

**REQUEST FOR QUOTATION (RFQ) for**

**Disposal of Hand Grenades, Multiple Launch Rocket System Ammunition, Air Delivered Rocket and Rocket Propelled Grenade Ammunition**

**BIH-RFQ-087-20**

|  |  |
| --- | --- |
| UNDP BIH  Zmaja od Bosne bb; Sarajevo; BIH | DATE: July 7, 2020 |
| REFERENCE: BIH-RFQ-087-20 |

Dear Sir / Madam:

We kindly request you to submit your quotation for disposal of Hand Grenades, Multiple Launch Rocket System Ammunition, Air Delivered Rocket and Rocket Propelled Grenade Ammunition divided in three LOT’s, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before 14.00 hrs on August 4, 2020 via email or *courier mail* to the address below:

**United Nations Development Programme**

Zmaja od Bosne bb, Sarajevo 71000

**REF-BIH-RFQ-087-20**

Email: registry.ba@undp.org

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

|  |  |
| --- | --- |
| Delivery Terms [INCOTERMS 2010]  *(Pls. link this to price schedule)* | N/A |
| Customs clearance, if needed, shall be done by: | N/A |
| Exact Address/es of Delivery Location/s | Address indicated in the proposal of the bidder  (Disposal of subject ordnances must be conducted in BiH) |
| UNDP Preferred Freight Forwarder, if any | N/A |
| Distribution of shipping documents *(if using freight forwarder)* | N/A |
| Latest Expected Delivery Date and Time *(if delivery time exceeds this, quote may be rejected by UNDP)* | 90 days for LOT 1  ☒ 90 days for LOT 2  ☒ 120 days for LOT 3 |
| Delivery Schedule | Requred- Disposal plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing per LOT’s time frame. |
| Packing Requirements | ADR standards |
| Mode of Transport | Land |
| Preferred Currency of Quotation | Local Currency : Bosnian Convertible Mark (BAM) |
| Value Added Tax on Price Quotation | Must be exclusive of VAT and other applicable indirect taxes |
| After-sales services required | N/A |
| Deadline for the Submission of Quotation | 14.00 hrs on or before, Tuesday, August 04, 2020 |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | English  Others: One of official languages in BIH |
| Documents to be submitted | Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1;  Latest Business Registration Certificate;  Latest Internal Revenue Certificate/Tax Clearance issued by the Internal Revenue Authority evidencing that the Offeror is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;  Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;  Others - Entity government authorization for production, overhaul (disposal) and trade of arms and military equipment for which the permit is issued by the relevant ministry in BiH; - Government permit/license to process/dispose ammunition, explosive and ammunition components in the designated facility/location as required by state law for demilitarization work in BiH; - Ammunition disposal plan(Elaborate) per LOT/LOT’s, covering in detail all of the relevant factors including timeframe, licensing from local authorities, method of disposal, contingency plans, safety measures, environmental monitoring and protection plan, methodology for the transport/disposal/recycling of munitions, identification of location and requirements, (equipment, facilities, human resources, certificates etc.), transportation plan with safety measures (where applicable), physical security plan; -Gantt Chart-Ammunition Demilitarization Timetable (per LOT/LOT’s) with completion deadline; - Income Statement and Balance Sheet as required by the BiH’s law, for last three years; - List of at least 2 similar projects performed in the last 5 years with similar nature and complexity(for each LOT), in the form of a table containing name of project, short description of works, value of works, plus client’s contact details who may be contacted for further information on those contracts; - The list of transportation services to be used under the contract, and a statement confirming availability (owned or hired) as ADR regulated (for LOT 2 and 3), - Verified list of registered employees (names, profile, skills, years of experience included) inclusive of certificates of ability to perform disposal of ammunition and CV’s of personnel to be engaged; (activities stipulated under Annex 1 and 2). |
| Period of Validity of Quotes starting the Submission Date | 120 days  In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation. |
| Partial Quotes | Partial Quotes are permited. Partial offer within LOT are not permited. Offeror can apply for more than one LOT. (In case of applying for more than one LOTs, the Disposal Plan and Timetable must indicate capacity for performing service on all offered LOTs concurrently from the services commencement date) |
| Payment Terms | Based on submitted invoices by the Contractor and Interim Payment Certificates issued by the Verification Committee from MoD BiH, UNDP shall make progress payments. The period covered by each Invoice shall be in accordance to the following schedule:  LOT 1  - First installment - upon completion of disposal of 10,000 pieces of Hand Grenades;  - Final installment - upon completion of disposal of 8,479 pieces of Hand Grenades.  LOT 2  - First installment - upon completion of disposal of 68 pieces of Multiple Launch Rocket System Ammunition;  - Final installment - upon completion of disposal of 286 pieces of Air Delivered Rocket.  LOT 3  - First installment - upon completion of disposal of 1,000 pieces of RPG/P Ammunition;  - Final installment - upon completion of disposal of 500 pieces of RPG/P Ammunition.  Each Invoice shall be based on the Ammunition Demilitarization Plan submitted by the Contractor (time wise vs. quantity disposed) and in accordance with the tender documents. |
| Liquidated Damages | Will be imposed as follows:  Percentage of contract price per day of delay: 0.5%  Max. number of days of delay 20, after which UNDP may terminate the contract. |
| Evaluation Criteria | Technical responsiveness/Full compliance to requirements and lowest price  Full acceptance of the PO/Contract General Terms and Conditions  Others The Bidder should meet the following criteria: - Company's registered to perform required services; - Provided Disposal time table for LOT/LOT’s indicating requested days for ammunition disposal as per LOT/LOT’s Technical Specifications & Requirements; - Average anual turnover in last three years should not be less then 300,000.00 BAM; - At least 2 similar projects performed in the last 5 years with similar nature and complexity(for each LOT); - Minimum number, profile and certifed of registered employees for delivery of the service as follows: For LOT 1 - Full-time employed team leader with minimum ten (10) years of experience in production/disposal of explosive ordnances - 5 full-time employed pyrotechnicians with minimum five (5) years of experience in the field of handling explosive materials. For LOT 2 - Full-time employed team leader with minimum ten (10) years of experience in production/disposal of explosive ordnances, - 5 full-time employed pyrotechnicians with minimum five (5) years of experience in the field of handling explosive materials. For LOT 3 -- Full-time employed team leader with minimum ten (10) years of experience in production/disposal of explosive ordnances, - 5 full-time employed pyrotechnicians with minimum five (5) years of experience in the field of handling explosive materials. |
| UNDP will award to: | One or more Offeror, depending on the following factors:  a) Technical responsiveness/Full compliance to requirements(per LOT),  b) Lowest price offer for technically qualified/responsive Bid(per LOT).  Evaluation will be performed for each LOT separately |
| Type of Contract to be Signed | Contract for Services |
| Special conditions of Contract | ☒ Cancellation of PO/Contract if the delivery/completion is delayed by 20 days  ☒ Performance Security  -in the amount of 5% of the contract value and valid until a date 30 days from the anticipated date of issuance of the final disposal certificates and submition of final report from the Verification Committee. (for each LOT)  Form: bank guarantee. |
| Conditions for Release of Payment | Written Acceptance of delivered services based on full compliance with RFQ requirements |
| Annexes to this RFQ | * Technical Specifications (Annex 1) * Form for Submission of Quotation (Annex 2) * General Terms and Conditions/Special Conditions (Annex 3)   Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)  Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.   * Performance security/Bank Guarantee (Annex 4) |
| Contact Person for Inquiries  (Written inquiries only) | ***UNDP BIH - GENERAL SERVICES***  **Fax: 033 552 330**  **registry.ba@undp.org**  Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNDP requirements.

The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on UNDP’s re-computation and correction of errors, its quotation will be rejected.

After UNDP has identified the lowest price offer, UNDP reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than UNDP’s own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, 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.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

**UNDP encourages every prospective Vendor to** avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : <http://www.un.org/depts/ptd/pdf/conduct_english.pdf>

**Thank you and we look forward to receiving your quotation.**

**Sincerely yours,**

UNDP BiH

**Annex 1**

**Technical Specifications & Requirements**

**LOT 1 Disposal of Hand Grenades**

**DESCRIPTION OF THE PROFESIONAL SERVICE**

The service will include complete disposal of Hand Grenades in a reverse engineering process to render all elements of ammunition FFE and certified non-usable for any parts of ammunition application in the future. To complete the assignment, the contractor must have facility,or access to the facility, that can support entire process of ammunition disposal (all technological lines) that must be presented within elaborates for disposal of Hand Grenades ammunition.

**To complete the assignment, the potential contractor must ensure that disposal of subject ordnances is conducted in BiH, since Guidelines for ammunition disposal of MoD BiH stipulate that for all ammunition for which disposal technological capability exists in country, must be performed in BiH.**

**Scrap material and explosive left after the disposal process must be returned to the MoD BiH as disposal of subject ordnances must be conducted in BiH.**

**Quantities:**The contractor will be responsible for demilitarization of ammunition as follow:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items to be disposed** | **Model/Type** | **Quantity**  **(in pieces)** | **Description / Specifications of Services** | **Latest Delivery Date** |
| Hand Grenades | M75 | 3,051 | Disposal of Hand Grenades be performed by disassembly of explosive ordnance | Until November 15,2020 the contractor is obliged to submit following: 1. Final report of completing the Disposal plan from Bidder, supported with final report from Verification Committee of MoD BiH and confirmed by UNDP.  2. To provide UNDP BiH with a proof that waste-scrap materials are dealt with (disposed/recycled or returned to MoD) in a proper way and according to proposed demilitarization approach. |
| Hand Grenades | M93 | 1,288 |
| Hand Grenades | M52P3 | 1,644 |
| Hand Grenades | M50 | 47 |
| Hand Grenades | M94 | 11,558 |
| Hand Grenades | 542 | 32 |
| Hand Grenades | M52 | 707 |
| Hand Grenades | M52P2 | 100 |
| Hand Grenades | M79 | 20 |
| Hand Grenades | M70 | 32 |
| **TOTAL quantity** | | **18,479** |

*\*Pls. attach disposal time table for the disposal of Hand Grenades Ammunition.*

The UNDP will provide transportation for the above-mentioned quantity of subject ammunition to disposal premises of the contractor. The MoD BiH will be obliged to transport and return scrap material (different metal parts and extracted explosive) derived from disposal process of Hand Grenades to the location designated by the MoD BiH.

It is expected from contractor to perform disposal operations in order to complete the service within 90 days from the ammunition arrival to disposal facility.

**Disposal of subject ordnances is to be executed following the strict guidelines on ammunition disposal issued by the Ministry of Defense of BiH.**

**The Contractor will be responsible for:**

* Conducting a General Risk Assessment covering all procedures and tasks to be included in the disposal plan;
* Taking over ammunition assigned for disposal;
* Operation at Licensed facility to be designated for ammunition processing;
* Preliminary inspection of ammunition;
* Preparatory works on ammunition;
* Disassembly of ammunition using appropriate equipment both machine and manually;
* Removal of all fuzes, primers and /or rocket propellant and all other explosive elements;
* Ensure that only authorized tool and equipment’s are used during the demilitarization process. This includes contractors conducting work-services in the Ammunition Process Buildings (APB);
* Safe disposal of the fuzes, boosters, or propellant by burning or open detonation; In accordance with IATG 10.10 – ‘Demilitarization and destruction of conventional ammunition’
* Destruction of the fuzes and primers;
* Burning out the propelled and tracer elements;
* Extraction of explosive;
* Rendering all other ammunition components beyond repair;
* Rendering all residues Free from Explosives (FFE);
* Rendering all disassembled components beyond repair;
* Packaging and labeling the loads (ammunition/hazardous matter) according to UN standards and ADR specification;
* Issuing “SAFE TO MOVE” certificates
* Demilitarization and disassembly of all other components using appropriate techniques and measures in accordance with the International Ammunition Technical Guidelines (IATG) and the procedures and demands of the Armed forces and the Ministry of Defense of BIH;
* Safe and ecological disposal of contaminated waste, for every step of the process, by products;
* Independent verification on eco-friendly waste disposal done by certified company Reporting; and
* Development of the necessary photo and video documentation supporting the narrative and financial reports.

**GENERAL SAFETY PROCEDURE TO BE ADHERED TO BY THE CONTRACTOR DURING ALL ASPECTS OF THE DEMILITARIZATION SERVICE**

**COMPLIANCE.** The contractor will be required to comply with all standard operational procedures (SOP) and ‘International Best Practices’ by adhering to the International Ammunition Technical Guidelines (IATG). The contractor must also comply with the prescribed by the authorized personnel of the military facility and UNDP following all applicable international standards. THE CONTRACTOR WILL FOLLOW ALL THE GUIDELINES LAID OUT IN IATG 07.10 - SAFETY AND RISK REDUCTION (AMMUNITION PROCESSING OPERATIONS). These include the following:

**SAFETY AND RISK REDUCTION**: The contractor is to specifically refer to IATG 06.10 – ‘Control of explosives facilities’ IATG 06.30 ‘Storage and handling of ammunition’ and IATG 06.50 ‘Specific Safety Precautions’.

**RISK ASSESSMENT**: The contractor is required to conduct and prepare a written Risk Assessment after arriving ammunition to disposal plant. Risk Assessment needs to be submitted to UNDP prior to starting ammunition processing activity. This should be in accordance with the guidelines contained within IATG 02.10. The Contractor is to obtain the minimum information of the hazard properties of explosives articles for processing should be available for the individual carrying out the Risk Assessment: This should include:

* Design drawings;
* Previous processing technical instruction for type of explosive article;
* Sensitivity data (Obtained from manufacturer);
* Chemical stability information;
* Hazard classification codes; and
* Health Hazards, including Material Data sheet for hazardous substances.
  + - * Directive 2000/76/EC of the European Parliament and of the Council on 04 December 2000 on the Incineration of Waste;
      * Directive 2003/105/EC of the European Parliament and of the Council of 16 December 2003 on the Control of Major-Accident Hazards (COMAH) involving dangerous substances;
      * Directive 2006/12/EX of the European Parliament and of the Council of 05 April 2006 on Waste;
* Basel Convention on the control of Trans-Boundary Movements of Hazardous Wastes and their Disposal and
* The Contractor must formally document all finding for the Risk Assessment. These include: explosive dust risk, low sensitiveness, explosive risk, health risks to personnel and irritant fumes etc.

**SAFE SYSTEM OF SERVICE-WORK (SSOS-W)**: The contractor shall ensure the safe processing of ammunition and explosives through the establishment of a SSOW This should include:

* + Trained and competent staff;
  + Appropriate levels of direct supervision and management;
  + Suitable written work instructions (Inspection and Repair Instructions) (I&RI);
  + Appropriate tools and equipment; and
  + Adequate work facilities.

**CONTROLLING THE RISK:** The Contractor shall introduce systems and techniques for controlling the RISK during all processing operations. This shall be done by:

**EXPLOSIVE LIMITS:** A major element of risk reduction shall be to limit the quantity of ammunition and explosives present in the Ammunition Process Building (APB). The physical Net Explosive Quantity (NEQ) stored shall be the minimum necessary for the safe and efficient conduct of the processing task and shall never exceed the necessary quantity for one day’s work;

**MAN LIMITS**: A limitation on the number of staff and visitors present within the APB shall be applied – This is known as ‘man limits’;

**LOWER RISK OPERATIONS**: Separate demilitarization processing tasks should not be conducted in a single location. One demilitarization task per APB. Separate tasks may be permitted simultaneously if the explosive risk in assessed as low. (A processing task shall never be considered as Low Risk where exposed explosive substances are present);

**RESTRICTED TASKS**: Due to high levels of risk, the contractor is to ensure that only named individuals who are specifically licensed to conduct operations that contain an inherent risk; and

**SERVICE-WORK INSTRUCTIONS**: Formal written work instructions shall be developed for EACH type of process task. The work instruction should consist of:

* + - General work instruction on the basic explosive safety that are applicable to all processing task; and
    - Specific work instructions applicable to a particular task.

**THE CONTRACTOR IS TO FOLLOW THE GUIDELINES LAID OUT IN IATG 06.50 and 07.10 .AN EXAMPLE OF A GENERAL WORK INSTRUCTION IS AT IATG 07.10, ANNEX C AND AN EXAMPLE OF A SPECIFIC WORK INSTRUCTION, IN THE FORM OF AN INSPECTION AND REPAIR INSTRUCTION (I&RI) IS AT IATG 07.20, ANNEX D.**

**SUPERVISION AND COMPETENCY OF STAFF**: The Contractor shall ensure that all staff are competent and trained to the appropriate level for each specific task. The Contractor is to maintain records and qualification records for all staff employed;

**PROCESSING FACILITY**: All ammunition processing tasks should take place in a purpose designed Ammunition Process Building where possible;

**EXPOSED AMMUNITION AND EXPLOSIVES**: The quantity of exposed explosives shall be kept to a minimum. All explosives that are not being worked on, should be appropriately covered to minimize the risk of initiation by spark; and

**REMOTE OPERATIONS**: The contractor is to ensure that remote operations are the first choice whenever possible. However, Remote operations shall always be used when;

* The explosive composition is sensitive; and/or
* The operation is considered more likely than normal to result in an explosion.

Explosive items shall not be broken down until the risks have been assessed, the operation has been planned and the layout and system of work, with the appropriate safety measures approved. Where the risk assessment determines the need, breakdown operations considered to have an unacceptable hazard/ risk shall always be carried out remotely:

* Manual or mechanical removal of fuses from Hand Grenades;

**PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING**: The contractor after conducting the Risk Assessment is to supply Personal Protection Equipment and Clothing for the ammunition tasks identified. The PPEC should:

* + Provide a degree of protection against the effects of accidental fire or explosion;
  + Provide protection from health hazards – (Identified in Material Data Hazard Sheets); and
  + Reduce hazards such as static electricity. i.e. (Anti-static shoes and clothing).

**AUTHORIZED TOOLS AND EQUIPMENT**: The Contractor shall put in place a formal system to ensure that only authorized tools and equipment that are intrinsically safe are used in the process facility. For example, the use of iron or steel tools shall **NOT** be used when dealing with gunpowder or propellants and non-sparking tools/ materials, like brass used instead. A list of tools and equipment authorized for each process or task should be stated in the work instruction as per IATG 07.20, Clause 6.5 in Annex D; Authorized tools will also apply to any contractors working on site. If the contractor wishes to use unauthorized tools, the APB must cease work and all ammunition removed.

**GENERAL PROCEDURES**: The contractor shall adhere to the following procedures:

* + Pre-and post-work inspections;
  + Ensure that all entrance and exits are kept clear;
  + Minimize flammable materials in the APB;
* Segregation, safe and environmental disposal of explosive wastes. This includes waste-water for TNT wash-out facilities. TNT is classified as a poisonous substance to both Humans and animals, especially Fish. Steaming out requires that special precautions be taken to prevent contamination of the surrounding area and of aquifers in particular. Operatives are at particular risk from the toxic effects of TNT. Appropriate risk assessments shall be made and personal protective equipment and medical surveillance may invariably be required;

* + Temperature in the APBs (temperature range should be between 13°C and 24°C);
* Humidity in APB (Kept below 70% humidity);
  + Maintain the APB clear from rubbish (potential fire risk);
  + Spark prevention – (Use non-ferrous tools);
  + Electrostatic Discharge (See IATG 06.50 Special safety precautions); and
  + Radio Frequency Hazards (Mobile phones are prohibited in APBs).

**CONTIGENCY PLANNING:** The Contractor shall have in place procedures to deal with accidents. (See IATG 11.10 Ammunition accidents – reporting and investigation);

**THUNDERSTORMS**. All work shall cease and all ammunition packed away during thunderstorms;

**UNSAFE AMMUNITION**: The Contractor is to develop procedures to deal with any spillage of explosives or propellants and ammunition natures found in an UNSAFE condition. i.e. exudation of explosives or ammunition natures inadvertently dropped);

* All stocks shall be regularly inspected. Such inspections, with special reference to the onset of rust/ corrosion, to ensure that the explosives are disposed of before they become dangerous; and
* All ammunition and components shall be safely packed for transportation and handling after the demilitarization process. The contractor is to issue a ‘Certificate of Safety’ to ensure the explosives and ammunition are correctly packed and safe for transportation and handling and issued with a ‘Safe to Move Certificate’.

**INSTITUTIONAL ARRANGEMENT**

**Safety and security.** During the disposal of ammunition, the contractor will undertake all necessary security measures prescribed by the MoD/AF BiH ammunition disposal guidelines, UNDP, national, regional, and international standards. Security for all materials covered by this agreement will be provided by the contractor to meet the highest safety standards possible, until that point in time when they are demilitarized in their entirety. Any violations of safety, security, thefts or disappearance of materials from the contractor’s site that are covered by this agreement will be immediately reported to UNDP.

**Reporting.** Weekly reporting will be conducted in accordance with procedures prescribed by the Ministry of Defense and the AF BiH.

* The Contractor will submit a weekly report stating the results for that week and the plan for the next week. This plan will encompass a day-to-day over iew of the caliber of ammunition, type, and daily rate by rounds and per gross weight together with a precise overview of the residual material also show as per type, origin and weight;
* All weekly and monthly reporting will be accompanied by photo and/or video documentation that will record the process of certification of the disposed quantities and remaining items;
* This photo documentation does not come under the promotional material clause and it will be separately made to document the process of disposal for archive purposes;
* One milestone report will consist of the following:
  + Invoice;
  + Overview report;
  + A table stating all of the above-mentioned details of the items being disposed of;
  + All certificates supporting the disposal of ammunition related to this contract only; and
  + Signed verification and transfer of residuals document for the items in question.
  + Final independent report on safe waste disposal.

These documents together with monthly report of achieving the objectives from the Disposal Timetable from the contract will form a base for any payment. Failing to conform/comply with this reporting mechanism, necessary to uphold the transparency of the process, will prevent the payment of delivered invoices/payments.

**Scrap material.** Scrap material left after the disposal process must be returned to the MoD BiH.

**Oversight.** The contractor will report to the EXPLODE+ Project Manager. All required changes in the Disposal plan, activities or required method and steps will be presented to the Project Officer pending approval or suggestion on how to continue.

**Monitoring and verification.** The BiH Ministry of Defense has established a Verification Committee with overall responsibility to monitor and verify the process of destruction in line with defined Options of full control in the process of demilitarization. The contractor will be responsible to log every step of the process and to issue certification for any stage completed. This will be confirmed by the Verification Commission of the Ministry of Defense of Bosnia and Herzegovina and results noted towards the demilitarization plan. UNDP staff will be monitoring the process and receiving and verifying report as per contractual obligations. The contractor will be responsible for weekly cooperation with the Verification Committee on site and will also report to the Committee the weekly quantities destroyed.

**LOT 2 Disposal of Disposal of Multiple Launch Rocket System Ammunition and Air Delivered Rocket Ammunition (MLRS and AR)**

**DESCRIPTION OF THE PROFESIONAL SERVICE**

The service will include complete disposal of MLRS and AR ammunition in a reverse engineering process to render all elements of ammunition FFE and certified non-usable for any parts of ammunition application in the future. To complete the assignment, the contractor must have facility,or access to the facility, that can support entire process of ammunition disposal (all technological lines) that must be presented within elaborates for disposal of MLRS and AR ammunition. The subject ordnances are in Hadžići, Banja Luka and Donji Vakuf.

**To complete the assignment, the potential contractor must ensure that disposal of subject ordnances is conducted in BiH, since Guidelines for ammunition disposal of MoD BiH stipulate that for all ammunition for which disposal technological capability exists in country, must be performed in BiH.**

**Scrap material and explosive left after the disposal process must be returned to the MoD BiH as disposal of subject ordnances must be conducted in BiH.**

**Quantities:**The contractor will be responsible for demilitarization of ammunition as follow:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items to be disposed** | **Model/Type** | **Quantity**  **(in pieces)** | **Description / Specifications of Services** | **Latest Delivery Date** |
| Multiple Launch Rocket System Ammunition 122mm | 9M22U | 63 | Disposal of MLRS and AR ammunition be performed by disassembly of explosive ordnance | Until November 15,2020 the contractor is obliged to submit following: 1. Final report of completing the Disposal plan from Bidder, supported with final report from Verification Committee of MoD BiH and confirmed by UNDP.  2. To provide UNDP BiH with a proof that waste-scrap materials are dealt with (disposed/recycled or returned to MoD) in a proper way and according to proposed demilitarization approach. |
| Multiple Launch Rocket System Ammunition 122/128mm | M91 | 5 |
| Air Delivered Rocket 57mm | BR-1-V | 6 |
| Air Delivered Rocket 57mm | S-5 M | 280 |
| **TOTAL quantity** | | **354** |

*\*Pls. attach disposal time table for the disposal of MLRS and AR ammunition.*

The contractor will provide transportation for the above-mentioned quantity of subject ammunition to disposal premises of the contractor. The MoD BiH will be obliged to transport and return scrap material (different metal parts and extracted explosive) derived from disposal process of MLRS and AR ammunition to the location designated by the MoD BiH.

It is expected from contractor to perform disposal operations in order to complete the service within 90 days from the ammunition arrival to disposal facility.

**Disposal of subject ordnances is to be executed following the strict guidelines on ammunition disposal issued by the Ministry of Defense of BiH.**

**The Contractor will be responsible for:**

* Conducting a General Risk Assessment covering all procedures and tasks to be included in the disposal plan;
* Taking over ammunition assigned for disposal;
* Operation at Licensed facility to be designated for ammunition processing;
* Preliminary inspection of ammunition;
* Preparatory works on ammunition;
* Disassembly of ammunition using appropriate equipment both machine and manually;
* Removal of all fuzes, primers and /or rocket propellant and all other explosive elements;
* Ensure that only authorized tool and equipment’s are used during the demilitarization process. This includes contractors conducting work-services in the Ammunition Process Buildings (APB);
* Safe disposal of the fuzes, boosters, or propellant by burning or open detonation; In accordance with IATG 10.10 – ‘Demilitarization and destruction of conventional ammunition’
* Destruction of the fuzes and primers;
* Burning out the propelled and tracer elements;
* Extraction of explosive;
* Rendering all other ammunition components beyond repair;
* Rendering all residues Free from Explosives (FFE);
* Rendering all disassembled components beyond repair;
* Packaging and labeling the loads (ammunition/hazardous matter) according to UN standards and ADR specification;
* Issuing “SAFE TO MOVE” certificates
* Demilitarization and disassembly of all other components using appropriate techniques and measures in accordance with the International Ammunition Technical Guidelines (IATG) and the procedures and demands of the Armed forces and the Ministry of Defense of BIH;
* Safe and ecological disposal of contaminated waste, for every step of the process, by products;
* Independent verification on eco-friendly waste disposal done by certified company Reporting and
* Development of the necessary photo and video documentation supporting the narrative and financial reports.

**GENERAL SAFETY PROCEDURE TO BE ADHERED TO BY THE CONTRACTOR DURING ALL ASPECTS OF THE DEMILITARIZATION SERVICE**

**COMPLIANCE.** The contractor will be required to comply with all standard operational procedures (SOP) and ‘International Best Practices’ by adhering to the International Ammunition Technical Guidelines (IATG). The contractor must also comply with the prescribed by the authorized personnel of the military facility and UNDP following all applicable international standards. THE CONTRACTOR WILL FOLLOW ALL THE GUIDELINES LAID OUT IN IATG 07.10 - SAFETY AND RISK REDUCTION (AMMUNITION PROCESSING OPERATIONS). These include the following:

**SAFETY AND RISK REDUCTION**: The contractor is to specifically refer to IATG 06.10 – ‘Control of explosives facilities’ IATG 06.30 ‘Storage and handling of ammunition’ and IATG 06.50 ‘Specific Safety Precautions’.

**RISK ASSESSMENT**: The contractor is required to conduct and prepare a written Risk Assessment after arriving ammunition to disposal plant. Risk Assessment needs to be submitted to UNDP prior to starting ammunition processing activity. This should be in accordance with the guidelines contained within IATG 02.10. The Contractor is to obtain the minimum information of the hazard properties of explosives articles for processing should be available for the individual carrying out the Risk Assessment: This should include:

* Design drawings;
* Previous processing technical instruction for type of explosive article;
* Sensitivity data (Obtained from manufacturer);
* Chemical stability information;
* Hazard classification codes; and
* Health Hazards, including Material Data sheet for hazardous substances.
  + - * Directive 2000/76/EC of the European Parliament and of the Council on 04 December 2000 on the Incineration of Waste;
      * Directive 2003/105/EC of the European Parliament and of the Council of 16 December 2003 on the Control of Major-Accident Hazards (COMAH) involving dangerous substances;
      * Directive 2006/12/EX of the European Parliament and of the Council of 05 April 2006 on Waste; and
* Basel Convention on the control of Trans-Boundary Movements of Hazardous Wastes and their Disposal

The Contractor must formally document all finding for the Risk Assessment. These include: explosive dust risk, low sensitiveness, explosive risk, health risks to personnel and irritant fumes etc.

**SAFE SYSTEM OF SERVICE-WORK (SSOS-W)**: The contractor shall ensure the safe processing of ammunition and explosives through the establishment of a SSOW This should include:

* + Trained and competent staff;
  + Appropriate levels of direct supervision and management;
  + Suitable written work instructions (Inspection and Repair Instructions) (I&RI);
  + Appropriate tools and equipment; and
  + Adequate work facilities.

**CONTROLLING THE RISK:** The Contractor shall introduce systems and techniques for controlling the RISK during all processing operations. This shall be done by:

**EXPLOSIVE LIMITS:** A major element of risk reduction shall be to limit the quantity of ammunition and explosives present in the Ammunition Process Building (APB). The physical Net Explosive Quantity (NEQ) stored shall be the minimum necessary for the safe and efficient conduct of the processing task and shall never exceed the necessary quantity for one day’s work;

**MAN LIMITS**: A limitation on the number of staff and visitors present within the APB shall be applied – This is known as ‘man limits’;

**LOWER RISK OPERATIONS**: Separate demilitarization processing tasks should not be conducted in a single location. One demilitarization task per APB. Separate tasks may be permitted simultaneously if the explosive risk in assessed as low. (A processing task shall never be considered as Low Risk where exposed explosive substances are present;

**RESTRICTED TASKS**: Due to high levels of risk, the contractor is to ensure that only named individuals who are specifically licensed to conduct operations that contain an inherent risk; and

**SERVICE-WORK INSTRUCTIONS**: Formal written work instructions shall be developed for EACH type of process task. The work instruction should consist of:

* + - General work instruction on the basic explosive safety that are applicable to all processing task; and
    - Specific work instructions applicable to a particular task.

**THE CONTRACTOR IS TO FOLLOW THE GUIDELINES LAID OUT IN IATG 06.50 and 07.10 .AN EXAMPLE OF A GENERAL WORK INSTRUCTION IS AT IATG 07.10, ANNEX C AND AN EXAMPLE OF A SPECIFIC WORK INSTRUCTION, IN THE FORM OF AN INSPECTION AND REPAIR INSTRUCTION (I&RI) IS AT IATG 07.20, ANNEX D.**

**SUPERVISION AND COMPETENCY OF STAFF**: The Contractor shall ensure that all staff are competent and trained to the appropriate level for each specific task. The Contractor is to maintain records and qualification records for all staff employed;

**PROCESSING FACILITY**: All ammunition processing tasks should take place in a purpose designed Ammunition Process Building where possible;

**EXPOSED AMMUNITION AND EXPLOSIVES**: The quantity of exposed explosives shall be kept to a minimum. All explosives that are not being worked on, should be appropriately covered to minimize the risk of initiation by spark; and

**REMOTE OPERATIONS**: The contractor is to ensure that remote operations are the first choice whenever possible. However, Remote operations shall always be used when;

* The explosive composition is sensitive; and/or
* The operation is considered more likely than normal to result in an explosion.

Explosive items shall not be broken down until the risks have been assessed, the operation has been planned and the layout and system of work, with the appropriate safety measures approved. Where the risk assessment determines the need, breakdown operations considered to have an unacceptable hazard/ risk shall always be carried out remotely:

* Manual or machinery removal of fuses from MLRS and AR Ammunition;

**PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING**: The contractor after conducting the Risk Assessment is to supply Personal Protection Equipment and Clothing for the ammunition tasks identified. The PPEC should:

* + Provide a degree of protection against the effects of accidental fire or explosion;
  + Provide protection from health hazards – (Identified in Material Data Hazard Sheets); and
  + Reduce hazards such as static electricity. i.e. (Anti-static shoes and clothing).

**AUTHORIZED TOOLS AND EQUIPMENT**: The Contractor shall put in place a formal system to ensure that only authorized tools and equipment that are intrinsically safe are used in the process facility. For example, the use of iron or steel tools shall **NOT** be used when dealing with gunpowder or propellants and non-sparking tools/ materials, like brass used instead. A list of tools and equipment authorized for each process or task should be stated in the work instruction as per IATG 07.20, Clause 6.5 in Annex D; Authorized tools will also apply to any contractors working on site. If the contractor wishes to use unauthorized tools, the APB must cease work and all ammunition removed.

**GENERAL PROCEDURES**: The contractor shall adhere to the following procedures:

* + Pre-and post-work inspections;
  + Ensure that all entrance and exits are kept clear;
  + Minimize flammable materials in the APB;
* Segregation, safe and environmental disposal of explosive wastes. This includes waste-water for TNT wash-out facilities. TNT is classified as a poisonous substance to both Humans and animals, especially Fish. Steaming out requires that special precautions be taken to prevent contamination of the surrounding area and of aquifers in particular. Operatives are at particular risk from the toxic effects of TNT. Appropriate risk assessments shall be made and personal protective equipment and medical surveillance may invariably be required;

* + Temperature in the APBs (temperature range should be between 13°C and 24°C);
* Humidity in APB (Kept below 70% humidity);
  + Maintain the APB clear from rubbish (potential fire risk);
  + Spark prevention – (Use non-ferrous tools);
  + Electrostatic Discharge (See IATG 06.50 Special safety precautions); and
  + Radio Frequency Hazards (Mobile phones are prohibited in APBs).

**CONTIGENCY PLANNING:** The Contractor shall have in place procedures to deal with accidents. (See IATG 11.10 Ammunition accidents – reporting and investigation);

**THUNDERSTORMS**. All work shall cease and all ammunition packed away during thunderstorms;

**UNSAFE AMMUNITION**: The Contractor is to develop procedures to deal with any spillage of explosives or propellants and ammunition natures found in an UNSAFE condition. i.e. exudation of explosives or ammunition natures inadvertently dropped);

* All stocks shall be regularly inspected. Such inspections, with special reference to the onset of rust/ corrosion, to ensure that the explosives are disposed of before they become dangerous; and
* All ammunition and components shall be safely packed for transportation and handling after the demilitarization process. The contractor is to issue a ‘Certificate of Safety’ to ensure the explosives and ammunition are correctly packed and safe for transportation and handling and issued with a ‘Safe to Move Certificate’.

**INSTITUTIONAL ARRANGEMENT**

**Safety and security.** During the disposal of ammunition, the contractor will undertake all necessary security measures prescribed by the MoD/AF BiH ammunition disposal guidelines, UNDP, national, regional, and international standards. Security for all materials covered by this agreement will be provided by the contractor to meet the highest safety standards possible, until that point in time when they are demilitarized in their entirety. Any violations of safety, security, thefts or disappearance of materials from the contractor’s site that are covered by this agreement will be immediately reported to UNDP.

**Reporting.** Weekly reporting will be conducted in accordance with procedures prescribed by the Ministry of Defense and the AF BiH.

* The Contractor will submit a weekly report stating the results for that week and the plan for the next week. This plan will encompass a day-to-day over iew of the caliber of ammunition, type, and daily rate by rounds and per gross weight together with a precise overview of the residual material also show as per type, origin and weight;
* All weekly and monthly reporting will be accompanied by photo and/or video documentation that will record the process of certification of the disposed quantities and remaining items;
* This photo documentation does not come under the promotional material clause and it will be separately made to document the process of disposal for archive purposes;
* One milestone report will consist of the following:
  + Invoice;
  + Overview report;
  + A table stating all of the above-mentioned details of the items being disposed of;
  + All certificates supporting the disposal of ammunition related to this contract only; and
  + Signed verification and transfer of residuals document for the items in question.
  + Final independent report on safe waste disposal.

These documents together with monthly report of achieving the objectives from the Disposal Timetable from the contract will form a base for any payment. Failing to conform/comply with this reporting mechanism, necessary to uphold the transparency of the process, will prevent the payment of delivered invoices/payments.

**Scrap material.** Scrap material left after the disposal process must be returned to the MoD BiH.

**Oversight.** The contractor will report to the EXPLODE+ Project Manager. All required changes in the Disposal plan, activities or required method and steps will be presented to the Project Officer pending approval or suggestion on how to continue.

**Monitoring and verification.** The BiH Ministry of Defense has established a Verification Committee with overall responsibility to monitor and verify the process of destruction in line with defined Options of full control in the process of demilitarization. The contractor will be responsible to log every step of the process and to issue certification for any stage completed. This will be confirmed by the Verification Commission of the Ministry of Defense of Bosnia and Herzegovina and results noted towards the demilitarization plan. UNDP staff will be monitoring the process and receiving and verifying report as per contractual obligations. The contractor will be responsible for weekly cooperation with the Verification Committee on site and will also report to the Committee the weekly quantities destroyed.

**LOT 3 Disposal of Rocket Propelled Grenades Ammunition(RPG)**

**DESCRIPTION OF THE PROFESIONAL SERVICE**

The service will include complete disposal of RPG projectile in a reverse engineering process to render all elements of ammunition FFE and certified non-usable for any parts of ammunition application in the future. To complete the assignment, the contractor must have facility,or access to the facility, that can support entire process of ammunition disposal (all technological lines) that must be presented within elaborates for disposal of RPG projectile. The subject ordnances are in Glamoč, Rudo, Doboj, Tuzla and Donji Vakuf.

**To complete the assignment, the potential contractor must ensure that disposal of subject ordnances is conducted in BiH, since Guidelines for ammunition disposal of MoD BiH stipulate that for all ammunition for which disposal technological capability exists in country, must be performed in BiH.**

**Scrap material and explosive left after the disposal process must be returned to the MoD BiH as disposal of subject ordnances must be conducted in BiH.**

**Quantities:**The contractor will be responsible for demilitarization of ammunition as follow:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items to be disposed** | **Model/Type** | **Quantity**  **(in pieces)** | **Description / Specifications of Services** | **Latest Delivery Date** |
| Rocket Propelled Grenades/Projectile for SPG-9 Kopyo (Spear) 73 millimetre calibre recoilless gun | PG 9 | 1,420 | Disposal of RPG projectile be performed by disassembly of explosive ordnance | Until December 04,2020 the contractor is obliged to submit following: 1. Final report of completing the Disposal plan from Bidder, supported with final report from Verification Committee of MoD BiH and confirmed by UNDP.  2. To provide UNDP BiH with a proof that waste-scrap materials are dealt with (disposed/recycled or returned to MoD) in a proper way and according to proposed demilitarization approach. |
| Rocket Propelled Grenades/Projectile for M57 Hand Grenades Loncher 44 millimetre calibre | M57 or M80 | 80 |
| **TOTAL quantity** | | **1,500** |

*\*Pls. attach disposal time table for the disposal of RPG projectile.*

The contractor will provide transportation for the above-mentioned quantity of subject ammunition to disposal premises of the contractor. The MoD BiH will be obliged to transport and return scrap material (different metal parts and extracted explosive) derived from disposal process of RPG projectile to the location designated by the MoD BiH.

It is expected from contractor to perform disposal operations in order to complete the service within 120 days from the ammunition arrival to disposal facility.

**Disposal of subject ordnances is to be executed following the strict guidelines on ammunition disposal issued by the Ministry of Defense of BiH.**

**The Contractor will be responsible for:**

* Conducting a General Risk Assessment covering all procedures and tasks to be included in the disposal plan;
* Taking over ammunition assigned for disposal;
* Operation at Licensed facility to be designated for ammunition processing;
* Preliminary inspection of ammunition;
* Preparatory works on ammunition;
* Disassembly of ammunition using appropriate equipment both machine and manually;
* Removal of all fuzes, primers and /or rocket propellant and all other explosive elements;
* Ensure that only authorized tool and equipment’s are used during the demilitarization process. This includes contractors conducting work-services in the Ammunition Process Buildings (APB);
* Safe disposal of the fuzes, boosters, or propellant by burning or open detonation; In accordance with IATG 10.10 – ‘Demilitarization and destruction of conventional ammunition’
* Destruction of the fuzes and primers;
* Burning out the propelled and tracer elements;
* Extraction of explosive;
* Rendering all other ammunition components beyond repair;
* Rendering all residues Free from Explosives (FFE);
* Rendering all disassembled components beyond repair;
* Packaging and labeling the loads (ammunition/hazardous matter) according to UN standards and ADR specification;
* Issuing “SAFE TO MOVE” certificates
* Demilitarization and disassembly of all other components using appropriate techniques and measures in accordance with the International Ammunition Technical Guidelines (IATG) and the procedures and demands of the Armed forces and the Ministry of Defense of BIH;
* Safe and ecological disposal of contaminated waste, for every step of the process, by products;
* Independent verification on eco-friendly waste disposal done by certified company Reporting; and
* Development of the necessary photo and video documentation supporting the narrative and financial reports.

**GENERAL SAFETY PROCEDURE TO BE ADHERED TO BY THE CONTRACTOR DURING ALL ASPECTS OF THE DEMILITARIZATION SERVICE**

**COMPLIANCE.** The contractor will be required to comply with all standard operational procedures (SOP) and ‘International Best Practices’ by adhering to the International Ammunition Technical Guidelines (IATG). The contractor must also comply with the prescribed by the authorized personnel of the military facility and UNDP following all applicable international standards. THE CONTRACTOR WILL FOLLOW ALL THE GUIDELINES LAID OUT IN IATG 07.10 - SAFETY AND RISK REDUCTION (AMMUNITION PROCESSING OPERATIONS). These include the following:

**SAFETY AND RISK REDUCTION**: The contractor is to specifically refer to IATG 06.10 – ‘Control of explosives facilities’ IATG 06.30 ‘Storage and handling of ammunition’ and IATG 06.50 ‘Specific Safety Precautions’.

**RISK ASSESSMENT**: The contractor is required to conduct and prepare a written Risk Assessment after arriving ammunition to disposal plant. Risk Assessment needs to be submitted to UNDP prior to starting ammunition processing activity. This should be in accordance with the guidelines contained within IATG 02.10. The Contractor is to obtain the minimum information of the hazard properties of explosives articles for processing should be available for the individual carrying out the Risk Assessment: This should include:

* Design drawings;
* Previous processing technical instruction for type of explosive article;
* Sensitivity data (Obtained from manufacturer);
* Chemical stability information;
* Hazard classification codes; and
* Health Hazards, including Material Data sheet for hazardous substances.
  + - * Directive 2000/76/EC of the European Parliament and of the Council on 04 December 2000 on the Incineration of Waste;
      * Directive 2003/105/EC of the European Parliament and of the Council of 16 December 2003 on the Control of Major-Accident Hazards (COMAH) involving dangerous substances;
      * Directive 2006/12/EX of the European Parliament and of the Council of 05 April 2006 on Waste; and
* Basel Convention on the control of Trans-Boundary Movements of Hazardous Wastes and their Disposal

The Contractor must formally document all finding for the Risk Assessment. These include: explosive dust risk, low sensitiveness, explosive risk, health risks to personnel and irritant fumes etc.

**SAFE SYSTEM OF SERVICE-WORK (SSOS-W)**: The contractor shall ensure the safe processing of ammunition and explosives through the establishment of a SSOW This should include:

* + Trained and competent staff;
  + Appropriate levels of direct supervision and management;
  + Suitable written work instructions (Inspection and Repair Instructions) (I&RI);
  + Appropriate tools and equipment; and
  + Adequate work facilities.

**CONTROLLING THE RISK:** The Contractor shall introduce systems and techniques for controlling the RISK during all processing operations. This shall be done by:

**EXPLOSIVE LIMITS:** A major element of risk reduction shall be to limit the quantity of ammunition and explosives present in the Ammunition Process Building (APB). The physical Net Explosive Quantity (NEQ) stored shall be the minimum necessary for the safe and efficient conduct of the processing task and shall never exceed the necessary quantity for one day’s work;

**MAN LIMITS**: A limitation on the number of staff and visitors present within the APB shall be applied – This is known as ‘man limits’;

**LOWER RISK OPERATIONS**: Separate demilitarization processing tasks should not be conducted in a single location. One demilitarization task per APB. Separate tasks may be permitted simultaneously if the explosive risk in assessed as low. (A processing task shall never be considered as Low Risk where exposed explosive substances are present;

**RESTRICTED TASKS**: Due to high levels of risk, the contractor is to ensure that only named individuals who are specifically licensed to conduct operations that contain an inherent risk; and

**SERVICE-WORK INSTRUCTIONS**: Formal written work instructions shall be developed for EACH type of process task. The work instruction should consist of:

* + - General work instruction on the basic explosive safety that are applicable to all processing task; and
    - Specific work instructions applicable to a particular task.

**THE CONTRACTOR IS TO FOLLOW THE GUIDELINES LAID OUT IN IATG 06.50 and 07.10 .AN EXAMPLE OF A GENERAL WORK INSTRUCTION IS AT IATG 07.10, ANNEX C AND AN EXAMPLE OF A SPECIFIC WORK INSTRUCTION, IN THE FORM OF AN INSPECTION AND REPAIR INSTRUCTION (I&RI) IS AT IATG 07.20, ANNEX D.**

**SUPERVISION AND COMPETENCY OF STAFF**: The Contractor shall ensure that all staff are competent and trained to the appropriate level for each specific task. The Contractor is to maintain records and qualification records for all staff employed;

**PROCESSING FACILITY**: All ammunition processing tasks should take place in a purpose designed Ammunition Process Building where possible;

**EXPOSED AMMUNITION AND EXPLOSIVES**: The quantity of exposed explosives shall be kept to a minimum. All explosives that are not being worked on, should be appropriately covered to minimize the risk of initiation by spark; and

**REMOTE OPERATIONS**: The contractor is to ensure that remote operations are the first choice whenever possible. However, Remote operations shall always be used when;

* The explosive composition is sensitive; and/or
* The operation is considered more likely than normal to result in an explosion.

Explosive items shall not be broken down until the risks have been assessed, the operation has been planned and the layout and system of work, with the appropriate safety measures approved. Where the risk assessment determines the need, breakdown operations considered to have an unacceptable hazard/ risk shall always be carried out remotely:

* Manual or machinery removal of fuses from RPG Ammunition;

**PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING**: The contractor after conducting the Risk Assessment is to supply Personal Protection Equipment and Clothing for the ammunition tasks identified. The PPEC should:

* + Provide a degree of protection against the effects of accidental fire or explosion;
  + Provide protection from health hazards – (Identified in Material Data Hazard Sheets); and
  + Reduce hazards such as static electricity. i.e. (Anti-static shoes and clothing).

**AUTHORIZED TOOLS AND EQUIPMENT**: The Contractor shall put in place a formal system to ensure that only authorized tools and equipment that are intrinsically safe are used in the process facility. For example, the use of iron or steel tools shall **NOT** be used when dealing with gunpowder or propellants and non-sparking tools/ materials, like brass used instead. A list of tools and equipment authorized for each process or task should be stated in the work instruction as per IATG 07.20, Clause 6.5 in Annex D; Authorized tools will also apply to any contractors working on site. If the contractor wishes to use unauthorized tools, the APB must cease work and all ammunition removed.

**GENERAL PROCEDURES**: The contractor shall adhere to the following procedures:

* + Pre-and post-work inspections;
  + Ensure that all entrance and exits are kept clear;
  + Minimize flammable materials in the APB;
* Segregation, safe and environmental disposal of explosive wastes. This includes waste-water for TNT wash-out facilities. TNT is classified as a poisonous substance to both Humans and animals, especially Fish. Steaming out requires that special precautions be taken to prevent contamination of the surrounding area and of aquifers in particular. Operatives are at particular risk from the toxic effects of TNT. Appropriate risk assessments shall be made and personal protective equipment and medical surveillance may invariably be required;

* + Temperature in the APBs (temperature range should be between 13°C and 24°C);
* Humidity in APB (Kept below 70% humidity);
  + Maintain the APB clear from rubbish (potential fire risk);
  + Spark prevention – (Use non-ferrous tools);
  + Electrostatic Discharge (See IATG 06.50 Special safety precautions); and
  + Radio Frequency Hazards (Mobile phones are prohibited in APBs).

**CONTIGENCY PLANNING:** The Contractor shall have in place procedures to deal with accidents. (See IATG 11.10 Ammunition accidents – reporting and investigation);

**THUNDERSTORMS**. All work shall cease and all ammunition packed away during thunderstorms;

**UNSAFE AMMUNITION**: The Contractor is to develop procedures to deal with any spillage of explosives or propellants and ammunition natures found in an UNSAFE condition. i.e. exudation of explosives or ammunition natures inadvertently dropped);

* All stocks shall be regularly inspected. Such inspections, with special reference to the onset of rust/ corrosion, to ensure that the explosives are disposed of before they become dangerous; and
* All ammunition and components shall be safely packed for transportation and handling after the demilitarization process. The contractor is to issue a ‘Certificate of Safety’ to ensure the explosives and ammunition are correctly packed and safe for transportation and handling and issued with a ‘Safe to Move Certificate’.

**INSTITUTIONAL ARRANGEMENT**

**Safety and security.** During the disposal of ammunition, the contractor will undertake all necessary security measures prescribed by the MoD/AF BiH ammunition disposal guidelines, UNDP, national, regional, and international standards. Security for all materials covered by this agreement will be provided by the contractor to meet the highest safety standards possible, until that point in time when they are demilitarized in their entirety. Any violations of safety, security, thefts or disappearance of materials from the contractor’s site that are covered by this agreement will be immediately reported to UNDP.

**Reporting.** Weekly reporting will be conducted in accordance with procedures prescribed by the Ministry of Defense and the AF BiH.

* The Contractor will submit a weekly report stating the results for that week and the plan for the next week. This plan will encompass a day-to-day over iew of the caliber of ammunition, type, and daily rate by rounds and per gross weight together with a precise overview of the residual material also show as per type, origin and weight;
* All weekly and monthly reporting will be accompanied by photo and/or video documentation that will record the process of certification of the disposed quantities and remaining items;
* This photo documentation does not come under the promotional material clause and it will be separately made to document the process of disposal for archive purposes;
* One milestone report will consist of the following:
  + Invoice;
  + Overview report;
  + A table stating all of the above-mentioned details of the items being disposed of;
  + All certificates supporting the disposal of ammunition related to this contract only; and
  + Signed verification and transfer of residuals document for the items in question.
  + Final independent report on safe waste disposal.

These documents together with monthly report of achieving the objectives from the Disposal Timetable from the contract will form a base for any payment. Failing to conform/comply with this reporting mechanism, necessary to uphold the transparency of the process, will prevent the payment of delivered invoices/payments.

**Scrap material.** Scrap material left after the disposal process must be returned to the MoD BiH.

**Oversight.** The contractor will report to the EXPLODE+ Project Manager. All required changes in the Disposal plan, activities or required method and steps will be presented to the Project Officer pending approval or suggestion on how to continue.

**Monitoring and verification.** The BiH Ministry of Defense has established a Verification Committee with overall responsibility to monitor and verify the process of destruction in line with defined Options of full control in the process of demilitarization. The contractor will be responsible to log every step of the process and to issue certification for any stage completed. This will be confirmed by the Verification Commission of the Ministry of Defense of Bosnia and Herzegovina and results noted towards the demilitarization plan. UNDP staff will be monitoring the process and receiving and verifying report as per contractual obligations. The contractor will be responsible for weekly cooperation with the Verification Committee on site and will also report to the Committee the weekly quantities destroyed.

**Annex 2**

**FORM FOR SUBMITTING SUPPLIER’S QUOTATION**

***(This Form must be submitted only using the Supplier’s Official Letterhead/Stationery)***

We, the undersigned, hereby accept in full the UNDP General Terms and Conditions, and hereby offer to provide services listed below in conformity with the specification and requirements of UNDP as per RFQ Reference No. BIH-RFQ-087-20:

**LOT 1**

**TABLE 1 : Price Schedule**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Item | Model/Type | Unit of measure | Unit Price | **Qty** | TOTAL Without **VAT** | VAT  Amount | TOTAL (BAM):  With **VAT** |
| **Hand Grenades** | **M75** | Piece |  | **3,051** |  |  |  |
| **Hand Grenades** | **M93** | Piece |  | **1,288** |  |  |  |
| **Hand Grenades** | **M52P3** | Piece |  | **1,644** |  |  |  |
| **Hand Grenades** | **M50** | Piece |  | **47** |  |  |  |
| **Hand Grenades** | **M94** | Piece |  | **11,558** |  |  |  |
| **Hand Grenades** | **542** | Piece |  | **32** |  |  |  |
| **Hand Grenades** | **M52** | Piece |  | **707** |  |  |  |
| **Hand Grenades** | **M52P2** | Piece |  | **100** |  |  |  |
| **Hand Grenades** | **M79** | Piece |  | **20** |  |  |  |
| **Hand Grenades** | **M70** | Piece |  | **32** |  |  |  |
| **TOTAL** | | | | **18,479** |  |  |  |
| **GRAND TOTAL** | | | | | | |  |

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier’s Authorized Person]*

*[Designation]*

*[Date]*

**LOT 2**

**TABLE 1 : Price Schedule**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Item | Model/Type | Unit of measure | Unit Price | **Qty** | TOTAL Without **VAT** | VAT  Amount | TOTAL (BAM):  With **VAT** |
| **Multiple Launch Rocket System Ammunition 122mm** | **9M22U** | Piece |  | **63** |  |  |  |
| **Multiple Launch Rocket System Ammunition 122/128mm** | **M91** | Piece |  | **5** |  |  |  |
| **Air Delivered Rocket 57mm** | **BR-1-V** | Piece |  | **6** |  |  |  |
| **Air Delivered Rocket 57mm** | **S-5 M** | Piece |  | **280** |  |  |  |
| **Transport** | **n/a** | Lamp-sum |  | **n/a** |  |  |  |
| **TOTAL** | | | |  |  |  |  |
| **GRAND TOTAL** | | | | | | |  |

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier’s Authorized Person]*

*[Designation]*

*[Date]*

**LOT 3**

**TABLE 1 : Price Schedule**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Item | Model/Type | Unit of measure | Unit Price | **Qty** | TOTAL Without **VAT** | VAT  Amount | TOTAL (BAM):  With **VAT** |
| **Rocket Propelled Grenades/Projectile for SPG-9 Kopyo (Spear) 73 millimetre calibre recoilless gun** | PG 9 | Piece |  | **1,420** |  |  |  |
| **Rocket Propelled Grenades/Projectile for M57 Hand Grenades Loncher 44 millimetre calibre** | M57 | Piece |  | **80** |  |  |  |
| **Transport** | n/a | Lamp-sum |  | **n/a** |  |  |  |
| **TOTAL** | | | |  |  |  |  |
| **GRAND TOTAL** | | | | | | |  |

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier’s Authorized Person]*

*[Designation]*

*[Date]*

**Annex 3**

General Terms and Conditions/Special Conditions

Link: [English version](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-2493)

**Annex 4**

PERFORMANCE SECURITY

*(This must be finalized 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 Contractor*] (hereinafter called “the Contractor”) has undertaken, in pursuance of Contract No. Click here to enter text.dated Click here to enter a date. , to execute Services …………….. (hereinafter called “the Contract”):

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract:

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

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, 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 Contract Price 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 until a date 30 days from the date of issue by UNDP of a certificate of satisfactory performance and full completion of services by the Contractor.

### SIGNATURE AND SEAL OF THE GUARANTOR BANK

Date .......................................................................................................................

Name of Bank .........................................................................................................

Address .................................................................................................................