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INVITATION TO BID

Cleaning Supplies

ITB No.: ITB-UNDP-UNCITY CPH-2019-Cleaning Supplies

Project: Provision of Cleaning Supplies to UN City, Copenhagen

Country: Denmark

Issued on: 19 August 2019

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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:

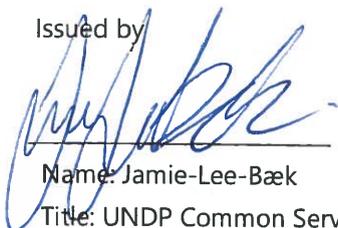
- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Schedule of Requirements and Technical Specifications
- Section 6: Returnable Bidding Forms
 - o Form A: Bid Submission Form
 - o Form B: Bidder Information 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

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 cs.bidtender@one.un.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.

Issued by

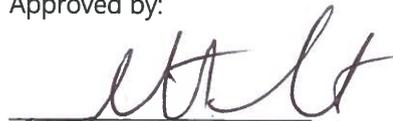


Name: Jamie-Lee-Bæk

Title: UNDP Common Services Procurement

Date: **August 19, 2019**

Approved by:



Name: Michael Toft

Title: UNDP Operations Manager

Date: **August 19, 2019**

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 style="margin-left: 20px;">(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 style="margin-left: 20px;">(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>
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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.
<p>13. Currencies</p>	<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.
<p>14. Joint Venture, Consortium or Association</p>	<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>
<p>15. Only One Bid</p>	<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.
<p>16. Bid Validity Period</p>	<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>
<p>17. Extension of Bid Validity Period</p>	<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>

<p>18. Clarification of Bid (from the Bidders)</p>	<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>
<p>19. Amendment of Bids</p>	<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>
<p>20. Alternative Bids</p>	<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>
<p>21. Pre-Bid Conference</p>	<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

<p>22. Submission</p>	<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>
<p>Hard copy (manual) submission</p>	<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>
<p>Email and eTendering submissions</p>	<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-notices/resources/</p>
<p>23. Deadline for Submission of Bids and Late Bids</p>	<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> <ol 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

	<p>works, as deemed necessary;</p> <p>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</p> <p>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
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> <p>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;</p> <p>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</p> <p>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> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall</p>

	be rejected.
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

	<p>https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default</p>
43. Liquidated Damages	<p>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.</p>
44. Payment Provisions	<p>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.</p>
45. Vendor Protest	<p>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: http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</p>
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 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</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		Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	Not Allowed
3	20	Alternative Bids	Shall not be considered
4	21	Pre-Bid conference	Will not be conducted
5	16	Bid Validity Period	90 days
6	13	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required
10	12	Currency of Bid	Local currency: Danish Kroner (DKK)
11	31	Deadline for submitting requests for clarifications/ questions	<p>7 days before the submission deadline Friday 6 September 2019 at 17:00</p> <p>Clarifications will be provided in two rounds. Questions received before 30th August will be published first followed by those received before the deadline.</p>

12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Jamie-Lee Bæk E-mail address: cs.bidtender@one.un.org
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	13 September 2019 at 17:00 Copenhagen Time 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	<input checked="" type="checkbox"/> e-Tendering
15	22	Bid Submission Address	https://etendering.partneragencies.org <u>Insert BU Code and Event ID number</u> <u>H2810 - 0000004218</u>
16	22	Electronic submission (email or 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. ▪ Max. File Size per transmission: 5 MB ▪ Mandatory subject of email: ITB-UNDP-UNCITY CPH-2019-Cleaning Supplies
17	25	Date, time and venue for the opening of bid	Date and Time: September 13, 2019 6:00 PM In the case of e-Tendering submission, 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.
19		Expected date for commencement of Contract	<i>October 21, 2019</i> *The contract for LOT 1 is expected to start on this date. LOT 2 is expected to come into effect in early 2020 when Campus 2 orders will be included.
20		Maximum expected duration of contract	3 years (1 plus 2 years)

21	35	UNDP will award the contract to:	One Proposer Only
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

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
- Minimum Bid documents provided
- Bid Validity

Minimum Eligibility and Qualification Criteria

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

If the Bid is submitted as a Joint Venture/Consortium/Association, each member should meet the minimum criteria, unless otherwise specified.

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 ▪ Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder ▪ Export/Import Licenses, if applicable 	Form B: Bidder Information Form
QUALIFICATION		
History of Non-Performing	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form

Contracts¹		
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum 3 years of relevant experience.	Form D: Qualification Form
	Minimum 3 contracts of similar value, nature and complexity implemented over the last 5 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of 2,500,000 DKK for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
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
Financial Evaluation	Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F. Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including special packaging, etc., where applicable) Comparison with budget/internal estimates.	Form F: Price Schedule Form

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.

Section 5a: Schedule of Requirements and Technical Specifications

LOT 1: Only Campus 1

#	Item to be supplied Description/Specifications	Quantity per year ²	Delivery Date	Other Information
1	<u>Glass cleaner</u> - Spray bottle - Minimum 500ml - Nordic Swan	250		
2. a	<u>Strong lime scale remover</u> - 1 L - Nordic Swan	144		
2. b	<u>Strong lime scale remover</u> - 1 L	144		
3	<u>Filter salt</u> - Coarse - 1,8 kg.	200		
4. a	<u>Toilet cleaner</u> - 0.75 L - Nordic Swan	306		
4. b	<u>Toilet cleaner</u> - 0.75 L - Nordic Swan - Different scent from 5. A	400		
5	<u>Toilet brush with bowl</u> - Plastic - +/- 40 cm	24		
6	<u>Duster</u> - Plastic - 45 x 65 x 295 mm - <i>Vikan</i> or equivalent	12		
7	<u>Wool duster</u> - 70 – 107 cm	20		

² These quantities are estimates based on our current usage. Quantities may vary depending on increased events or changes in staff.

	- <i>Vikan</i> or equivalent			
8	<u>Sweeping tray</u> - Plastic - 21 x 11 x 32 cm - <i>Vikan</i> or equivalent	12		
9	<u>Mop Feeder</u> - 40 cm - Velcro	10		
10. a	<u>Plastic Bags</u> - Black - 70 x 110 cm - 45 MY (20)	2,500		
10. b	<u>Plastic bags</u> - Clear - Recycled plastic - 70 x 110 cm (20)	350		
10. c	<u>Plastic Bags</u> - Heavy duty - 60 x 60 cm (20)	400		
11. a	<u>Bio Bin Bags</u> - 450 x 450 mm - 20 bags per roll	2,000		
11. b	<u>Bio Bin Bags</u> - 600 x 600 mm - 20 bags per roll	1,200		
11. c	<u>Bio Bin Bags</u> - 70 x 110 cm - 20 bags per roll	700		
12	<u>Kitchen rolls</u> - 3 Ply <i>Lambi</i> or equivalent	6,300 rolls		
13	<u>Sanitary hygiene disposal bags</u> - 250x360/50mm - 500 pieces	25		
14	<u>Toilet paper</u> - 3 Ply	25,000		

	<ul style="list-style-type: none"> - 3x16g, 34m per roll - 72 rolls - Nordic Swan 			
15	<u>Dishwashing brush</u> <ul style="list-style-type: none"> - Plastic - Nordic Swan 	12		
16	<u>Hand Towels</u> <ul style="list-style-type: none"> - Tork H2 Advanced - 2 Ply - 25,5x21,2cm - 8,5cm - White mixed fibers - EU Ecolabel 	1,224 (approx. 3 pallets / month with 34 bags)		
17	<u>Cleaning cloth</u> <ul style="list-style-type: none"> - Microfiber - 40x40cm - Nordic Swan 	700		
18	<u>Scouring sponge</u> <ul style="list-style-type: none"> - 9 x 6 x 3cm - Polyester / nylon 	36		
19	<u>Disposable Hygiene Mop Roll</u> <ul style="list-style-type: none"> - 100 pieces per roll - Sheet size approx. 60 x 20 cm - Material 100% polyethylene 	8		
20	<u>Universal cloth</u> <ul style="list-style-type: none"> - 38 x 38cm 	480		
21	<u>Narrow vacuum cleaner brush nozzle</u> <ul style="list-style-type: none"> - For Nilfisk Gd 930 G - Black 	2		
21	<u>Wide vacuum cleaner brush nozzle</u> <ul style="list-style-type: none"> - For Nilfisk Gd 930 G - Black 	12		
23	<u>Steel Cleaner</u> <ul style="list-style-type: none"> - Suma Inox D7.1 or equivalent - Water based 	12		

	<ul style="list-style-type: none"> - No perfume - Ready to use - 750ml 			
24	<u>Vacuum cleaner bags</u> <ul style="list-style-type: none"> - For Nilfisk Gd 930 G 	18		
25	<u>Floor and Surface Wipes</u> <ul style="list-style-type: none"> - Masslinn or equivalent - Oil impregnated viscose - 57 x 61 cm 	6		
26	<u>Wheels and axel for vacuum cleaner brush nozzles</u> <ul style="list-style-type: none"> - For Nilfisk Gd 930 G 	30		
27. a	<u>Flat mop heads</u> <ul style="list-style-type: none"> - 40 cm - Nordic Swan 	120		
27. b	<u>Flat mop heads</u> <ul style="list-style-type: none"> - 40 cm 	120		
28	<u>Computer Cleaning kit</u> <ul style="list-style-type: none"> - Staples or equivalent, containing - Pump Action Surface Cleaner 125ml - 1 keyboard cleaning tool - 10 pairs of wet / dry wipes - 10 absorbent wipes - Cleaning brush 	120		
29	<u>Miracle sponge</u> <ul style="list-style-type: none"> - Multi-purpose cleaner - Only water needed - 1 piece 	48		
30	<u>Scouring Stick</u> <ul style="list-style-type: none"> - 14.6 x 3.2 x 1.9 cm - Pumie or equivalent 	48		
31	<u>Alcohol free Waterless handwash disinfectant</u> <ul style="list-style-type: none"> - Soapopular or equivalent - 100ml 	60		

32	<u>Floor clothes</u> - Suitable for floor oiling - +/- 50 x 50 cm - 1 piece	120		
33	<u>Cream Hand Soap</u> - Standing pump bottle - 500ml - Nordic Swan	60		
34	<u>Cream Hand Soap refill</u> - 5L - Nordic Swan	1440		
35	<u>Red Scouring Pad</u> - For washing machine - 20 inches	10		
36	<u>Paper Towels</u> - <i>Katrin Plus Ease 460065</i> or equivalent - 2 Ply - 6 rolls - Nordic Swan	24		
37. a	<u>Gloves</u> - Vinyl - Medium - Powder free - Box with 100 for one-time usage	160		
37. b	<u>Gloves</u> - Vinyl - Large - Powder free - Box with 100 for one-time usage	120		
37. c	<u>Gloves</u> - Vinyl - Extra Large - Powder free - Box with 100 for one-	160		

	- time usage			
38	<u>Soap flakes</u> - 500 g - For cleaning and clothes - Nordic Swan	12		
39	<u>Universal disinfectant</u> - <i>Rodalon</i> for indoor use or equivalent - Water based - pH neutral - 1 L	12		
40	<u>Cleaner (Grundrens)</u> - 5 L - Nordic Swan	6		
41	<u>Sanitary Cleaner</u> - <i>Tana Quick and Easy Sanet daily</i> or equivalent - 6 x 325ml	24		
42	<u>Mop Head</u> - <i>Exel minimopgarn</i> or equivalent - 250g	48		
43	<u>Dishwashing Machine Rise Aid</u> - 500ml - Nordic Swan	240		
44	<u>Toilet seat cleaner</u> - <i>Soft Care</i> - 12 x 0,3l	6		
45	<u>Dishwashing liquid</u> - 500 ml - Nordic Swan	650		
46	<u>Paper bags</u> - White - 70x110cm	2,000		
47	<u>Spray bottle heads</u> - <i>Tana Quick & Easy</i> or equivalent	32		
48	<u>Universal floor cleaning</u>	32		

	- Torvan-concentrate from <i>Kiehl</i> or equivalent - 240 x 25ml			
49	<u>Dishwashing tablets</u> - Nordic Swan	14,400		
50	<u>Universal Cleaning</u> - Econa-concentrate from <i>Kiehl</i> or equivalent - 240 x 25ml	12		
51	<u>Scouring sponges</u> - Green - +/- 15 x 7 x 5 cm	400		
52	<u>Hand disinfection</u> - <i>Purell</i> - Refill for stand - 1 L	36		
53	<u>Citric acid</u> - 0,5 or 1kg	96 Or 192		
54	<u>Vacuum Cleaners</u> - <i>Nilfisk Gd 930 G</i> with Hepa filter	5		
55	<u>Hand Crème</u> - Allergy free - Nordic Swan - 75 ml	12		

LOT 2: Campus 1 & 2

For delivery to Campus 1

#	Item to be supplied Description/Specifications	Quantity per year	Delivery Date	Other Information
1	<u>Glass cleaner</u> - Spray bottle - Minimum 500ml - Nordic Swan	250		
2. a	<u>Strong lime scale remover</u>	144		

	- 1 L - Nordic Swan			
2. b	<u>Strong lime scale remover</u> - 1 L	144		
3	<u>Filter salt</u> - Coarse - 1,8 kg.	200		
4. a	<u>Toilet cleaner</u> - 0.75 L - Nordic Swan	306		
4. b	<u>Toilet cleaner</u> - 0.75 L - Nordic Swan - Different scent from 5. A	400		
5	<u>Toilet brush with bowl</u> - Plastic - +/- 40 cm	24		
6	<u>Duster</u> - Plastic - 45 x 65 x 295 mm - <i>Vikan</i> or equivalent	12		
7	<u>Wool duster</u> - 70 – 107 cm - <i>Vikan</i> or equivalent	20		
8	<u>Sweeping tray</u> - Plastic - 21 x 11 x 32 cm - <i>Vikan</i> or equivalent	12		
9	<u>Mop Feeder</u> - 40 cm - Velcro	10		
10. a	<u>Plastic Bags</u> - Black - 70 x 110 cm - 45 MY (20)	2,500		

10. b	<u>Plastic bags</u> - Clear - Recycled plastic - 70 x 110 cm (20)	350		
10. c	<u>Plastic Bags</u> - Heavy duty - 60 x 60 cm (20)	400		
11. a	<u>Bio Bin Bags</u> - 450 x 450 mm - 20 bags per roll	2,000		
11. b	<u>Bio Bin Bags</u> - 600 x 600 mm - 20 bags per roll	1,200		
11. c	<u>Bio Bin Bags</u> - 70 x 110 cm - 20 bags per roll	700		
12	<u>Kitchen rolls</u> - 3 Ply	6,300 rolls		
13	<u>Sanitary hygiene disposal bags</u> - 250x360/50mm - 500 pieces	25		
14	<u>Toilet paper</u> - 3 Ply - 3x16g, 34m per roll - 72 rolls - Nordic Swan	25,000		
15	<u>Dishwashing brush</u> - Plastic - Nordic Swan	12		
16	<u>Hand Towels</u> - Tork H2 Advanced* - 2 Ply - 25,5x21,2cm - 8,5cm - White mixed fibers	1,224 (approx. 3 pallets / month with 34 bags)		

	- EU Ecolabel			
17	<u>Cleaning cloth</u> - Microfiber - 40x40cm - Nordic Swan	700		
18	<u>Scouring sponge</u> - 9 x 6 x 3cm - Polyester / nylon	36		
19	<u>Disposable Hygiene Mop Roll</u> - 100 pieces per roll - Sheet size approx. 60 x 20 cm - Material 100% polyethylene	8		
20	<u>Universal cloth</u> - 38x38cm	480		
21	<u>Narrow vacuum cleaner brush nozzle</u> - For <i>Nilfisk Gd 930 G</i> - Black	2		
21	<u>Wide vacuum cleaner brush nozzle</u> - For <i>Nilfisk Gd 930 G</i> - Black	12		
23	<u>Steel Cleaner</u> - Suma Inox D7.1 or equivalent - Water based - No perfume - Ready to use - 750ml	12		
24	<u>Vacuum cleaner bags</u> - For <i>Nilfisk Gd 930 G</i>	18		
25	<u>Floor and Surface Wipes</u> - <i>Masslinn</i> or equivalent - Oil impregnated viscose - 57 x 61 cm	6		
26	<u>Wheels and axel for vacuum cleaner brush nozzles</u> - For <i>Nilfisk Gd 930 G</i>	30		

27. a	<u>Flat mop heads</u> - 40 cm - Nordic Swan	120		
27. b	<u>Flat mop heads</u> - 40 cm	120		
28	<u>Computer Cleaning kit</u> - Staples or equivalent, containing - Pump Action Surface Cleaner 125ml - 1 keyboard cleaning tool - 10 pairs of wet / dry wipes - 10 absorbent wipes - Cleaning brush	120		
29	<u>Miracle sponge</u> - Multi-purpose cleaner - Only water needed - 1 piece	48		
30	<u>Scouring Stick</u> - 14.6 x 3.2 x 1.9 cm - <i>Pumie</i> or equivalent	48		
31	<u>Alcohol free Waterless handwash</u> - <i>Soapopular</i> or equivalent - 100ml	60		
32	<u>Floor clothes</u> - Suitable for floor oiling - +/- 50 x 50 cm - 1 piece	120		
33	<u>Cream Hand Soap</u> - Standing pump bottle - 500ml - Nordic Swan	60		
34	<u>Cream Hand Soap refill</u> - 5L - Nordic Swan	1440		
35	<u>Red Scouring Pad</u> - For washing machine	10		

	- 20 inches			
36	<u>Paper Towels</u> - <i>Katrin Plus Ease 460065</i> or equivalent - 2 Ply - 6 rolls - Nordic Swan	24		
37. a	<u>Gloves</u> - Vinyl - Medium - Powder free	160		
37. b	<u>Gloves</u> - Vinyl - Large - Powder free	120		
37. c	<u>Gloves</u> - Vinyl - Extra Large - Powder free	160		
38	<u>Soap flakes</u> - 500 g - For cleaning and clothes - Nordic Swan	12		
39	<u>Universal disinfectant</u> - <i>Rodalon</i> for indoor use or equivalent - Water based - pH neutral - 1 L	12		
40	<u>Cleaner (Grundrens)</u> - 5 L - Nordic Swan	6		
41	<u>Sanitary Cleaner</u> - <i>Tana Quick and Easy Sanet</i> daily or equivalent - 6 x 325ml	24		

42	<u>Mop Head</u> - <i>Exel minimopgarn</i> or equivalent - 250g	48		
43	<u>Dishwashing Machine Rise Aid</u> - 500ml - Nordic Swan	240		
44	<u>Toilet seat cleaner</u> - <i>Soft Care</i> - 12 x 0,3l	6		
45	<u>Dishwashing liquid</u> - 500 ml - Nordic Swan	650		
46	<u>Paper bags</u> - White - 70x110cm	2,000		
47	<u>Spray bottle heads</u> - <i>Tana Quick & Easy</i> or equivalent	32		
48	<u>Universal floor cleaning</u> - Torvan-concentrate from <i>Kiehl</i> or equivalent - 240 x 25ml	32		
49	<u>Dishwashing tablets</u> - Nordic Swan	14,400		
50	<u>Universal Cleaning</u> - Econa-concentrate from <i>Kiehl</i> or equivalent - 240 x 25ml	12		
51	<u>Scouring sponges</u> - Green - +/- 15 x 7 x 5 cm	400		
52	<u>Hand disinfection</u> - <i>Purell</i> - Refill for stand - 1 L	36		
53	<u>Citric acid</u> - 0,5 or 1kg	96 Or		

		192		
54	<u>Vacuum Cleaners</u> - Nilfisk Gd 930 G with Hepa filter	5		
55	<u>Hand Crème</u> - Allergy free - Nordic Swan - 75 ml	12		

For delivery to Campus 2 UNICEF Main Building

#	Item to be supplied Description/Specifications	Quantity per year	Delivery Date	Other Information
56	<u>Glass cleaner</u> - Spray bottle - Minimum 500ml - Nordic Swan	48		
57	<u>Strong lime scale remover</u> - 1 L	6		
58	<u>Toilet cleaner</u> - 0.75 L - Nordic Swan	36		
59	<u>Toilet brush with bowl in peices</u> - Plastic - +/- 40 cm	48		
60	<u>Wool duster</u> - 70 – 107 cm - <i>Vikan</i> or equivalent	3		
61. a	<u>Plastic Bag Rolls</u> - Black - 70 x 110 cm - 45 MY (20)	400		
61. b	<u>Plastic Bag Rolls</u> - Heavy duty - 60 x 60 cm (20)	600		
62	<u>Sanitary hygiene disposal bags</u>	2		

	<ul style="list-style-type: none"> - 250x360/50mm - 500 pieces 			
63	<u>Toilet paper rolls</u> <ul style="list-style-type: none"> - 3 Ply - 3x16g, 34m per roll - 72 rolls - Nordic Swan 	4320		
64	<u>Hand Towel bags</u> <ul style="list-style-type: none"> - Tork H2 Advanced - 2 Ply - 25,5x21,2cm - 8,5cm - White mixed fibers - EU Ecolabel 	120		
65	<u>Steel Cleaner</u> <ul style="list-style-type: none"> - Suma Inox D7.1 or equivalent - Water based - No perfume - Ready to use - 750ml 	3		
66	<u>Cream Hand Soap</u> <ul style="list-style-type: none"> - Standing pump bottle - 500ml - Nordic Swan 	27		
67	<u>Red Scouring Pad pieces</u> <ul style="list-style-type: none"> - For washing machine - 20 inches 	4		
68. a	<u>Gloves</u> <ul style="list-style-type: none"> - Vinyl - Medium - Powder free - Box with 100 one-time use 	2		
68. b	<u>Gloves</u> <ul style="list-style-type: none"> - Vinyl 	20		

	<ul style="list-style-type: none"> - Large - Powder free - Box with 100 one-time use 			
68. c	<u>Gloves</u> <ul style="list-style-type: none"> - Vinyl - Extra Large - Powder free - Box with 100 one-time use 	20		
69	<u>Toilet seat cleaner boxes</u> <ul style="list-style-type: none"> - <i>Soft Care</i> - 12 x 0,3l 	5		
70	<u>Dishwashing liquid</u> <ul style="list-style-type: none"> - 500 ml bottles - Nordic Swan 	80		
71	<u>Paper bags</u> <ul style="list-style-type: none"> - White - 70x110cm - 1 bag 	100		
72	<u>Universal floor cleaning</u> <ul style="list-style-type: none"> - Torvan-concentrate from <i>Kiehl</i> or equivalent - 240 x 25ml 	3		
73	<u>Universal Cleaning</u> <ul style="list-style-type: none"> - Econa-concentrate from <i>Kiehl</i> or equivalent - 240 x 25ml 	1		
74	<u>Scouring sponges</u> <ul style="list-style-type: none"> - Green - +/- 15 x 7 x 5 cm 	20		
75	<u>Cream Soap</u> <ul style="list-style-type: none"> - <i>Supply</i> or equivalent - Without perfume - 5 L 	27		
76	<u>Cream soap in pump bottle</u> <ul style="list-style-type: none"> - Without perfume 	72		

	- Nordic Swan - 0,5 L			
77	<u>Hand Disinfectant</u> - Plum - 1 L	24		

For delivery to CAMPUS 2 Pavilion

#	Item to be supplied Description/Specifications	Quantity per year	Delivery Date	Other Information
78	<u>Strong lime scale remover</u> - 1 L - Bottle	36		
79. a	<u>Toilet cleaner</u> - 0.75 L bottle - Nordic Swan	6		
79. b	<u>Toilet cleaner</u> - 0.75 L bottle	24		
80	<u>Toilet brush with bowl</u> - Plastic - +/- 40 cm	36		
81	<u>Wool duster</u> - 70 – 107 cm - <i>Vikan</i> or equivalent	6		
82. a	<u>Plastic Bag rolls</u> - Black - 70 x 110 cm - 45 MY (20)	440		
82. b	<u>Plastic Bag rolls</u> - Heavy duty - 60 x 60 cm (20)	300		
83	<u>Sanitary hygiene disposal bags</u> - 250x360/50mm - 500 pieces	2		
84	<u>Toilet paper rolls</u> - 3 Ply	66		

	<ul style="list-style-type: none"> - 3x16g, 34m per roll - 72 rolls - Nordic Swan 			
85. a	<u>Narrow vacuum cleaner brush nozzle piece</u> <ul style="list-style-type: none"> - For Nilfisk Gd 930 G - Black 	2		
85. b	<u>Wide vacuum cleaner brush nozzle piece</u> <ul style="list-style-type: none"> - For Nilfisk Gd 930 G - Black 	6		
86	<u>Vacuum cleaner bags</u> <ul style="list-style-type: none"> - For Nilfisk Gd 930 G - 10 bags to a unit 	3		
87	<u>Cream Hand Soap</u> <ul style="list-style-type: none"> - Standing pump bottle - 500ml - Nordic Swan 	144		
88	<u>Cream Hand Soap refill</u> <ul style="list-style-type: none"> - 5L - Nordic Swan 	18		
89. a	<u>Gloves</u> <ul style="list-style-type: none"> - Vinyl - Large - Powder free - Box with 100 one-time use 	13		
89. b	<u>Gloves</u> <ul style="list-style-type: none"> - Vinyl - Extra Large - Powder free - Box with 100 one-time use 	20		
90	<u>Dishwashing liquid</u> <ul style="list-style-type: none"> - 500 ml - Nordic Swan 	200		
91	<u>Paper bags</u> <ul style="list-style-type: none"> - White - 70x110cm 	100		

92	<u>Universal floor cleaning</u> - Torvan-concentrate from <i>Kiehl</i> or equivalent - 240 x 25ml	2		
93	<u>Universal Cleaning</u> - Econa-concentrate from <i>Kiehl</i> or equivalent - 240 x 25ml	1		
94	<u>Scouring sponges</u> - Green - +/- 15 x 7 x 5 cm - pieces	30		
95	<u>Centerfeed Paper</u> - <i>Tork Centerfeed 100134</i> or equivalent - 6 rolls to a unit - Eco Label - FSC label	185		
96	<u>Hand Disinfectant</u> - <i>Plum</i> - 1 L	32		
97	<u>Toilet Seat Cleaner</u> - <i>Tork</i> - Gel - 475 ml bottle	96		

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:

Exact Address of Delivery	<p><u>LOT 1: Only Campus 1</u></p> <p>UN City Campus 1 Marmorvej 51 2100 Copenhagen Ø</p> <p>* Campus 1 is located on an island and can therefore only be accessed by vehicles no larger than: - 9m in length axel load of no more than 10 t (i.e. maximum wheel load of 5 t.)</p> <p>Deliveries to be placed in the same designated location outside.</p> <p><u>LOT 2: Campus 1 & 2</u></p> <p>Campus 1 Address with requirements as stated above.</p> <p>UN City Campus 2 Oceanvej 10-12 2150 Nordhavn</p> <p>Delivery driver needs to be the same for deliveries to Campus 2.</p> <p>*Deliveries for the Pavilion and the Main building need to be packaged separately as they have different storage locations.</p>
Mode of Transport Preferred	Land
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"/> 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 Danish
Delivery Time	Orders will be placed a week in advance of needed delivery.

	<p>Deliveries must be made on a fixed date agreed upon with the focal point upon ordering.</p> <p>Delays on items need to be notified 48 hours after order is made.</p>
Delayed items in an order	<p>Delivery of <i>Tork</i> handtowels, kitchen roll and toilet paper may not be delayed.</p> <p>Items not arriving on time need to be kept at a minimum with a specific item being delayed a maximum of 12 times a year.</p> <p>In case of items being late, the focal point needs to be made aware of the delay as soon as possible in order to make arrangements for the incoming delayed order</p>
Exceptional 48-hour deliveries	<p>A maximum of 3 times a year, urgent deliveries are expected in case of unforeseen events.</p>

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"/>
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"/>
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Form A: Bid Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB-UNDP-UNCITY CPH-2019-Cleaning Supplies		

We, the undersigned, offer to supply the goods and related services required for provision of cleaning supplies in accordance with your Invitation to Bid No. ITB-UNDP-UNCITY CPH-2019-Cleaning Supplies 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	Name and Title: [Complete]

contact for requests for clarifications during Bid evaluation	Telephone numbers: [Complete] Email: [Complete]
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 ▪ 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 ▪ Trade name registration papers, if applicable ▪ 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 ▪ Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder ▪ Product details of all the items

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB-UNDP-UNCITY CPH-2019-Cleaning Supplies		

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture **OR** JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Form D: Eligibility and Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB-UNDP-UNCITY CPH-2019-Cleaning Supplies		

If JV/Consortium/Association, to be completed by each partner.

History of Non- Performing Contracts

<input type="checkbox"/> Non-performing contracts did not occur during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 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 3 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 3 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	DDK
	Year	DDK
	Year	DDK
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:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) 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:	ITB-UNDP-UNCITY CPH-2019-Cleaning Supplies		

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, 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				Comments
		Compliance with technical specifications		Delivery Date <i>(confirm that you comply with delivery within 1 week of ordering)</i>	Quality Certificates <i>(indicate all that apply and attach)</i>	
		Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>			
CAMPUS 1						
1	Glass cleaner					
2. a	Strong lime scale remover					
2. b	Strong lime scale remover					
3	Filter salt					
4. a	Toilet cleaner					
4. b	Toilet cleaner					
5	Toilet brush with bowl					
6	Duster					
7	Wool duster					
8	Sweeping tray					
9	Mop Feeder					
10. a	Plastic Bag Roll					
10. b	Plastic bag Roll					
10. c	Plastic Bag Roll					
11. a	Bio Bin Bags					
11. b	Bio Bin Bags					
11. c	Bio Bin Bags					
12	Kitchen rolls					
13	Sanitary hygiene disposal bags					
14	Toilet paper					
15	Dishwashing brush					
16	Hand Towels					
17	Cleaning cloth					

18	Scouring sponge					
19	Disposable Hygiene Mop Roll					
20	Universal cloth					
21	Narrow vacuum cleaner brush nozzle					
21	Wide vacuum cleaner brush nozzle					
23	Steel Cleaner					
24	Vacuum cleaner bags					
25	Floor and Surface Wipes					
26	Wheels and axel for vacuum cleaner brush nozzles					
27. a	Flat mop heads					
27. b	Flat mop heads					
28	Computer Cleaning kit					
29	Miracle sponge					
30	Scouring Stick					
31	Alcohol free Waterless handwash disinfectant					
32	Floor clothes					
33	Cream Hand Soap					
34	Cream Hand Soap refill					
35	Red Scouring Pad					
36	Paper Towels					
37. a	Gloves					
37. b	Gloves					
37. c	Gloves					
38	Soap flakes					
39	Universal disinfectant					
40	Cleaner (Grundrens)					
41	Sanitary Cleaner					

42	Mop Head					
43	Dishwashing Machine Rise Aid					
44	Toilet seat cleaner					
45	Dishwashing liquid					
46	Paper bags					
47	Spray bottle heads					
48	Universal floor cleaning					
49	Dishwashing tablets					
50	Universal Cleaning					
51	Scouring sponges					
52	Hand disinfection					
53	Citric acid					
54	Vacuum Cleaners					
55	Hand Crème					
CAMPUS 2: MAIN BUILDING						
56	Glass cleaner					
57	Strong lime scale remover					
58	Toilet cleaner					
59	Toilet brush with bowl in pieces					
60	Wool duster					
61. a	Plastic Bag Rolls					
61. b	Plastic Bag Rolls					
62	Sanitary hygiene disposal bags					
63	Toilet paper rolls					
64	Hand Towel bags					
65	Steel Cleaner					
66	Cream Hand Soap					
67	Red Scouring Pad					

	pieces					
68. a	Gloves					
68. b	Gloves					
68. c	Gloves					
69	Toilet seat cleaner boxes					
70	Dishwashing liquid					
71	Paper bags					
72	Universal floor cleaning					
73	Universal Cleaning					
74	Scouring sponges					
75	Cream Soap					
76	Cream soap in pump bottle					
77	Hand Disinfectant					
CAMPUS 2: PAVILION						
78	Strong lime scale remover					
79. a	Toilet cleaner					
79. b	Toilet cleaner					
80	Toilet brush with bowl					
81	Wool duster					
82. a	Plastic Bag rolls					
82. b	Plastic Bag rolls					
83	Sanitary hygiene disposal bags					
84	Toilet paper rolls					
85. a	Narrow vacuum cleaner brush nozzle piece					
85. b	Wide vacuum cleaner brush nozzle piece					
86	Vacuum cleaner bags					
87	Cream Hand Soap					

88	Cream Hand Soap refill					
89. a	Gloves					
89. b	Gloves					
90	Dishwashing liquid					
91	Paper bags					
92	Universal floor cleaning					
93	Universal Cleaning					
94	Scouring sponges					
95	Center feed Paper					
96	Hand Disinfectant					
97	Toilet Seat Cleaner					

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 Time			

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:	ITB-UNDP-UNCITY CPH-2019-Cleaning Supplies		

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.

Currency of the Bid: DKK

Price Schedule

LOT 1: Campus 1 Only

Item #	Description	Unit Price (excl. VAT) (A)	Expected quantity per year (B)	Total Price per year (C = A x B)
1	Glass cleaner		250	
2. a	Strong lime scale remover		144	
2. b	Strong lime scale remover		144	
3	Filter salt		200	
4. a	Toilet cleaner		306	
4. b	Toilet cleaner		400	
5	Toilet brush with bowl		24	
6	Duster		12	
7	Wool duster		20	
8	Sweeping tray		12	
9	Mop Feeder		10	
10. a	Plastic Bag Roll		2,500	
10. b	Plastic bag Roll		350	
10. c	Plastic Bag Roll		400	
11. a	Bio Bin Bags		2,000	
11. b	Bio Bin Bags		1,200	

11. c	Bio Bin Bags		700	
12	Kitchen rolls		6,300 rolls	
13	Sanitary hygiene disposal bags		25	
14	Toilet paper		25,000	
15	Dishwashing brush		12	
16	Hand Towels		1,224 (approx. 3 pallets / month with 34 bags)	
17	Cleaning cloth		700	
18	Scouring sponge		36	
19	Disposable Hygiene Mop Roll		8	
20	Universal cloth		480	
21	Narrow vacuum cleaner brush nozzle		2	
21	Wide vacuum cleaner brush nozzle		12	
23	Steel Cleaner		12	
24	Vacuum cleaner bags		18	
25	Floor and Surface Wipes		6	
26	Wheels and axel for vacuum cleaner brush nozzles		30	
27. a	Flat mop heads		120	
27. b	Flat mop heads		120	
28	Computer Cleaning kit		120	
29	Miracle sponge		48	
30	Scouring Stick		48	
31	Alcohol free Waterless handwash disinfectant		60	
32	Floor clothes		120	
33	Cream Hand Soap		60	
34	Cream Hand Soap refill		1440	

35	Red Scouring Pad		10	
36	Paper Towels		24	
37. a	Gloves		160	
37. b	Gloves		120	
37. c	Gloves		160	
38	Soap flakes		12	
39	Universal disinfectant		12	
40	Cleaner (Grundrens)		6	
41	Sanitary Cleaner		24	
42	Mop Head		48	
43	Dishwashing Machine Rise Aid		240	
44	Toilet seat cleaner		6	
45	Dishwashing liquid		650	
46	Paper bags		2,000	
47	Spray bottle heads		32	
48	Universal floor cleaning		32	
49	Dishwashing tablets		14,400	
50	Universal Cleaning		12	
51	Scouring sponges		400	
52	Hand disinfection		36	
53	Citric acid		96 Or 192	
54	Vacuum Cleaners		5	
55	Hand Crème		12	
Delivery Cost (approximately 30 deliveries a year)			30	
Any other costs				
Grand Total				

LOT 2: Campus 1 and Campus 2

Item #	Description	Unit Price (excl. VAT) (A)	Expected quantity per year (B)	Total Price per year (C = A x B)
CAMPUS 1				
1	Glass cleaner		250	
2. a	Strong lime scale remover		144	
2. b	Strong lime scale remover		144	
3	Filter salt		200	
4. a	Toilet cleaner		306	
4. b	Toilet cleaner		400	
5	Toilet brush with bowl		24	
6	Duster		12	
7	Wool duster		20	
8	Sweeping tray		12	
9	Mop Feeder		10	
10. a	Plastic Bag Roll		2,500	
10. b	Plastic bag Roll		350	
10. c	Plastic Bag Roll		400	
11. a	Bio Bin Bags		2,000	
11. b	Bio Bin Bags		1,200	
11. c	Bio Bin Bags		700	
12	Kitchen rolls		6,300 rolls	
13	Sanitary hygiene disposal bags		25	
14	Toilet paper		25,000	
15	Dishwashing brush		12	
16	Hand Towels		1,224 (approx. 3 pallets / month with 34 bags)	

17	Cleaning cloth		700	
18	Scouring sponge		36	
19	Disposable Hygiene Mop Roll		8	
20	Universal cloth		480	
21	Narrow vacuum cleaner brush nozzle		2	
21	Wide vacuum cleaner brush nozzle		12	
23	Steel Cleaner		12	
24	Vacuum cleaner bags		18	
25	Floor and Surface Wipes		6	
26	Wheels and axel for vacuum cleaner brush nozzles		30	
27. a	Flat mop heads		120	
27. b	Flat mop heads		120	
28	Computer Cleaning kit		120	
29	Miracle sponge		48	
30	Scouring Stick		48	
31	Alcohol free Waterless handwash disinfectant		60	
32	Floor clothes		120	
33	Cream Hand Soap		60	
34	Cream Hand Soap refill		1440	
35	Red Scouring Pad		10	
36	Paper Towels		24	
37. a	Gloves		160	
37. b	Gloves		120	
37. c	Gloves		160	
38	Soap flakes		12	
39	Universal disinfectant		12	

40	Cleaner (Grundrens)		6	
41	Sanitary Cleaner		24	
42	Mop Head		48	
43	Dishwashing Machine Rise Aid		240	
44	Toilet seat cleaner		6	
45	Dishwashing liquid		650	
46	Paper bags		2,000	
47	Spray bottle heads		32	
48	Universal floor cleaning		32	
49	Dishwashing tablets		14,400	
50	Universal Cleaning		12	
51	Scouring sponges		400	
52	Hand disinfection		36	
53	Citric acid		96 Or 192	
54	Vacuum Cleaners		5	
55	Hand Crème		12	
CAMPUS 2: MAIN BUILDING				
56	Glass cleaner		48	
57	Strong lime scale remover		6	
58	Toilet cleaner		36	
59	Toilet brush with bowl in pieces		48	
60	Wool duster		3	
61. a	Plastic Bag Rolls		400	
61. b	Plastic Bag Rolls		600	
62	Sanitary hygiene disposal bags		2	
63	Toilet paper rolls		4320	
64	Hand Towel bags		120	

65	Steel Cleaner		3	
66	Cream Hand Soap		27	
67	Red Scouring Pad pieces		4	
68. a	Gloves		2	
68. b	Gloves		20	
68. c	Gloves		20	
69	Toilet seat cleaner boxes		5	
70	Dishwashing liquid		80	
71	Paper bags		100	
72	Universal floor cleaning		3	
73	Universal Cleaning		1	
74	Scouring sponges		20	
75	Cream Soap		27	
76	Cream soap in pump bottle		72	
77	Hand Disinfectant		24	
CAMPUS 2: PAVILION				
78	Strong lime scale remover		36	
79. a	Toilet cleaner		6	
79. b	Toilet cleaner		24	
80	Toilet brush with bowl		36	
81	Wool duster		6	
82. a	Plastic Bag rolls		440	
82. b	Plastic Bag rolls		300	
83	Sanitary hygiene disposal bags		2	
84	Toilet paper rolls		66	
85. a	Narrow vacuum cleaner brush nozzle piece		2	
85. b	Wide vacuum cleaner brush nozzle		6	

	piece			
86	Vacuum cleaner bags		3	
87	Cream Hand Soap		144	
88	Cream Hand Soap refill		18	
89. a	Gloves		13	
89. b	Gloves		20	
90	Dishwashing liquid		200	
91	Paper bags		100	
92	Universal floor cleaning		2	
93	Universal Cleaning		1	
94	Scouring sponges		30	
95	Centerfeed Paper		185	
96	Hand Disinfectant		32	
97	Toilet Seat Cleaner		96	
Delivery Cost (approximately 30 deliveries a year)			30	
Any other costs				
			Grand Total	

Name of Bidder: _____
 Authorised signature: _____
 Name of authorised signatory: _____
 Functional Title: _____