**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 Section 2. Instruction to Bidders Provision No. 22.

**Technical Bid:**

|  |  |
| --- | --- |
| **Have you duly completed all the Returnable Bidding Forms?** |  |
| * Form A: Bid Submission Form |  |
| * Form B: Bidder Information Form |  |
| * Form D: Qualification Form |  |
| * Form E Format of Technical Bid |  |
| * From G: Form of Bid Security |  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?** |  |

**Price Schedule:**

|  |  |
| --- | --- |
| * Form F: Price Schedule Form |  |

**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:

1. 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;
2. 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;
3. have no conflict of interest in accordance with Instruction to Bidders Clause 4;
4. 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);
5. 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;
6. 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 weembrace 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?** | Yes  No If yes, [insert UGNM vendor number] |
| **Are you a UNDP vendor?** | Yes  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 demonstrate 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 clarifications during Bid evaluation** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Please attach following documents:** | * Certificate of Incorporation/ Business Registration * Trade name registration papers, if applicable * Signature Circular/Power of Attorney * Certification or authorization to act as agent / dealer / distributer on behalf of the Manufacturer. * Export Licenses, if applicable * Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country |

**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**

|  |  |  |  |
| --- | --- | --- | --- |
| Non-performing contracts did not occur during the last 3 years | | | |
| 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)

|  |  |  |  |
| --- | --- | --- | --- |
| No litigation history for the last 3 years | | | |
| 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 contracts 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.

**Bidders shall substantiate the claimed experiences by presenting copies of Satisfactory Work Completion Certificates from Clients demonstrating items sold, dates of sales and their values. UNDP reserves the right to request submission of originals of all proof documents as well as further information/documentation from both the bidder and its previous employers.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 at least one client or more.

**Financial Standing**

|  |  |
| --- | --- |
| **Annual Turnover for the last 3 years (in US$ equivalent[[1]](#footnote-1))** | Year       USD  Year       USD  Year       USD |
| **Latest Credit Rating (if any), indicate the source** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial information**  (in US$ equivalent**[[2]](#footnote-2)**) | **Historic information for the last 3 years** | | |
|  | Year 1 | Year 2 | Year 3 |
|  | *Information from Balance Sheet* | | |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* | | |
| 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:

* 1. Must reflect the financial situation of the Bidder
  2. Historic financial statements must be audited by a certified public accountant;
  3. Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

**Form E:** Format ofTechnical 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. General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls
  2. Relevance of specialized knowledge and experience on similar engagements done in the region/country.

**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 and demonstrating how the proposed bid meets or exceeds the requirements/specifications.

**2.1 Technical Compliance Table**

Bidders shall fill out below table by indicating the Brand Name and Model Number of the product offered and confirm conformance of the product with the technical requirements listed in below table.

**Product brochures and/or catalogues shall be submitted.**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Description/Specifications of the item to be supplied** | | **Your Offer (Please confirm conformance with the required technical specifications and indicate if there is any deviation from the required technical specifications)** |
| **1** | **CNC LATHE MACHINE (Quantity = 1)/ *CNC TORNA TEZGAHI (1 adet)*** | | **Indicate Brand Name and Model Number:** |
|  | 1.1 | Maximum Swing Diameter: 520 mm |  |
| 1.2 | Maximum Turning Diameter: 340 mm |  |
| 1.3 | Maximum Turning Length: 450 mm |  |
| 1.4 | Stroke X/Z: X: 150 mm-200 mm; Z: 200-515 mm. |  |
| 1.5 | Rapid Speed X/Z: X: 15-36 m/min; Z: 24-60 m/min |  |
| 1.6 | Spindle Max Speed: 6.000 rpm |  |
| 1.7 | Spindle Chuck Size: 150-210 mm. |  |
| 1.8 | Spindle Motor Power: 10-15 kW. |  |
| 1.9 | Spindle Torque: max 190 Nm. |  |
| 1.10 | Tailstock Quill Diameter: 60-80 mm. |  |
| 1.11 | Tailstock Tape: MK-4 |  |
| 1.12 | Tailstock Body Travel: 150-550 mm |  |
| 1.13 | Turret Number of Tools: 8-12. |  |
| 1.14 | Maximum Turning Bar Diameter: 40 mm. |  |
| 1.15 | Turret C Axis Speed: max 6.000 rpm |  |
|  | 1.16 | Turret C Axis Motor Power: 2,2-3,7 kW. |  |
|  | 1.17 | Weight: max. 4.000 kg |  |
|  | 1.18 | Hydraulic Tank Capacity: min 60 lt.. |  |
|  | 1.19 | Dimensions: Length: max. 2,6 mt  Width: max. 2,4 mt.  Height: max. 2,0 mt. |  |
|  | 1.20 | Drawtube Capacity Diameter: 43-53 mm |  |
|  | 1.21 | Control System: Siemens, Fanuc or Mitsubishi CNC Control Unit. |  |
|  | 1.22 | Standard Accessories (included in the bid price): Chip conveyor, chip carriage, alarm system, hydraulic chuck system, min 15”LCD graphic display, dialog programming, linear guideway, toolholder and all other standard accessories specified in the product catalogs. |  |
|  | 1.23 | The machine shall be new and unused. |  |
|  | 1.24 | The model year of the machine shall be either 2019 or 2020. |  |
|  | 1.25 | Delivery and installation shall be completed, and the machine shall be in a proper working condition and ready for the inspection **within 90 calendar days after signature of the contract** by UNDP and the Contractor. |  |
|  | 1.26 | Minimum 2 years of manufacturer’s guarantee period against any part or labor related faults is required. |  |
|  | 1.27 | The Contractor and manufacturer/distributor shall guarantee after sales service and spare parts supply during the economic life of machines. |  |
|  | 1.28 | Following installation, training will be given to users. Training will be included in the bid price. |  |
|  | 1.29 | The CNC machines shall be suitable for data connection using MODBUS or PROFINET communication protocols. The data that should be provided include minimum;  - Cycle Time,  - Start Time  - End Time  - Spindle Speed  - X,Y,Z axis speed  - Cooling Water Quantity,  - Vibration,  - Inside Temperature and Humidity,  - Power Analyser  The bidders shall guarantee that;  if they are awarded the contract, they will provide technical information support to UNDP free of charge (if needed) during installation of sensors to the machines.  - Before installation of sensors, they will review, provide feedback and approve the installation project of the company who will install sensors to CNC machines to be procured by this ITB. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Description/Specifications of the item to be supplied** | | **Your Offer (Please confirm conformance with the required technical specifications and indicate if there is any deviation from the required technical specifications)** |
| **1** | **CNC VERTICAL MILLING MACHINES (Quantity = 2)/ *CNC DİKEY İŞLEME TEZGAHI (2 adet)*** | | **Indicate Brand Name and Model Number:** |
|  | 1.1 | Stroke X/Y/Z: X: 600 mm-850 mm; Y: 400-530 mm; Z: 400-560 mm |  |
| 1.2 | Table Size: max. 1.020 mm x 540 mm |  |
| 1.3 | Spindle Nose to Table: 100-710 mm |  |
| 1.4 | Table Loading Weight: max 750 kg. |  |
| 1.5 | T Slot: max 18x5x100 mm |  |
| 1.6 | Feedrate XYZ: min 30 m/min |  |
| 1.7 | Spindle Speed: 8.000-12.000 rpm |  |
| 1.8 | Spindle Motor Power: 5,5-17 kW. |  |
| 1.9 | Spindle Torque: max 108 Nm. |  |
| 1.10 | Spindle Center to Column Surface: max 610 mm. |  |
| 1.11 | Tool Diameter: max 150 mm |  |
| 1.12 | Tool Length: max 300 mm |  |
| 1.13 | Tool Weight: max 8 kg. |  |
| 1.14 | Power Source: max 15 kW |  |
| 1.15 | Coolant Pump Power: max 0,80 kW |  |
|  | 1.16 | Tool Storage Capacity: 16-32. |  |
|  | **1.17** | **Weight: max. 6.000 kg** |  |
|  | 1.18 | Dimensions: Length: max. 3,0 mt  Width: max. 2,8 mt.  Height: max. 3,0 mt. |  |
|  | 1.19 | Dimensions: Length: max. 2,6 mt  Width: max. 2,4 mt.  Height: max. 2,0 mt. |  |
|  | 1.20 | Control System: Siemens, Fanuc or Mitsubishi CNC Control Unit. |  |
|  | 1.21 | Standard Accessories (included in the bid price): Chip conveyor, chip carriage, alarm system, min 15”LCD graphic display, dialog programming, linear guideway, tools-toolbox, coolant equipment, lubrication equipment, lighting equipment and all other standard accessiories specified in the product catalogs |  |
|  | 1.22 | The machines shall be new and unused. |  |
|  | 1.23 | The model year of the machines shall be either 2019 or 2020. |  |
|  | 1.24 | Delivery and installation shall be completed, and the machines shall be in a proper working condition and ready for the inspection **within 90 calendar days after signature of the contract** by UNDP and the Contractor. |  |
|  | 1.25 | Minimum 2 years of manufacturer’s guarantee period against any part or labor related faults is required. |  |
|  | 1.26 | The Contractor and manufacturer/distributor shall guarantee after sales service and spare parts supply during the economic life of machines. |  |
|  | 1.27 | Following installation, training will be given to users. Training will be included in the bid price. |  |
|  | 1.28 | The CNC machines shall be suitable for data connection using MODBUS or PROFINET communication protocols. The data that should be provided include minimum;  - Cycle Time,  - Start Time  - End Time  - Spindle Speed  - X,Y,Z axis speed  **- Cooling Water Quantity,**  **- Vibration,**  **- Inside Temperature and Humidity,**  **- Power Analyser**  The bidders shall guarantee that;  - if they are awarded the contract, they will provide technical information support to UNDP free of charge (if needed) during installation of sensors to the machines.  **- Before installation of sensors, they will review, provide feedback and approve the installation project of the company who will install sensors to CNC machines to be procured by this ITB.** |  |

**FORM F:** Price Schedule Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | UNDP-TUR-ITB(MC1)-2020/01 | | |

The Bidder is required to prepare the Price Schedule following the below format. Total financial bid shall include but not limited to all costs including guarantee, transportation, delivery, installation, configuration and training etc.

**Currency of the Bid:** US Dollars (USD)

**Price Schedule for CNC Lathe Machine and CNC Vertical Milling Machine**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item #** | **Description** | **UOM** | **Quantity** | **Turnkey Unit Price (USD)** | **Turnkey Total Price (USD)** |
| 1 | CNC LATHE MACHINE/*CNC TORNA TEZGAHI* | Each | 1 |  |  |
| 2 | CNC VERTICAL MILLING MACHINE/*CNC DİKEY İŞLEME MERKEZİ* | Each | 2 |  |  |
| **TOTAL FINANCIAL BID (USD)\*** | | | | |  |

Value Added Tax (VAT) shall not be included in the Bid, as UNDP is exempt from VAT.

\*The Contractor shall not be entitled to receive any price difference and/or additional amount from UNDP for whatsoever reason, including but not limited to increase in the costs of the Contractor or any missing goods/services in its Price Schedule to be submitted in response to this ITB.

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:

1. Fails to sign the Contract after UNDP has awarded it;
2. Withdraws its Bid after the date of the opening of the Bids;
3. Fails to comply with UNDP’s variation of requirement, as per ITB instructions; or
4. 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]*

1. Bidders shall convert the currency into USD by using the UN operational rate of exchange which was effective for December of each corresponding year. UN operational rate of exchange are available at the following website: https://treasury.un.org/operationalrates/OperationalRates.php#E [↑](#footnote-ref-1)
2. Bidders shall convert the currency into USD by using the UN operational rate of exchange which was effective for December of each corresponding year. UN operational rate of exchange are available at the following website: https://treasury.un.org/operationalrates/OperationalRates.php#E [↑](#footnote-ref-2)