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INVITATION TO BID

BULLET PROOFING OF 14 TOYOTA HILUX VIGO 4x4 DOUBLE CABIN VEHICLES – MODEL 2014

ITB No.: UNDP-ITB-2020-222
Project: UNODC COPAK Project "EU-PACT"
Country: Pakistan
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Ali Saad



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SECTION 1. LETTER OF INVITATION

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

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

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Schedule of Requirements, Technical Specifications and Pictures
- Section 6: Returnable Bidding Forms
 - Form A: Bid Submission Form
 - Form B: Bidder Information Form
 - Form C: Joint Venture/Consortium/Association Information Form (Not Allowed)
 - Form D: Qualification Form.
 - Form E: Format of Technical Bid
 - Form F: Price Schedule
 - Form G: Form of Bid Security
- Section 7: Form for Performance Security

If you are interested in submitting a Bid in response to this ITB, please prepare your Bid in accordance with the requirements and procedure as set out in this ITB and submit it by the Deadline for Submission of Bids **29th July 2020 (12:30 PM Pakistan Standard Time) OR 3:30 AM EDT** set out in Bid Data Sheet.

Please acknowledge receipt of this ITB by sending an email to pakistan.procurement.info@undp.org, indicating whether you intend to submit a Bid or otherwise. You may also utilize the **"Accept Invitation"** function **on or before Monday 27th July 2020 [12:30 PM, Pakistan Standard Time OR 3:30 AM, EDT]** in e-Tendering system. This will enable you to receive amendments or updates to the ITB. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this ITB.

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

Issued by



Name: Ali Saeed
 Title: Procurement Analyst a.i
 Date: **July 8, 2020**

Approved by:



Name: (for) Ignacio Artaza
 Title: Resident Representative
 Date: **July 8, 2020**

SECTION 2. INSTRUCTION TO BIDDERS

GENERAL PROVISIONS

1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this ITB, including any amendments made in writing by UNDP. This ITB is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this ITB.</p> <p>1.3 UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p> <p>1.4 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP:</p> <p>(a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</p> <p>(b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the goods and/or services requested under this ITB; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their Bid their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this ITB; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the Bid or Bids affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this ITB, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
B. PREPARATION OF BIDS	
5. General Considerations	<p>5.1 In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify the UNDP accordingly.</p>
6. Cost of Preparation of Bid	<p>6.1 The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Bid, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
8. Documents Comprising the Bid	<p>8.1 The Bid shall comprise of the following documents and related forms which details are provided in the BDS:</p> <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Bid; c) Price Schedule; d) Bid Security, if required by BDS; e) Any attachments and/or appendices to the Bid.

9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Bid Format and Content	<p>10.1 The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB.</p> <p>10.2 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by the Purchaser, at no expense to the UNDP. If not destroyed by testing, samples will be returned at Bidder's request and expense, unless otherwise specified.</p> <p>10.3 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall certify the availability of spare parts for a period of at least five (5) years from date of delivery, or as otherwise specified in this ITB.</p>
11. Price Schedule	<p>11.1 The Price Schedule shall be prepared using the Form provided in Section 6 of the ITB and taking into consideration the requirements in the ITB.</p> <p>11.2 Any requirement described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p>
12. Bid Security	<p>12.1 A Bid Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for a minimum of thirty (30) days after the final date of validity of the Bid.</p> <p>12.2 The Bid Security shall be included along with the Bid. If Bid Security is required by the ITB but is not found in the Bid, the offer shall be rejected.</p> <p>12.3 If the Bid Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Bid.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their bid and the original of the Bid Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Bid Security may be forfeited by UNDP, and the Bid rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or; b) In the event the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or ii. to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Bids are quoted in different currencies, for the purposes of comparison of all Bids:</p> <ul style="list-style-type: none"> a) UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bids; and b) In the event that UNDP selects a Bid for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to

	award the contract in the currency of UNDP's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one Bid.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Bid	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>15.2 Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this ITB; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of another Bidder regarding this ITB process; e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
16. Bid Validity Period	<p>16.1 Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p>

	16.2	During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel, the proposed rates and the total price.
17. Extension of Bid Validity Period	17.1	In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing, and shall be considered integral to the Bid.
	17.2	If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.
	17.3	The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.
18. Clarification of Bid (from the Bidders)	18.1	Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.
	18.2	UNDP will provide the responses to clarifications through the method specified in the BDS.
	18.3	UNDP shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Bids, unless UNDP deems that such an extension is justified and necessary.
19. Amendment of Bids	19.1	At any time prior to the deadline of Bid submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.
	19.2	If the amendment is substantial, UNDP may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.
20. Alternative Bids	20.1	Unless otherwise specified in the BDS, alternative Bids shall not be considered. If submission of alternative Bid is allowed by BDS, a Bidder may submit an alternative Bid, but only if it also submits a Bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative Bid.
	20.2	If multiple/alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid"
21. Pre-Bid Conference	21.1	When appropriate, a pre-bid conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to ITB.

C. SUBMISSION AND OPENING OF BIDS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Bid comprising the documents and forms in accordance with requirements in the BDS. The Price Schedule shall be submitted together with the Technical Bid. Bid can be delivered electronic method of transmission as specified in the BDS.</p> <p>22.2 The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Bid shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>(b) The Technical Bid and Price Schedule must be sealed and submitted together in an envelope, which shall:</p> <ol style="list-style-type: none"> Bear the name of the Bidder; Be addressed to UNDP as specified in the BDS; and Bear a warning not to open before the time and date for Bid opening as specified in the BDS. <p>If the envelope with the Bid is not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Bid.</p>
Email and eTendering submissions	<p>22.5 Electronic submission through email or eTendering, if allowed as specified in the BDS, shall be governed as follows:</p> <ol style="list-style-type: none"> Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS; Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivered as per the instructions in BDS. <p>22.6 Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/p/rocurement-notices/resources/</p>
23. Deadline for Submission of Bids and Late Bids	<p>23.1 Complete Bids must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognise the actual date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Bid that is received after the deadline for the submission of Bids.</p>
24. Withdrawal, Substitution, and Modification of Bids	<p>24.1 A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Bid by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as</p>

	<p>specified for submission of Bids, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Bid by Cancelling, Editing, and re-submitting the Bid directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Bid as needed. Detailed instructions on how to cancel or modify a Bid directly in the system are provided in the Bidder User Guide and Instructional videos.</p> <p>24.4 Bids requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened.</p>
25. Bid Opening	<p>25.1 UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members.</p> <p>25.2 The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.</p> <p>25.3 In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened.</p>
D. EVALUATION OF BIDS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Bids or contract award decisions may, at UNDP's decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Bids	<p>27.1 UNDP will conduct the evaluation solely on the basis of the Bids received.</p> <p>27.2 Evaluation of Bids shall be undertaken in the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination including Eligibility Arithmetical check and ranking of bidders who passed preliminary examination by price. Qualification assessment (if pre-qualification was not done) <ol style="list-style-type: none"> Evaluation of Technical Bids Evaluation of prices <p>Detailed evaluation will be focussed on the 3 - 5 lowest priced bids. Further higher priced bids shall be added for evaluation if necessary</p>
28. Preliminary Examination	<p>28.1 UNDP shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Bid at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, They have the necessary similar experience, technical expertise, production

	<p>capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required;</p> <p>d) They are able to comply fully with the UNDP General Terms and Conditions of Contract;</p> <p>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</p> <p>f) They have a record of timely and satisfactory performance with their clients.</p>
30. Evaluation of Technical Bid and prices	<p>30.1 The evaluation team shall review and evaluate the Technical Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the BDS and other ITB documents. When necessary, and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.</p>
31. Due diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <p>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</p> <p>b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;</p> <p>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</p> <p>d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary;</p> <p>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</p> <p>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
32. Clarification of Bids	<p>32.1 To assist in the examination, evaluation and comparison of Bids, UNDP may, at its discretion, request any Bidder for a clarification of its Bid.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Bids, in accordance with the ITB.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bids.</p>
33. Responsiveness of Bid	<p>33.1 UNDP's determination of a Bid's responsiveness will be based on the contents of the bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, specifications and other requirements of the ITB without material deviation, reservation, or omission.</p> <p>33.2 If a bid is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Bid is substantially responsive, UNDP may waive any non-conformities or omissions in the Bid that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities</p>

	<p>or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</p> <p>34.3 For the bids that have passed the preliminary examination, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall be rejected.</p>
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Bids	<p>35.1 UNDP reserves the right to accept or reject any bid, to render any or all of the bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.</p>
36. Award Criteria	<p>36.1 Prior to expiration of the period of Bid validity, UNDP shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification, and has offered the lowest price.</p>
37. Debriefing	<p>37.1 In the event that a Bidder is unsuccessful, the Bidder may request for a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future Bids for UNDP procurement opportunities. The content of other Bids and how they compare to the Bidder's submission shall not be discussed.</p>
38. Right to Vary Requirements at the Time of Award	<p>38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of goods and/or services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.</p>
39. Contract Signature	<p>39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids.</p>
40. Contract Type and General Terms and Conditions	<p>40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
41. Performance Security	<p>41.1 A performance security, if required in the BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within a maximum of fifteen (15) days of the contract signature</p>

	by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	<p>42.1 Except when the interests of UNDP so require, it is UNDP's standard practice to not make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per the BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default</p>
43. Liquidated Damages	<p>43.1 If specified in the BDS, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per Contract.</p>
44. Payment Provisions	<p>44.1 Payment will be made only upon UNDP's acceptance of the goods and/or services performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of goods and/or services issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of the contract.</p>
45. Vendor Protest	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

SECTION 3. BID DATA SHEET

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Bid	English
2		Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	Not Allowed
3	20	Alternative Bids	Shall not be considered
4	21	Pre-Bid conference /Site visit	<p><input checked="" type="checkbox"/> Time: 11:00 AM PST Date: Wednesday 15th July 2020</p> <p>Venue: Pre-proposal conference will be conducting through Zoom Software.</p> <p>Interested parties who wish to attend the pre-proposal conference are kindly requested to send the name, email address and company name to pakistan.procurement.info@undp.org by and before 1600 hours PST 14th July 2020. UNDP will send the zoom meeting invite to the interested parties.</p> <p>Please mention ITB Reference number in subject line of email.</p>
5	16	Bid Validity Period	90 days
6	13	Bid Security	<p>Required PKR 1,000,000 (For Local Bidders) or equivalent in USD 6,019/- (For International Bidders) The Original Bid Security should be sent to UNDP Office through courier at the following address on or before Wednesday 29th July 2020 at 12:30 pm and a scanned copy should be submitted through the e-Tendering system.</p> <p style="text-align: center;">UNDP-ITB-2020-222 UNDP Registry United Nations Development Programme Serena Business Complex, 2nd Floor, Khayaban e Suharwardy, G-5/1, Islamabad, Pakistan Tel: 051-8355600 Fax: 051-2600254-5</p> <p>Acceptable forms of Bid Security:</p> <p><input checked="" type="checkbox"/> Form of Bid Security (See Section 6, FORM - G for template)</p>

			<input checked="" type="checkbox"/> Any Bank-issued Check / Cashier's Check / Certified Check In the name of "UNDP Representative Rupee Account" UNDP Representative Dollar Account (for International Bidders) Validity of Bid Security: 120 days from the last day of bid submission. Bid security of unsuccessful bidders shall be returned.
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per day of delay: 0.33% Max. Number of days of delay one calendar month, thereafter UNDP may exercise its right to terminate the contract/ Purchase Order.
9	40	Performance Security	Required Amount: 10% of the total Contract Value Form: Performance Security in accordance with the template provided in Section 7 of this ITB. Note: Performance Security must be in the name of "UNDP Representative Rupee Account" and valid for the period of 8 Months.
10	12	Currency of Bid	<input checked="" type="checkbox"/> United States Dollars (US\$) OR <input checked="" type="checkbox"/> Local Currency i.e PAK Rupees In case of US\$, the UN Rate of Exchange of respective month shall apply when bid submission period closes. The local vendor will be paid in PKR.
11	31	Deadline for submitting requests for clarifications/ questions	3 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Ali Saeed Email: pakistan.procurement.info@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	Posted directly to eTendering and Direct communication to prospective Proposers by email and Posting on the following website http://www.pk.undp.org/content/pakistan/en/home/operations/procurement0/

			Please keep visiting the above websites till the closing date for additional information and updates.
14	23	Deadline for Submission	<p>Wednesday, 29th July 2020 (12:30 PM Pakistan Standard Time OR 3:30 AM EDT).</p> <p>PLEASE NOTE:-</p> <ol style="list-style-type: none"> 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system. 2. Submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue in submitting your bid at the last minute, UNDP may not be able to assist.
14	22	Allowable Manner of Submitting Bids	<input checked="" type="checkbox"/> Online bidding in E-tendering module.
15	22	Bid Submission Address	<p>To be submitted in e-Tendering system:</p> <p>https://etendering.partneragencies.org</p> <p>Note: Detailed instructions on how to register, submit, modify or cancel a bid in the eTendering system are provided in the e-Tendering System Bidder User Guide and Instructional videos available on this link:</p> <p>http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
16	22	Electronic submission e-Tendering requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only and Priced Schedule must be signed and stamped. ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Documents which are required in original (e.g. Bid Security) should be sent through courier to the below address with a PDF copy submitted as part of the electronic submission: <p style="text-align: center;">UNDP-ITB-2020-222 UNDP Registry United Nations Development Programme</p>

			Serena Business Complex, 2nd Floor, Khayaban e Suharwardy, G-5/1, Islamabad, Pakistan Tel: 051-8355600 Fax: 051-2600254-5
17	25	Date, time and venue for the opening of bid	Date and Time: July 29, 2020 03:00 AM OR 6:00 AM, EDT In the case of e-Tendering submission, bidders will receive an automatic notification once their Bids are opened. The Public Bid Opening Report will be sent directly from the system to bidders who have successfully posted a bid. This report only displays total Bid price for each bid submitted.
18	27, 36	Evaluation Method for the Award of Contract	Lowest priced technically responsive, eligible and qualified bid.
19		Expected date for commencement of Contract	<i>August 10, 2020</i>
20		Maximum expected duration of contract	<input checked="" type="checkbox"/> Bullet Proofing and Retrofitting of Vehicles– Turnkey solution: 180 Days after issuance of the Purchase Order
21	35	UNDP will award the contract to:	One bidder only
22	39	Type of Contract	Contract for Goods and/or Services for/to UN Entities http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Contracts http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
24		Other Information Related to the ITB	Conditions for Determining Contract Effectivity: <input checked="" type="checkbox"/> Upon contract signing from both parties and <input checked="" type="checkbox"/> Upon receipt of valid performance bond.

SECTION 4. EVALUATION CRITERIA

Preliminary Examination Criteria

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

- Appropriate Signatures
- Power of Attorney
- Minimum Bid documents provided (as mentioned in Section 6 Form B: Bidder Information Form)
- Bid Validity
- Bid Security submitted as per ITB requirements with compliant validity period

Minimum Eligibility Criteria

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

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

Subject	Criteria	Document requirement	Submission
ELIGIBILITY			
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form	
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Bid Submission Form	
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Bid Submission Form	
Bankruptcy	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Bid Submission Form	
Certificates and Licenses	<ul style="list-style-type: none"> ▪ Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer ▪ Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country ▪ Export/Import Licenses, if applicable ▪ Certificate of Registration of the business; including Articles of Incorporation, or equivalent document if Bidder is not a corporation; SECP Registration 	Form B: Bidder Information Form	
QUALIFICATION			

History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	<ul style="list-style-type: none"> • Minimum 5 years of experience in Bullet Proofing of Vehicles. • Minimum 3 contracts/Purchase Orders of PKR 15 million (or USD 90,000/-) each for supply of similar nature goods/services in the last 5 years, Evidences of these contracts/POs are required: • Must Provide valid NOC/Authorization from Ministry of Interior (MOI), Govt of Pakistan for carrying out the Business of Armoring of Vehicles in Pakistan. Please provide the proof certificate. <p>(For JV/Consortium/Association, all Parties cumulatively should meet requirement). Not Applicable</p>	Form D: Qualification Form
Financial Standing	<p>Minimum average annual turnover of Pak Rs. 50,000,000 (For Local Bidders) or (USD 300,000 for International Bidders) for the last 2 years. (2018-19 and 2017-18)</p> <p>Financial Turnover will be calculated based on Audited Statements.</p> <p>(For JV/Consortium/Association, all Parties cumulatively should meet requirement). Not Applicable</p>	Form D: Qualification Form
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</p>	Form D: Qualification Form
Technical Evaluation	<p>The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the following criteria:</p> <p><input checked="" type="checkbox"/> Full compliance of offered goods and services to the technical specification and required quality standards. The bid must show a comparison between UNODC Specifications and Specification offered by the bidder on the Table given in Form E. [Must meet the requirements (Y/N)]</p> <p><input checked="" type="checkbox"/> Test Reports of Ballistic Steel & Bullet Proof Glass which should not be more than Two Years Old; from an</p>	Form E: Technical Bid Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

	<p>accredited National & International Authority and must meet the requisite Pakistan Standard Level III.</p> <p>OR</p> <p>In case no latest test reports are available, the bidder will be responsible to provide Three samples for Ballistic Steel and Bulletproof Glass of size 500mmX500mm or 600mmX600mm each to the Inspectorate of Armament or any other recognized testing authority of military or police, to conduct the tests and issue the reports. Bidders will be responsible for transport of the samples to the facility and issuance of reports before closing date of this ITB</p> <p>[Must meet the requirements (Y/N)]</p> <p><input checked="" type="checkbox"/> A sample will be tested with weld on sample plate. The sample with welding must qualify B6 level of protection as per CEN 1063 [Must meet the requirements (Y/N)]</p> <p><input checked="" type="checkbox"/> Inspection of the bidder facility will be carried out during Technical Evaluation to check if the bidder meets all requisite standards i.e ISO 18788 (Security Operations) and ISO 9001 (Quality Management System), with reference to Point No. 9 of Section 5A (Schedule of Requirement) [Must meet the requirements (Y/N)]</p> <p><input checked="" type="checkbox"/> Appropriateness of the Delivery Time to Project Schedule; [Must meet the requirements (Y/N)]</p>	
Financial Evaluation	<p>Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F.</p> <p>Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc.)</p>	Form F: Price Schedule Form
Mandatory Certification License /	Company must have valid NOC/Authorization from Ministry of Interior (MOI), Govt of Pakistan for carrying out the Business of Armoring of Vehicles in Pakistan.	Please provide the Certificate/Proof of Authorization by MOI

SECTION 5A: SCHEDULE OF REQUIREMENTS, TECHNICAL SPECIFICATIONS

The Bidder is required to carry out Bullet Proofing of Toyota Hilux Vigo 4x4 Double Cabin Vehicles 3.0 L Manual Transmission of the CTD Khyber Pakhtunkhwa Police Department. All these vehicles are located in Peshawar-Khyber Pakhtunkhwa.

Technical Specifications:

BULLET PROOFING OF TOYOTA HILUX VIGO CHAMP 4X4 DOUBBLE CABIN MODEL 2014 (ENGINE 2.5-L) MANUAL-TRANSMISSION.

Approving Authority. United Nations Office on Drugs and Crime (UNODC) Country Office in collaboration with Government of Pakistan is implementing the Project "Pakistan's Action to Counter Terrorism" with special reference to Khyber Pakhtunkhwa.

Technical Scrutiny Carried Out By. UNODC

General. UNODC requests the qualified and approved vendors by Ministry of Interior Government of Pakistan (GoP) for armoring of vehicles, as per the set guidelines, to submit their bid based on the below technical specifications and eligibility criteria.

Protection level. The ballistic standards and specification of European Standard, Committee European Normalization (CEN 1063/ Level BR-6) and National Institute of Justice United States of America, (NIJ-Level-III)

1. Armoring Details

a. Opaque Armor

- i. All four sides of the passenger compartment and the roof of the vehicle should be protected using high-quality armor steel defeating 7.62x51mm M80 NATO ball ammunition (European Standard, Committee European Normalization (CEN 1063/ Level BR-6), National Institute of Justice United States of America, (NIJ-Level-III) and at 0° incidence (90° to the surface) and 10m range according to CEN-1063.
- ii. The ballistic steel test reports should be EN 10002-1, EN ISO 6506-1, EN 1522, STANAG 4569
- iii. The armoring should integrate inside the vehicle's cabin this forming a complete self-supporting structure so as to avoid excessive stress on the vehicle's original structure.
- iv. Vehicle armoring shall be constructed in such a way as to ensure that a projectile of bullet following a linear or angled path shall not enter the vehicle's interior without contacting the armored material.

- v. Possibility of a projectile entering the vehicle's interior due to a ricochet from the armor shall also be minimized.
- vi. Armoring should also be performed on the firewall area immediate behind engine area, front fenders, rear wheel, door panels and posts.
- vii. **Rear compartment** deck (Trunk) shall also be armored see in the attached drawing.
- viii. The ballistic steel plates should have thickness max 6.4mm and min 5.3mm.
- ix. The ballistic steel should have hardness in the range of 480-560 HBW and physical, chemical, mechanical properties as per UK DEF STAN 95-24
- x. The acceptable standards for the ballistic steel grade and specifications shall be Sollen (Sweden), Ruukki (Finland), Mars Armor (Bulgaria), Miilux (FINLAND) or equivalent.
- xi. **Floor and Engine Blast Protection:** Floor design should provide protection against a minimum two DM 51 or two HE36 grenades (CEN-1063/BR6).
- xii. **Front head light**—Ballistic steel behind the front lights of the vehicle in order to provide protection to the engine compartment of the vehicle.
- xiii. **Radiator Armor.** Radiator shall be protected through ballistic material. Preferably, additional fan and air intake should be installed to keep the radiator temperature within vehicle's standard limits.
- xiv. **Battery Protection.** In order to avoid blast, battery should be sealed in a ballistic material container from all side.
- xv. **Roof.** The roof should protect against assault rifles fire / hand grenade and 45-degree angle shots.
- xvi. **Floor:** For the purpose of floor protection Min 4.3mm or 6.5mm Blast steel or composite materials for IED protection against level B6- whichever is higher subject to threat level of the areas. The floor protection shall be lighter than the standard material as compared to the additional weight of the (vehicle i-e 1/4th of the vehicle) to maintain the center of gravity of the vehicles. For IED or other blast protection in the floors, at least 28 layers of blast protection fabric (Kevlar) as per DUPONT (USA) standards or equivalent

b. Transparent Armor.

- i. Glass should be of 39-42mm thickness with finest optical quality, Clarity for Night Vision to avoid the duplication of the center point, the glass test report in accordance with EN 1522.
- ii. Glass standard must be European Standard, Committee European Normalization (CEN 1063/ Level BR-6) for ballistic security or (National Institute of Justice United States of America, (NIJ- Level-III (0108.01) ballistic resistant materials should be able to provide multiple impact protection.
- iii. PVB/polycarbonate laminate 6.2kgs/sq.ft(13.7lbs/sq.ft) Thickness 39-41mm, Curve shaped, should be use for all door glasses and wind shield while for rear compartment flat BRG installation required having the same tech specs.

- iv. Provision of anti-spall shield protection against shattering glass.
- v. Extreme ballistic performance at max and min temperature i.e. -15° C to +60° C.
- vi. Special Glass retention system to keep the bullet resistant glass strongly fixed to the vehicle's chassis avoiding its detachment during bomb blast attacks.
- vii. Noninterference in performance of night vision devices.
- viii. The acceptable standards for the bulletproof Glass shall be Cemar (Germany/UAE) or American Glass Products (AGP-USA) or equivalent

c. Doors.

- i. Door pillars shall be reinforcing for maximum strength retention. All passenger doors should fit with overlap system to provides maximum strength retention to prevent penetration through the doors, door posts & pillars
- ii. All doors shall be fitted with suitable restraining straps to reduce the stresses to hinges during opening.
- iii. The door hinges are replaced with custom-engineered heavy-duty hinges bolted directly onto the armor through the pillars & the doors to prevent stress on the hinges and the internal panels which usually crack under the strain, having the tendency as per UNI EN 1522. Imported hinges are preferable.
- iv. Installation of doors NFPA 80 and UL 10C and bolt for Hinges should be CS and H8 standard
- v. **Actuator** installation must be required at front left & right-side door on every vehicle. Capable enough for 40mm Stroke / Loading Capacity 50 KGs.
- vi. The acceptable standards for the Actuator shall be HOERBIGER, HD, DUFF Norton of origin USA or equivalent which can sustain loading capacity up to 50Kg and at least 40mm Stroke.

d. Interior / Exterior.

- i. All original internal / external panels should remain in their original shape. Upholstery work should be performed with diligence specially on the pillars.

e. Brakes

- i. Service: Hydraulic / air hydraulic / fully pneumatic dual circuit, power assisted to meet the Total GVW 3678 Kg approx load requirement of the vehicle.
- ii. Brakes should be upgraded – (slotted discs and braided hoses + HD calipers and pads) Also (big discs, 6-piston calipers front, rear drum and pads)
- iii. Parking: Mechanical type, hand operated.

f. Suspension.

- i. Heavy duty, coil/semi elliptical leaf spring with hydraulic shock absorbers or any other suspension system as per latest technology to ensure at par performance (fording height, ride comfort etc.) to meet the additional load of 750Kg to 850 Kg approx. on the passenger compartment while 438Kg of the rear trunk load requirement of the vehicle. (Total GVW 3678 Kg approx.)

- i. The acceptable standards for the suspension is Belstein (USA), JRZ (Netherland), Dobinsons (Australia) or equivalent

g. Tires (Run Flat).

- i. Run flat / inserts which should be capable of running preferably 30-50 km after damage. Five (05) Run Flats required for each vehicle along with **heavy duty new tires** of minimum **10-ply and size R-15**.

h. Acceleration.

- i. Engine should be capable to provide enough power and torque to meet the GVW of the vehicle after armoring.
- j. In order to increase the performance of the vehicle engine to tolerate the extra load due to armoring, a power enhancement kit shall be installed to achieve more power, cleaner emissions and better fuel efficiency of the vehicle's engine.

i. Number of Passengers.

Cabin. Driver plus three/four passengers.

Rear Body/Trunk. Rear compartment/trunk shall be armored as per the drawings attached along with installation of two folding seats for troops with comfortable leather seat covers.

2. Testing Standards. Testing Standards for opaque and transparent material will be **Pakistan standard level- III** which is following:

Protection	Cal	Type of Bullet	Test Condition		Standard Hit spacing
			Velocity	Std	
			m/s	m	
Assault Rifles	7.62x39mm	FMJ/SCP /PB/HCI	740±10	10 +0.5	For glass & steel
	5.56x45mm	FJ/BP/SCP	915	10 +0.5	
	7.62x51mm	FJ/PB/SC	830±10	10 +0.5	Equilateral triangle of 120mm
Hand Grenade, IED and Mine Blast Threat	Floor only Floor protection: Against a minimum two DM 51 or two HE36 grenades (CEN-1063 / BR-6)				

- i. Bidder are required to provide latest certificates/ test reports for both Ballistic Steel and Bulletproof Glass not more than two years old from any national or international accredited laboratory / testing authority -or
- ii. In case no latest test reports are available, the bidder will be responsible to provide

three samples for Ballistic Steel and Bulletproof Glass of size 500mmX500mm or 600mmX600mm each to the Inspectorate of Armament or any other recognized testing authority of military or police, to conduct the tests and issue the reports.

- iii. The bidders will be required to ascertain the test results before the closing date of this ITB. The bidders will be responsible for the transportation of the sample to and from the testing authority.
- iv. The bidder must provide the technical data including the welding techniques from the manufacturer. The sample will be tested with weld on sample plate. The sample with welding must qualify CEN-1063/BR-6 level of protection as per EN 1063, EN1522 & EN1523.

3. Air Conditioning System. An air conditioner system should be capable to maintain temperature within comfort zone i.e. to 26C.

4. Fire Extinguisher. Fire Extinguisher 1-kilogram capacity, ozone friendly.

5. Payload / GVW. GVW should not exceed from rate payload capacity of vehicle including passengers after retrofitting.

6. Warranty: Vendor will include warranty details for all imported parts of the vehicle i.e. Glass, suspension, tires, run flats in the technical proposal.

7. Retrofitting Load Assessment Details: Below table shall be filled by the bidders on (Form E: Format of Technical Bid) to ascertain the additional load on each vehicle after retrofitting/bulletproofing work in the technical proposal.

Sr No.	Description	Kerb weight Soft Skin vehicle Before Armoring	Kerb weight After Armoring Applying Additional Load	Differences
01	<u>Toyota HiLux 4X4 VIGO</u>			
02	<u>Rear Body Trunk (Tray) Additional Armoring</u>			

03	<u>GVW</u>			
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8. Other features.

- i. Upgraded vehicle tire jack to lift the additional weight of the armor.
- ii. Blast protection shall be providing to the fuel tank and engine.
- iii. Stability of the vehicle should not get compromised as center of gravity is raised after armoring which could affect the stability in covering and braking.
- iv. Armoring of vehicles should be carried out using world class quality products from all around the globe must be preferred specifications mentioned above.
- v. Bomb Protection blankets and other latest methods may be adapted to keep the load of the retrofitting/bulletproofing to the minimum without compromising protection standards.

9. Bidder's Facility Inspection:

- The technical team of UNODC will inspect the workshops of all the interested bidders to inspect the Machinery/Plant/Equipment, welding and fabrication methodology and techniques. The company must have valid ISO 18788 (Security Operations) and ISO 9001 (Quality Management System) or equivalent certificates, QA/QC and other standards in place, trained and skilled human resources. Following criteria must be met during the inspection of the facility.
 - a. **Welding and fabrication methodology:**
 - Knowledge of the exact type of armor being welded through suitable identification tests.
 - Design function of the damaged structure & Selection of welding materials and repair procedures for optimum protective properties and structural strength.
 - Careful analysis of the defects in the ballistic steel disposition of the variables.
 - Proper protection or removal of flammable materials, and equipment in place during the welding operation.
 - During inspection, the ballistic steel sample will be tested with weld on sample plate. The sample with welding must qualify EN/CEN 1063. The welded sample will be test by UNODC technical team and third party.
 - b. **Standards / QA / QC:**
 - Company must have valid ISO 9001 (Quality Management System)
 - QA/QC manager will demonstrate the procedure of QA/QC stage-wise.

- Bidders should provide the supplier materials test certificates of CEN/EN-1063 or EN 1522 / UL 752.
- Bidder's retrofitted/armored vehicle and related documentation for the processes will be inspected
- QA/QC Manager/Engineers should provide QA/QC related certificates and "Welding Procedure Qualification (WPQ) and Procedure Qualification Record (PQR)" documents during the inspection.
- c. **HR / Personnel / Technical staff,**
 - Manager/team leader should have at least 5-7 years managerial experience
 - Bidders are also required to provide list of all the human resources assigned to armoring of vehicles including their experience certificates

10. Important points to be noted:

- i. Prices quoted must be free of taxes & duties.
- ii. UNODC will provide exemption certificate for imported parts/components. The selected vendor will provide copy of bill of lading, bill of quantities, invoices and list of imported items, to enable UNODC to request exemption from MOFA. (As per the GoP requirements)
- iii. Technical evaluations will be done on the basis of technical proposal and Ballistic Steel and Bulletproof Glass sample test reports and inspection of the bidder facility.
- iv. The vendor will be responsible to transport the vehicles from Peshawar to their premises and back to Peshawar after retrofitting/bulletproofing.

11. Trainings:

Vendor will also be responsible for delivery of Training to the drivers (10-20 Pax) and transport staff for smooth running and maintenance of the converted vehicles

SECTION 5B: OTHER RELATED REQUIREMENTS

Delivery Term [INCOTERMS 2010] (Pls. link this to price schedule)	<input checked="" type="checkbox"/> DAP –Peshawar, KP The contractor will be responsible for transportation of vehicles from Peshawar to their premises and transport back to Peshawar after Bulletproofing/Retrofitting.
Exact Address of Delivery Location	Name and Complete Address of Site: Counter Terrorism Department (CTD) Headquarters, Malik Saad Shaheed Police Lines Peshawar, Khyber Pakhtunkhwa, Pakistan.
Mode of Transport Preferred	<input checked="" type="checkbox"/> Land
UNDP's Preferred Freight Forwarder	Not Applicable
Distribution of Shipping Documents	Not Applicable
Delivery Date	Bullet Proofing and Retrofitting of Vehicles– Turnkey solution: within 120 Days of issuance of the Purchase Order/Contract
Customs, if needed, clearing shall be done by:	The selected vendor UNODC will provide Import Duty exemption certificate to the vendor for clearance of the goods including Steel, Glass, Suspension, Actuators and accessories. Vendor must provide the following documents to UNODC, 21 days before the arrival of goods at port, for issuance of exemption certificate. Documents include: <ol style="list-style-type: none"> 1. By Sea: Original signed Bill of Lading (with the word ORIGINAL written on the face of Bill of Lading) Or By Air (MAWB & HAWB) 2. Invoice 3. Packing List
Ex-factory / Pre-shipment inspection	Yes UNODC will inspect the vehicles at Vendor's premises before shipment to designated destination in Peshawar.
Inspection upon delivery	Yes, mandatory

Installation Requirements	Upon Completion of Retrofitting and before interior fixing, the vendor will inform UNODC Technical Team to Visit the Welding Works.
Testing Requirements	During Retrofitting UNODC Technical Team will visit the Vendor's Premises on regular basis.
Scope of Training on Operation and Maintenance	N/A
Commissioning	N/A
Technical Support Requirements	N/A
Payment Terms	<p>1. 30% within 30 days after Bullet-Proofing/Retrofitting of 04 Vehicles and upon UNODC's acceptance of the goods delivered as specified and receipt of invoice</p> <p>2. 35% within 30 days after Bullet-Proofing/Retrofitting of 05 Vehicles and upon UNODC's acceptance of the goods delivered as specified and receipt of invoice</p> <p>3. 35% within 30 days after Bullet-Proofing/Retrofitting of 05 Vehicles and upon UNODC's acceptance of the goods delivered as specified and receipt of invoice</p>
Conditions for Release of Payment	<input checked="" type="checkbox"/> Inspection upon arrival at destination and <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with ITB requirements
After-sale services required	<p>Vendor will be responsible to provide free maintenance services for One (01) Year in Peshawar which include the maintenance of Brakes, Suspension, Door Actuators and Door Hinges.</p> <p>Vendor will also be responsible for delivery of Training to the drivers (20-30 Pax) and transport staff for smooth running and maintenance of the converted vehicles</p>
Warranty:	Vendor will include warranty details for all imported parts of the vehicles i.e. Glasses, Suspension, Tires, Run Flats in their Technical Bid.
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English

SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

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

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

Technical Bid:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Bid Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form – Not Applicable	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Bid/Bill of Quantities	<input type="checkbox"/>
▪ Form G: Form of Bid Security	
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Price Schedule:

▪ Form F: Price Schedule Form	<input type="checkbox"/>
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FORM A: BID SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	<input type="text" value="Select date"/>
ITB reference:	UNDP-ITB-2019-222 - BULLET PROOFING OF 14 TOYOTA HILUX VIGO 4x4 DOUBLE CABIN VEHICLES – MODEL 2014		

We, the undersigned, offer to supply the goods and related services required for the **BULLET PROOFING OF 014 TOYOTA HILUX VIGO 4x4 DOUBLE CABIN VEHICLES – MODEL 2014** in accordance with your Invitation to Bid No. UNDP-ITB-2020-222 and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

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

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

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

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

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM B: BIDDER INFORMATION FORM

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

	<ul style="list-style-type: none"> ▪ Power of Attorney to the authorized representative to submit/sign the ITB submission documents and for further correspondence with UNDP on behalf of organization ▪ Duly signed Bid Submission Form; ▪ Bid Security PKR 1,000,000 (For Local Bidders) or equivalent in USD 6,019/- (For International Bidders) .The original banking instrument should be sent to UNDP Office on the address as mentioned at serial number 6. A scanned copy of the banking instrument must be uploaded in the e-Tendering System along with other requisite documents. ▪ Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured. ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder. ▪ Certificate of Registration of the business, including Articles of Incorporation, or equivalent document; & SECP Registration ▪ Valid NOC/Authorization from Ministry of Interior (MOI) for carrying out the Business of Armoring of Vehicles in Pakistan. Please provide the proof certificate. ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country; ▪ POs/Contracts, Delivery Notes or Challans from the Top 3 - Clients of PKR 15 million (or USD 90,000/-) each in the past three (5) years; ▪ Satisfactory Performance Certificates from the Top 3 – Clients in the past five (5) years. ▪ Statement that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council; ▪ All information regarding any past and current litigation during the last three (3) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded. ▪ Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past two years (2017-2018 and 2018-2019); ▪ Provide latest certificates/ test reports for both Ballistic Steel and Bulletproof Glass not more than two years old from any national or international accredited laboratory / testing authority -or In case no latest test reports are available, the bidder is responsible to provide three samples for Ballistic Steel and Bulletproof Glass of size 500mmX500mm or 600mmX600mm each to the Inspectorate of Armament or any other recognized testing authority of military or police, to conduct the tests and issue the reports before closure date of this ITB.
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FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	UNDP-ITB-2020-222 - BULLET PROOFING OF 14 TOYOTA HILUX VIGO 4x4 DOUBLE CABIN VEHICLES – MODEL 2014		

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

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

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

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

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

Name of partner:

Name of partner:

Signature: _____

Signature: _____

Date: _____

Date: _____

Name of partner:

Name of partner:

Signature: _____

Date: _____

Signature: _____

Date: _____

FORM D: ELIGIBILITY AND QUALIFICATION FORM

Bidder must incorporate all information in this form. UNDP may validate the information provided by the bidder in this Form.

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

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

History of Non- Performing Contracts

<input type="checkbox"/> Non-performing contracts did not occur during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

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

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

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

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

Financial Standing

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

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

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

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;

Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

FORM E: FORMAT OF TECHNICAL BID

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	UNDP-ITB-2019-222 - BULLET PROOFING OF 14 TOYOTA HILUX VIGO 4x4 DOUBLE CABIN VEHICLES – MODEL 2014		

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

SECTION 1: Bidder's qualification, capacity and expertise

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

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

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

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

The bid must show a comparison between UNODC Specification and Specification offered by the bidder. Please fill in the table below for comparison. Please refer to Section-5A (Schedule of Requirement)

TABLE A

Items (For specifications, pls refer to Section 5A)	Offered Brand(s) (pls mention specifications of the offered brand)	Country of Origin of the Brand	Manufacture Date of the Item	Comments

Ballistic Steel				
Bulletproof Glass				
Actuators in Doors (Right & Left)				
Complete Breaking System (including Rotors)				
Suspension Kit (Front & Rare)				
Power Enhancement Kit for more engine power & performance				
Tires (5 per vehicle)				
Run Flats for Tires (5 per vehicle)				
Fire Extinguisher				

**if more than one brand is offered, please insert more rows and provide details in the comments.*

TABLE B

Goods and services to be Supplied and Technical Specifications	Your response			
	Compliance with technical specifications		Delivery Date (confirm that you comply or indicate your delivery date) i.e 120 days from the issuance of PO/Contract	Comments
	Yes, we comply	No, we cannot comply (indicate discrepancies)		
Full compliance of offered goods and services to the technical specification and required quality standards. The bid must show a comparison between UNODC Specification and Specification offered by the bidder [Must meet the requirements (Y/N)]				

RETROFITTING WORK LOAD ASSESTMENT DETAILS:

Fill the below table:

Sr No.	Description	Kerb weight Soft Skin Vehicle Before Armoring	Kerb weight After Armoring Applying Additional Load	Differences

01	<u>Toyota HiLux 4X4 VIGO</u>			
02	<u>Rear Body Trunk (Tray)</u> Additional Armoring			
03	<u>GVW</u>			

SECTION 3: Management Structure and Key Personnel

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

Format for CV of Proposed Key Personnel

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

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

Signature of Personnel

Date (Day/Month/Year)

FORM F: PRICE SCHEDULE FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	<input type="text" value="Select date"/>
ITB reference:	UNDP-ITB-2019-222 - BULLET PROOFING OF 14 TOYOTA HILUX VIGO 4x4 DOUBLE CABIN VEHICLES – MODEL 2014		

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

Currency of the Bid: USD/PKR

Price Schedule

#	Item to be supplied Description/Specifications ²	Quantity	Unit Price (Currency)	Total Price (Currency)
1	Cost of parts required for Bullet Proofing of Toyota Hilux Vigo 4x4 Double Cabin Vehicles as per Technical Specification	14		
2	Labor Cost	14		
3	Transportation Cost, Insurance Cost	14		
4	GST (Amount) Currency			
GRAND TOTAL (Insert Currency)				

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

Note:

- a). GST apply only for the local bidders. UNDP will first try to obtain exemption of GST from MOFA. In case exemption is not granted; UNDP will pay the tax amount to the supplier.
- c). Bids will be evaluated on Grand Total Cost.

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 Representative Rupee Account
[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 (hereinafter called “the Bid”):

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

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

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

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

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

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____
Name: _____
Title: _____
Date: _____
Name of Bank _____
Address _____

[Stamp with official stamp of the Bank]

SECTION 7: FORM FOR PERFORMANCE SECURITY

(This must be finalized using the official letterhead of the A rated Insurance Company. Except for indicated fields, no changes may be made on this template)

PERFORMANCE BOND

To,
UNDP Representative (Rupee) Account,
Pakistan:

By this Bond[INSERT NAME AND ADDRESS OF THE CONTRACTOR] as Principal (hereinafter called "the Contractor") and[INSERT NAME, LEGAL TITLE AND ADDRESS OF SURETY, BONDING COMPANY OR INSURANCE COMPANY] as Surety (hereinafter called "the Surety") are held and firmly bound unto[INSERT NAME AND ADDRESS OF EMPLOYER] as Obligee (hereinafter called "the Employer") in the amount of.[INSERT AMOUNT OF BOND IN FIGURES AND IN WORDS], for the payment of which sum well and truly to be made in the types and proportions of currencies in which the Contract Price is payable, the Contractor and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Contractor has entered into a contract with the Employer dated for [INSERT TITLE OF CONTRACT AND BRIEF DESCRIPTION OF THE WORKS] in accordance with the documents, plans, specifications and amendments thereto, which to the extent herein provided for, are by reference made part hereof and are hereinafter referred to as the Contract.

NOW, THEREFORE, the Condition of this Obligation is such that, if the Contractor shall promptly and faithfully perform the said Contract (including any amendments thereto) then this obligation shall be null and void; otherwise it shall remain in full force and effect. Whenever the Contractor shall be, and declared by the Employer to be, in default under the Contract, the Employer having performed the Employer's obligations thereunder, the Surety may promptly remedy the default, or shall promptly:

- (1) complete the Contract in accordance with its terms and conditions; or
- (2) obtain a bid or bids from qualified Bidders for submission to the Employer for completing the Contract in accordance with its terms and conditions, and upon determination by the Employer and the Surety of the lowest responsible Bidder, arrange for a Contract between such Bidder and Employer and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the Balance of the Contract Price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term "Balance of the Contract Price", as used in this paragraph, shall mean the total amount payable by Employer to Contractor under the Contract, less the amount properly paid by Employer to Contractor; or
- (3) pay the Employer the amount required by Employer to complete the Contract in accordance with its terms and conditions up to a total not exceeding the amount of this Bond.

The Surety shall not be liable for a greater sum than the specified penalty of this Bond.

No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Employer named herein or the heirs, executors, administrators, successors and assigns of the Employer.

This bond shall be valid until twenty eight calendar days after issuance of the Certificate of Final Completion.

In testimony whereof, the Contractor has hereunto set his hand and affixed his seal, and the Surety has caused these presents to be sealed with his corporate seal duly attested by the signature of his legal representative, this.....day of.....2019

SIGNED ON:

ON BEHALF OF:

NAME &TITLE:

SIGNED ON:

ON BEHALF OF:
