture, Consortium or Association	Not Allowed
3		Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	Allowed; The bidder has the right to quote for the ambulance or the mobile clinic or quote for both vehicles.
	20	Alternative Bids	Shall not be considered
4	21	Pre-Bid conference	Will not be conducted
5	16	Bid Validity Period	90 days
	12	Bid Security	Required in the amount of USD 6,000 for 120 days <i>Whether the bidder quoted for one vehicle or two vehicles</i> Acceptable Forms of Bid Security <ul style="list-style-type: none"> ▪ Bank Guarantee ▪ Any Bank-issued Check
6	38	Right to Vary Requirements at the Time of Award	UNDP has the Right to Vary Requirements at the Time of Award and/ or during execution of contract as well.
7	42	Advanced Payment upon signing of contract	Not Allowed
8	43	Liquidated Damages	Will be imposed as follows: Percentage of contract price per day of delay: 0.25% Max. number of days of delay 60, after which UNDP may terminate the contract.
9	41	Performance Security	Required in the amount of 10% of resulted contract price in the form of a Bank Guarantee (please see the template) (a) Within (7) 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>(b) The Performance Security shall be valid until end of defects liability period (i.e. 12 months after the intended completion date);</p> <p>(c) 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>(d) The Performance Security shall be denominated in the currency of the contract.</p>
10	13	Currency of Bid	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	(5) days before the submission deadline
12	18	Contact Details for submitting clarifications/questions	<p>Focal Person in UNDP: Shehadeh Habash</p> <p>Address: 3 Yaqubi St., Jerusalem 9591101</p> <p>E-mail address: proc3.papp@undp.org</p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Bids	e-Tendering
15	22	Bid Submission Address	<p>https://etendering.partneragencies.org</p> <p><u>BU Code: PAL10</u></p> <p><u>Event ID number: 0000003811</u></p>
16	22	Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ If you are uploading a large number of files (ex. 15 or more), please zip the files into a ZIP folder and upload the folder instead of each file individually. You can upload several ZIP folders, but if you do this, please note that the total size of each ZIP folder uploaded cannot exceed 50MB. ▪ Documents which are required in original (e.g. Bid Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission: Programme of Assistance to the Palestinian People (UNDP/PAPP)

			UNDP/PAPP Jerusalem Office 3 Yaqubi Street, Wadi el-Joc East Jerusalem Tel: +972-2-626-8200
17	25	Date, time and venue for the opening of bid	This is e-Tendering submission: the bidders will receive an automatic notification once their Bids are opened.
18	27, 36	Evaluation Method for the Award of Contract	Lowest priced technically responsive, eligible and qualified bid for each line item.
19		Expected date for commencement of Contract	August 1, 2019
20		Maximum expected duration of contract	90 days from submission of chassis and engine numbers, shipment, customs clearance and inland transportation to final location. Duration for tax exemption by the UNDP from the Israeli Authorities is not included.
21	35	UNDP will award the contract to:	One or more Proposers, depending on the following factors: As partial bidding is allowed, UNDP will award the Contract to the technically responsive bidder/s who quoted the lowest price and qualified bid per line item.
22	39	Type of Contract	Contract for Goods and/or Services to UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Contracts http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
24		Other Information Related to the ITB	Joint Venture, consortium, and associations are not allowed.

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Bids will be examined to determine whether they are complete and submitted in accordance with ITB requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- No Consortium, Associations, or Joint Ventures with other contracting companies
- Power of Attorney
- Minimum Bid documents provided
- Bid Validity
- Bid Security submitted as per ITB requirements with compliant validity period

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on a Pass/Fail basis.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Bid Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Bid Submission Form
Bankruptcy	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Bid Submission Form
Certificates and Licenses	<ul style="list-style-type: none">▪ 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;▪ Certification or authorization to act as an authorized dealer in the West Bank▪ Local licensed garage/workshop with the capacity and capability to provide after sales services for the vehicles. Physical inspection of the bidder's plant/garage, factory, branches or other places where business transpires, with or without notice to the bidder.▪ Brand and model should be introduced and successfully used in the market for at least five (5) years.	Form B: Bidder Information Form

QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 5 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last (5) years.	Form D: Qualification Form
Previous Experience	Minimum (5) years of relevant experience.	Form D: Qualification Form
	Minimum (1) contract of similar value, nature and complexity implemented over the last (5) years executed by the bidder in the Country.	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of US \$400,000 for the last (5) years.	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.	Form D: Qualification Form
	Quick Ratio (QR) of not less than 1.0; bidders may use the form of Balance Sheet to calculate QR; If QR is less than 1, UNDP shall verify financial capacity of the bidder and has the authority to seek references from concerned parties & banks on the bidder' financial standing. UNDP reserves the right to reject any bid if submitted by a contractor whom the investigation leads to a result that he/she is not financially capable and/or had serious financial problems.	Form D: Qualification Form
	UNDP may additionally request a copy of the bank account statements including a summary of the financial transactions which have occurred over the past two years period on a bank account/accounts held by the business reflecting the account balance at the beginning and end of the period, total withdrawals, and total deposits.	Upon UNDP's official request
Technical Evaluation	The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in the bid document.	Form E: Technical Bid Form
	The bidder shall submit full data sheets & catalogues for the vehicles including details on offered manufactures' warranties.	
	The evaluation committee may opt to visit the local workshop to assess the capability of the workshop to offer after sales service.	

¹ 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 Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

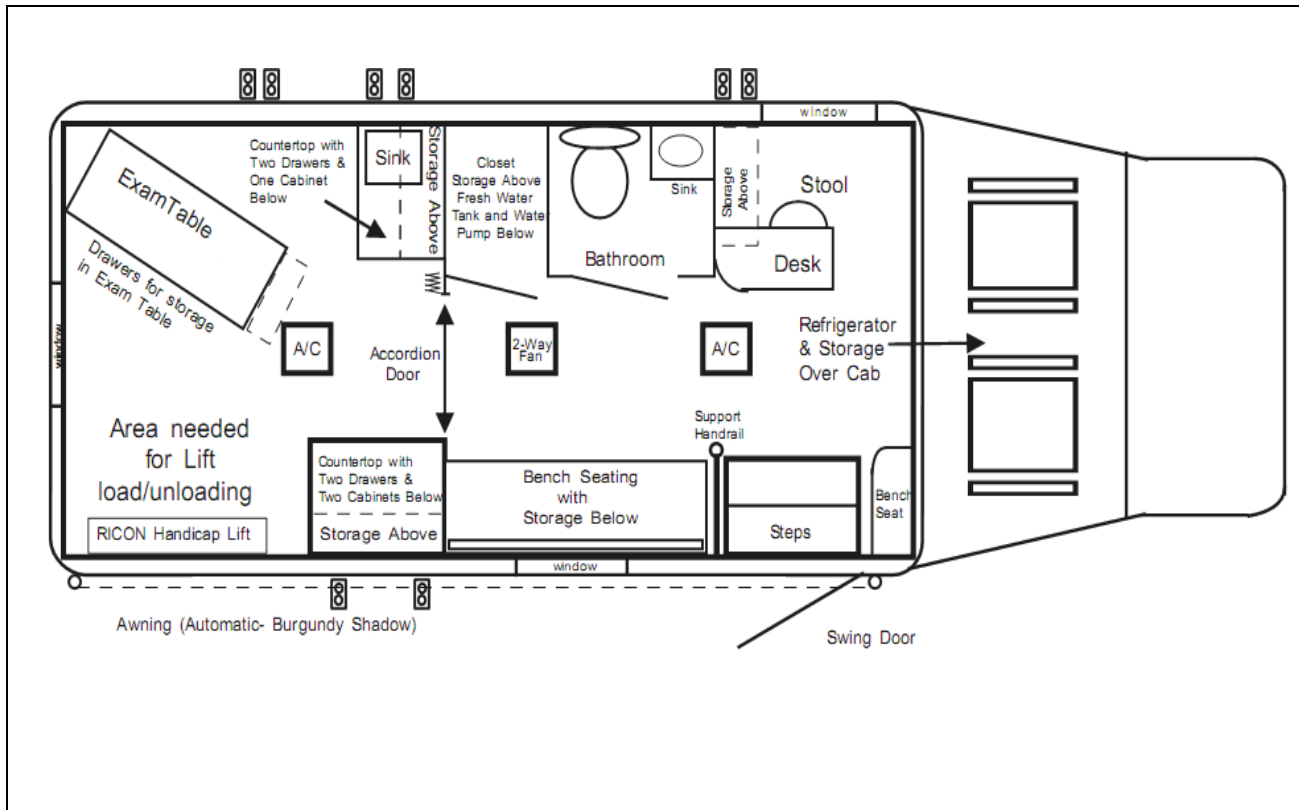
Financial Evaluation	<p>Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F.</p> <p>Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable)</p> <p>Comparison with budget/internal estimates.</p>	<p>Form F: Price Schedule Form</p>
-----------------------------	--	------------------------------------

Section 5a: Schedule of Requirements and Technical Specifications/Bill of Quantities

ITEM # 1: MOBILE CLINIC with PNA Plate	QTY :1	
	COMPLIANCE	DEVIATIONS
Vehicle Specifications:		
Year: Not less than 2019		
Engine: Minimum: 5.4L V8 Diesel Engine – Maximum: 6.5L V8 Diesel Engine		
Drive system: 4X2		
Brakes – Power 4-wheel disc with Anti-lock Brake System (ABS)		
Power Train: Heavy Duty		
Spare tire included		
Color: Gloss White		
Suspension: Air Ride		
Shock Absorbers: Heavy Duty - Gas Shock Absorbers		
Engine Cooling System: Heavy Duty		
Battery: Heavy Duty Minimum: 3 years warranty - Maximum: Lifetime		
Alternator: 150 AMP (Heavy Duty) or Most Adequate for Vehicle		
Transmission: Automatic, Heavy Duty size and torque adequately compatible with Engine Horsepower		
Front Bumper: Standard Heavy Duty		
Cab: Standard Cut-A-Way Vehicle		
Fuel Tank: Minimum: Minimum 140 litter- Maximum 200 litter		
Climate Control: Manual for air conditioning and heat		
Steering Column: Tilt		
Power Steering		
Driver/Passenger Air bags		
Floor Covering: Standard for a Cut-A-Way Vehicle Cab		
Lighting: Overhead interior dome light		
Fog lights		
Windows: Power		
Door Locks: Content Theft Alarm with Minimum: Manual key opening- Maximum: remote keyless entry		
Seats: Bucket Vinyl (black) (Color is substitutable) with F.M.V.S.S. approved seatbelts		
Keys: Electronically coded and matched to vehicle, 3 Sets		
Power Outlets: 2 – Minimum		
Radio: AM/FM Clock		
Video Camera for Backing Up – Standard (Black and White)		

Vehicle jack with lug wrench		
Safety Equipment:		
Backup Alarm		
Smoke Detector		
CO Alarm		
Fire Extinguisher		
Mobile Clinic Cabin Specification:		
Cabin Construction Material: Manufactured from Aluminum, Plywood and Fiberglass or Equivalent		
Clinic Cabin Insulation: Full Insulation in Ceilings and Floors		
Cabin Dimensions: Approximately 5.5m Lx 2.5m Wx 2m H		
Clinic Cabin Floor Covering – Hospital/Commercial Grade: Vinyl Material		
Alarm System: Clinic Cabin will include a content theft alarm system integrated with Cab/Chassis content theft alarm		
Roof Vents – two way fans with Max Air covers		
Waiting Room Specification:		
Waiting Room Dimensions: Approximately 3.5m L 2.5 W 2 H		
Personnel/Patient Entrance Door: 75cm Door with window with exterior manual key opening		
Drop down stairs & entry handrails		
One air condition Units (roof top mounted)		
Waiting Room Electrical Outlets – 3		
Waiting Room Overhead Lights – 3		
Waiting Room Desk with chair (strapped for mobile use) Dimensions – approximately 1m L X 50cm W X45cm Deep		
Storage above the desk		
Waiting Room Bench seating with storage below: accommodates up 4 adult patients		
Waiting bench seat for 2 adults		
Waiting Room Windows: two windows with Screen: Approximately 80cm W X 80cm H		
Dimensions of Refrigerator Stored above Vehicle Cab: Approximately 50cm Deep X 45cm W X 60cm High		
Fresh water tank 200 litter and water pump below with closet storage above		
Built in waste bin made of metallic, with cover opened by foot mechanism, around 12 litter capacity		
Bathroom with specimen pass-through and stainless-steel sink; oak cabinet, include built in waste bin made of metallic, with cover opened by foot mechanism, around 8 litter capacity		

Examination Cabin:		
Examination cabin Dimensions: Approximately 2.5m L 2.5m W 2m H		
Wheel Chair Access Entrance Door with window – approved standard wheelchair lift accessible door		
Wheel Chair Lift Dimensions – Approximately 1.2 W 1.2m Deep 1.5m Tall		
One air condition Units (roof top mounted)		
Examination cabin Overhead Lights – 2		
Examination cabin Electrical Outlets – 5		
1 Sink: Approximately 80cm L X 50cm Deep X 80cm Tall with Counter Top with 2 Drawers for Storage Below. Drawer Dimensions: 2 – Approximately 30cm W X 45cm Deep		
Countertop with dimension 120cm x L 45cm Deep x 100cm H with two drawers & two cabinets below with storage above dimension approximately 120cm L x 30cm Deep x 70cm H		
Window with Screen: 80 cm W X 80 cm H		
Examination Table with drawers for storage:		
Chromium-plated rectangular steel tube frame		
3-section mattress		
Head section adjustable up to +40°		
Leg section up to +28°		
Dimension 1950 * 650 * 650h mm approx.		
Paper roll holder is included		
Paper roll 500mm wide is included		
IV pole with four hooks		
Power Generation: One (1) 7.5 KW Commercial Diesel Generator		
One Water Heater – Standard for Size and Operation of Vehicle		
Clinic Climate Control System: HVAC System		
Internal accordion door 75 cm between the waiting room and the examination cabin		
Awning (Automatic- Burgundy Shadow		
Grey water tank 200 litter		
Built in waste bin Made of metallic, with cover opened by foot mechanism, around 12 litter capacity		
Please see below the furniture layout of the mobile clinic:		



ITEM # 2: AMBULANCE with PNA Plate	QTY :1	
	COMPLIANCE	DEVIATIONS
Vehicles Specifications:		
Year: 2019-2020 (The vehicle production date not more 12 months - on delivery and registration)		
Engine: 2000-2500L Turbo (Diesel Engine)		
Transmission: 5-6 parts Manual		
Drive system: 4X2		
Displacement: 2,000cc or more, turbo charger		
Max. output: 70 kW / 5,200rpm or more		
Max. torque: 200Nm / 3,500rpm or more		
Capacity of fuel tank: 75 L or more		
Steering: Power steering, Steering Column: Tilt		
Brakes: Anti-lock Brake System (ABS)		
Lighting: Overhead interior dome light		
Fog lights		
Electric Windows		
Electric mirrors		
Driver/Passenger Air bags		
Battery: Heavy Duty		
Spare tire included		
Air condition (front and rear)		
Climate Control: Manual for air conditioning and heat		
Maintenance tool set with jack (standard set)		
Radio: AM/FM Clock		
Door Locks: Content Theft Alarm with Minimum: Manual key opening- Maximum: remote keyless entry		
Keys: Electronically coded and matched to vehicle, 3 Sets		
External charging plug electrical		
Extra battery for back lights		
Emergency LED light bar with siren and loud speaker, with Microphone in the driving cabin		
Internal connection for AC electricity (Two AC outputs at least)		
DC/AC 1000W Sine Wave Inverter:		
Continuous Output Power: not less than 1000 Watts		
Surge Rating: not less than 2000 Watts		
Output Waveform: Sine Wave <3% THD		
Output Voltage: 220 VAC		
Output Frequency: 50 Hz		
Input Voltage: Compatible with Ambulance battery voltage		

Efficiency: not less than 90%		
Protection Overload, Short Circuit, Reverse Polarity (Fuse), Over/Under Voltage, Over Temperature		
Low Battery Alarm		
Low Battery Shut-Down		
Operating Temperature Range 0C - 40C		
Cooling Thermostatically Controlled Fan		
Connected with two AC outlets		
PATIENT CABINS AND STUFF SPECS:		
Dimensions: 250×145×120 cm (L×W×H) at least		
The height between the seats and ceiling at least 95 cm		
Back Door Dimensions: at least 145×120 cm (W×H)		
Wide Foot step entry in rear end		
Patient cabinet roof include six lights (high and low)		
Ceiling mounted I.V Holders		
Patient cabinet roof and sides lining of two layers including insulation between layers		
Flooring:		
Anti-skid (anti acidic stain free vinyl) flooring		
Color match with interiors		
Doctor's Chair – Rotatable and reclining with Headrest Adjustable Covering should be of soft leather with seat belt		
Waste bin – Single Detachable		
Attendant's seat 3 seater with head and back rest with flat belts with 200cm long at least. Location of seat on the side of patient; the seat is like box to use it for medical needs storage		
Fire extinguisher		
Cupboards:		
Laminated light colored finish for the cupboard matching with the interior		
Labeling of place for equipment, drugs, medical accessories in the cupboard. (With special fixture of transportation)		
Lockable shutters of the cupboard		
Opening of cupboards should not make any hindrance with the patients and doctors movements		
Cupboard construction from wood and aluminum		
Central oxygen system includes 14 liters oxygen cylinders with suitable place and tied, regulators and two oxygen outlets at least		
Stretcher front and back holders for stretcher fixing		
Back searchlight working with back door opening and can be run from driver cabinet		

The patient cabinet include SEPARATION behind the driver seat with following specs or complete separation with window:		
The separation wide 50cm		
The separation high at least equal driver seat high		
The space between separation and driver seat is 20 cm		
The separation is transparent or grid		
One Hand spot light in drivers' cabin		
The leather used for upholstery is from good leather and not plastic		
OUTSIDE FABRICATION:		
Color: White		
At front side the Ambulance word written by two languages Arabic and English in large scale		
Red line with 10 cm wide on both side of ambulance		
The name of ambulance foundation written on both side in two languages Arabic and English		

MEDICAL EQUIPMENT AND SUPPLIES:		
* Ferno Stretcher cot model with specs:		
Aluminum construction		
Adjustable backrest angel and stretcher can convert into a chair		
Easily installed in ambulance		
Max Height: around 90 cm		
Min Height: around 25cm		
Length and width suitable for ambulance		
Load Limit: not less than160 kg		
* Ferno Spinal back board		
* Ferno Scoop stretcher		
* Ferno Heaimmobiliser		
* Ferno Fastener		
* Ferno Restraints (Two Units)		
* Ferno Aluminum folding stretcher AF		
* Ferno Doctor case include:		
Gauze pad (Qty. 100 pcs)		
Quick cold (Qty. 2)		
IV set		
Ringer lactates		
Sodium Chloride		
Plaster roll		
Crepe bandage (Qty. 2)		
Field bandage (Qty. 2)		
IV canula [G16, G18 (Qty. 2),G20, G16]		
Syringe (10cc, 3cc and ,5cc)		
Gauze roll (Qty. 2)		
Alcohol pads (Qty. 3)		
Airway (Qty. 4)		
E.T (size 5, 7, 8)		
Tourniquet		
* Ferno disaster pouch		
* Ferno pocket mask		
* Burn sheet		
* Urine bottle		
* 2 Blankets		
* Set of neck-collars all sizes		
* Sharp container		
* Portable oxygen system (include two 3 litters O2 cylinders with		

regulators)		
* Resuscitation kit include:		
Silicon ambo-bag (all sizes) + mouth piece		
Hand Held Suction Unit with 5 fluid collection canisters		
Complete Laryngoscope set (4 blades size 0, 1, 2, 3)		
Plastic forceps		
Aluminum burn sheet		
Cooper heat sheet or charcoal pads (Qty. 2)		
Silicon mask-Pediatric		
Packet mask.		
* Electric (AC-DC) -Manual suction unit.		
Good brand name Manufacture, should including FDA, CE, TUV Certificates.		
1 jar, 2lt. Each at least		
Filters and tubes are included		
Vacuum adjustment.		
Vacuum gauge is included		
On /Off switch		
Max vacuum not less than 600 mm Hg.		
Rotary suction pump.		
Tubes, bacterial filter and oil included.		
Power: 220 VAC - 12 VDC- Manual Pedal.		
Include battery with backup Time is 90 minutes on full charge at least.		
* Hand held Pulse Oximeter:		
Good brand name Manufacture, should including FDA, CE, TUV Certificates.		
Spo2 range: 0-100%		
Accuracy:2-3%		
Resolution :1%		
Pulse Rate Range:20-255BPM		
Adult/Pediatric Infant Operation Range		
Alarm: Low Spo2, high Spo2, Low Pulse, and high Pulse.		
Alarm Silence: Available		
Memory: 12hrs data storage		
Power: 12hrs data storage: Battery with 220 V AC 50/60HZ battery charger		
Display: Backlit LCD		
including :-		
Reusable Adult Probe.		
Disposable Infant Probes (Qty. 10).		

* Sphygmomanometer.		
* Dual head stethoscope.		
* Oral air way set (all sizes).		
* Metal splint (all sizes).		
* Clothes scissors (Qty. 2).		
* Kidney receiver (Qty. 5).		
* Quick cold (Qty. 20).		
* Disposable delivery kit (Qty. 5).		
* Splints – (upper limbs, lower limbs, air blow + regular 3 each).		
* Pain killers (analgesics).		
* Semi Automated defibrillator with specs:		
Good brand name Manufacture, should including FDA, CE, TUV Certificates.		
Biphasic type		
Semiautomatic and manual modes		
Energy setting Level: 2-270J		
Paddle: External (adult, Child)		
Recharging time: About 5sec		
Printer: Built in, Thermal Head		
Lead select to be displayed		
Fully defibrillator protection on the input		
Detects pace maker pulses		
Heart rate: 25-300 bpm.		
Can work on 12v DC supply with backup battery.		
Power: 220 VAC/50Hz		
* Emergency Ventilator with specs:		
Good brand name Manufacture, should including FDA, CE, TUV Certificates.		
Portable Ventilator for adults, children and pediatrics down to 10Kg.		
Volume and pressure controlled.		
Gas delivery is from O2 supply and/or internal piston compressor		
Capability of air/O2 mixing		
Can work on 12v DC supply with backup battery up to 5 hrs		
Modes of operation: A/CMV, SIMV, SPONT		
Tidal volume: - 100-2000ml.		
I:E ratio: 1:99 to 3:1		
Inspiratory time :0.1 – 3 sec		
Flow 6-100 l/min.		
Fio2: 21%-100%.		

Display: pressure, tidal volume		
Alarms: pressure, tidal volume, loss of supply, apnea, battery		
Patient circuits reusable for adult, pediatric with all filters are included		
All sensors are included.		
Power: 220 VAC/50Hz		

TERMS CONDITIONS FOR MEDICAL EQUIPMENT:		
DOCUMENTATION		
1.Operating Manual (in original) soft and hard copies	Must	
2.Service Manual (in original) soft and hard copies include Maintenance, Trouble shooting, Electronic boards schematics, Spare parts list.	Must	
3. Parts Price list	Must	
STANDARDS:		
1-Equipment should be FDA or CE approved. certificate should be submitted.	Must	
2.Manufacturer should have ISO certification for quality standards. certificate should be submitted.	Must	
TRAINING		
Training of 4 x operators to an extent to enable them to operate and common fault finding in concerned hospital/unit without any additional cost.	Must	
INSPECTION		
1. Inspection Authority: Biomedical Engineering Unit	Must	
2.Shall inspect and test and where necessary reject the equipment after its arrival at the Hospital	Must	
Installation		
Installation, Testing, Commissioning & Handing-over including site preparation if needed	Must	
Warranty		
1.Warranty: 3 years on site comprehensive warranty (labour & spares covering all parts of the units and items supplied), from the date of issue of installation certificate by Biomedical Engineering Unit	Must	
2.warranty should be for 42 months from delivery at least if the site is not ready to accept the equipment.	Must	
3. Regular preventive maintenance and QA checks as per manufacturer recommendations in service manual will also be part of the warranty	Must	
4. 95% uptime guarantee should be given. In case downtime exceeds 5%, penalty in the form of extended warranty, double the number of days for which the equipment goes out of service will be applied.	Must	
MAINTENANCE & REPAIR		
1.The supplier must ensure the availability of expertise service and maintenance. The vendor should submit company profile including names	Must	

and No. of engineers, training certifications preferably on the same product.		
TERMS AND CONDITIONS		
1- Company must submit registration certificate from MOH	Must	
2.The Supplied equipment should be complete with all accessories and consumables needed to work completely as specified	Must	
3.Country of origin should be clear in the offer	Must	
4.Country of source should be clear in the offer	Must	
5.Date of manufacturing should be clear in the offer	Must	
6.Complete and original New catalogue including data sheet is attached with the offer.	Must	
7.Number of units installed in Palestine if any (a list of the same model with serial number and location).	Must	
8.The offer will not be taken in consideration in case of incomplete compliance sheet or any conflict between the catalogue/data sheet submitted and the compliance sheet	Must	
9.The Vendor should submit Agency Agreement, or Sole distribution agreement or Authorization letter for sale and maintenance.	Must	

Section 5b: Other Related Requirements

Further to the Schedule of Requirements in the preceding Table, Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfillment of the requirements: *[check the condition that applies to this ITB, delete the entire row if condition is not applicable to the goods being procured]*

Delivery Term [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	DAP (Ramallah)
Exact Address of Delivery/Installation Location	Ministry of Health (MoH), Ramallah
Mode of Transport Preferred	Sea and Land
UNDP Preferred Freight Forwarder, if any	No preference
Distribution of shipping documents	Required by international suppliers
Delivery Date	The delivery date is maximum 30 days from date of receiving customs and VAT exemption
Customs, if required, clearing shall be done by:	UNDP will be responsible for customs, duties and tax exemption upon winning Supplier provision of chassis & engine numbers of the contracted vehicles.
Ex-factory / Pre-shipment inspection	All factory test certificates and reports shall be submitted to the Purchaser. The Supplier shall only arrange shipment of equipment after the Purchaser has confirmed acceptance of all the relevant factory test certificates.
Inspection upon delivery	The technical team from the End User and UNDP will carry out the inspection upon delivery.
Installation Requirements	The vehicles shall be modified to match the tendered requirements.
Testing Requirements	The technical team from the End User and UNDP will test the vehicles and the installed tools, equipment, supplies and furniture.
Scope of Training on Operation and Maintenance	<p>The winning Supplier shall conduct training to min. (3) staff (technicians, engineers, and operators from the MoH) on the operation and preventive maintenance of the vehicles. Training materials shall be submitted in English and/or Arabic.</p> <p>A training proposal for operation and maintenance is required. This part should give full details on the methodology, number of training hours, course material, duration, exhaustive list of equipment or other facilities required from the beneficiary, and the proper execution of the training task. The course will start after maximum three days from the delivery date of the vehicles. The training course language will be the Arabic Language and will take place at the delivery destination location or as advised by the MoH. All the arrangements and expenses related to the</p>

	training sessions should be within the Supplier's responsibilities.
Commissioning	The supplier shall ensure the manufacturer's full commissioning procedure to be fully implemented. Complete commissioning report should be prepared and approved by the manufacturer
Warranty Period	(2) years or 100,000 Km whichever comes first
Local Service Support	Required
Technical Support Requirements	<input checked="" type="checkbox"/> Ensure availability of spare parts for at least 10 years; Supply requested spare parts within maximum 72 hours if the requested parts are not available in the contractor's warehouse; <input checked="" type="checkbox"/> Ensure availability of licensed garage for after sales services equipped with all necessary testing instruments; <input checked="" type="checkbox"/> Ensure the capability of providing maintenance support for Malfunctioning vehicles at site within maximum 24-36 hours from reporting the incident; <input checked="" type="checkbox"/> The winning Supplier shall assign a focal point to the MoH for a min. period of five (5) years.
After-sale services Requirements	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 10 years (The supplier will - without charge - repair, replace, or adjust all parts on the vehicles that malfunction or fail during normal use during the coverage period due to a manufacturing defect in factory supplied materials or factory workmanship) <input checked="" type="checkbox"/> Technical Support <input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance /repair
Registration, Licensing, and Plates	The winning Supplier shall register the vehicles in the offices of the relevant authorities. It is therefore the responsibility of the winning Supplier to ensure that the vehicle is in accordance with the standards as required by the Government.
Payment Terms	100% within 30 days upon UNDP's acceptance of the goods delivered as specified and receipt of invoice
Conditions for Release of Payment	<input checked="" type="checkbox"/> Inspection upon arrival at destination <input checked="" type="checkbox"/> Installation <input checked="" type="checkbox"/> Testing <input checked="" type="checkbox"/> Receiving the vehicles' ownership documents <input checked="" type="checkbox"/> Training on Operation and Maintenance <input checked="" type="checkbox"/> Submission of Manuals (Service Manual, Operating & instruction manuals) <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with ITB requirements
All documentations, including catalogues, instructions and operating manuals, shall be in this language	English

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

Technical Bid:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Bid Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Bid/Bill of Quantities	<input type="checkbox"/>
▪ Form G: Form of Bid Security	
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Price Schedule:

▪ Form F: Price Schedule Form	<input type="checkbox"/>
-------------------------------	--------------------------

Form A: Bid Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

We, the undersigned, offer to supply the goods and related services required for [Insert Title of goods and services] in accordance with your Invitation to Bid No. [Insert ITB Reference Number] and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

Our attached Price Schedule is for the sum of [Insert amount in words and figures and indicate currency].

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the UNDP.

We offer to supply the goods and related services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Schedule of Requirements and Technical Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should UNDP accept this Bid.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Does your organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	[Complete]
Is your company a member of the UN Global Compact	[Complete]
Contact person that UNDP may contact for requests for	Name and Title: [Complete]

clarifications during Bid evaluation	<p>Telephone numbers: [Complete]</p> <p>Email: [Complete]</p>
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured ▪ Certificate of Incorporation/ Business Registration ▪ 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 ▪ Audited financial reports for the most recent three years ▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any ▪ 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 ▪ Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney. ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ List of similar contracts during the past five years; information shall include date of contracts, details of clients, value of contract ▪ Relevant catalogues in English language to include full technical description of the offered vehicles. Specifications of the vehicle shall be fully in compliance with standards set by the Government; ▪ Documentary proof of valid garage license. Full address and contact details of the garage to handle the after-sale services. List of Services that the garage/workshop offers; ▪ Time Schedule for Supply, transportation, installation, commissioning and training; ▪ Proof of after sales service capacity and appropriateness of local service; ▪ Statement of warranty of defects in materials and workmanship and operation, backed by the manufacturers guarantee on the main components; ▪ CVs for key management and technical personnel proposed for this contract; ▪ Statement of Satisfactory Performance from the Top three (3) Clients for the past (2) years; ▪ A training proposal for operation and maintenance is required.

Form C: Joint Venture/Consortium/Association Information Form

Not Applicable

Form D: Eligibility and Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

History of Non- Performing Contracts

<input type="checkbox"/> Non-performing contracts did not occur during the last 5 years			
<input type="checkbox"/> Contract(s) not performed in the last 5 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 5 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 5 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

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

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
 - Historic financial statements must be audited by a certified public accountant;
 - Historic financial statements must correspond to accounting periods already completed and audited.
- No statements for partial periods shall be accepted.

Form E: Format of Technical Bid

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

The Bidder's Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.2 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.3 Quality assurance procedures and risk mitigation measures.
- 1.4 Organization's commitment to sustainability.

SECTION 2: Scope of Supply, Technical Specifications, and Related Services

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

- 2.1 A detailed description of how the Bidder will deliver the required goods and services, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.3 The bid shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.4 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.5 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

Goods and services to be Supplied and Technical Specifications	Your response				
	Compliance with technical specifications		Delivery Date <i>(confirm that you comply or indicate your delivery date)</i>	Quality Certificate/Export Licenses, etc. <i>(indicate all that apply and attach)</i>	Comments
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>			
Mobile Clinic					
Ambulance					

Other Related services and requirements <i>(based on the information provided in Section 5b)</i>	Compliance with requirements		Details or comments on the related requirements
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>	
Delivery Term			
Warranty			
Training			
After Sales Service			

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the scope of goods and/or services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i> <ul style="list-style-type: none">▪ Name of institution: [Insert]▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

FORM F: Price Schedule Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

The Bidder is required to prepare the Price Schedule following the below format. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any. Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be listed separately.

The Unit cost must include supply, clearance, registration and delivery of the vehicle and ready for road use. All unit costs quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes. The Unit cost is DAP (Ramallah) to exclude duty, customs fees, taxes but includes deliveries carrier unloading. The Bidder has the right to quote for one vehicle or quote for the two vehicles. Unit price shall be all inclusive because partial bidding is allowed.

Currency of the Bid: [Insert Currency]

Price Schedule

Item #	Description	UOM	Quantity	Unit Price	Total Price
1	Mobile Clinic	No	1		
2	Ambulance	No	1		
GRAND TOTAL					

Please fill in the below lead time schedule:

#	Description	Responsible Party	Lead time (days)
The Supplier shall sign and return purchase order within 7 days of receipt.			
1	Submit the chassis and engine numbers to UNDP	Supplier	
The Supplier shall not ship the ordered Vehicles to Ramallah before receiving the official tax exemption approvals, and green light from UNDP to proceed.			
2	Shipping the vehicles to Israel	Supplier	
3	Clear vehicles from customs	Supplier	
4	In-land transportation of vehicles to final site locations in Ramallah	Supplier	
5	Vehicles registration	Supplier	
Total maximum Lead Time			

Name of Bidder: _____

Authorised signature: _____

Name of authorised signatory: _____

Functional Title: _____

FORM G: Form of Bid Security

**Bid Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

To: UNDP
[Insert contact information as provided in Data Sheet]

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Bid to UNDP dated [Click here to enter a date.](#) to execute goods and/or services [Insert Title of Goods and/or Services] (hereinafter called "the Bid"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security if the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Bid after the date of the opening of the Bids;
- c) Fails to comply with UNDP's variation of requirement, as per ITB instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

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

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

This guarantee shall be valid up to 30 days after the final date of validity of bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]