

# **INVITATION TO BID**

## **Establishment of Long-Term Agreement for the Provision of Vehicle Maintenance and Repair Services for UNDP Sierra Leone**

**Ref - SLE/ITB/2021/002**



**United Nations Development Programme**  
May 2021

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## Section 1. Letter of Invitation

May 24, 2021

### Vehicle Maintenance and Repair Services for UNDP Sierra Leone Long-Term Agreement (LTA) Ref- SLE/ITB/2021/002

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

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

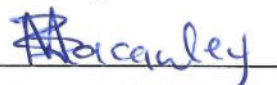
- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Schedule of Requirements and Technical Specifications
- Section 6: Returnable Bidding Forms
  - Form A: Bid Submission Form
  - Form B: Bidder Information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

If you are interested in submitting a Bid in response to this ITB, please prepare your Bid in accordance with the requirements and procedure as set out in this ITB and submit it by the Deadline for Submission of Bids set out in Bid Data Sheet.

Please acknowledge receipt of this ITB through [procure.sle@undp.org](mailto:procure.sle@undp.org). This will enable UNDP to track list of interested bidders and share amendments or additional information when arises. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this ITB - No. SLE/ITB/2021/002

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

Issued by



Name: **Keifei Macauley**

Title: Procurement Assistant

Date: **May 24, 2021**

Approved by:



Name: **Yona Samo**

Title: Procurement Specialist

Date: **May 24, 2021**

## SECTION 2. INSTRUCTION TO BIDDERS

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### Definitions

- a) *"Bid"* refers to the Bidder's response to the Invitation to Bid, including the Bid Submission Form, Technical Bid and Price Schedule and all other documentation attached thereto as required by the ITB.
- b) *"Bidder"* refers to any legal entity that may submit, or has submitted, a Bid for the supply of goods and provision of related services requested by UNDP.
- c) *"Contract"* refers to the legal instrument that will be signed by and between the UNDP and the successful Bidder, all the attached documents thereto, including the General Terms and Conditions (GTC) and the Appendices.
- d) *"Country"* refers to the country indicated in the Data Sheet.
- e) *"Data Sheet"* refers to such part of the Instructions to Bidders used to reflect conditions of the tendering process that are specific for the requirements of the ITB.
- f) *"Day"* refers to calendar day.
- g) *"Goods"* refer to any tangible product, commodity, article, material, wares, equipment, assets or merchandise that UNDP requires under this ITB.
- h) *"Government"* refers to the Government of the country where the goods and related services provided/rendered specified under the Contract will be delivered or undertaken.
- i) *"Instructions to Bidders"* refers to the complete set of documents which provides Bidders with all information needed and procedures to be followed in the course of preparing their Bid
- j) *"ITB"* refers to the Invitation to Bid consisting of instructions and references prepared by UNDP for purposes of selecting the best supplier or service provider to fulfil the requirement indicated in the Schedule of Requirements and Technical Specifications.
- k) *"LOI"* (Section 1 of the ITB) refers to the Letter of Invitation sent by UNDP to Bidders.
- l) *"Material Deviation"* refers to any contents or characteristics of the bid that is significantly different from an essential aspect or requirement of the ITB, and (i) substantially alters the scope and quality of the requirements; (ii) limits the rights of UNDP and/or the obligations of the offeror; and (iii) adversely impacts the fairness and principles of the procurement process, such as those that compromise the competitive position of other offerors.
- m) *"Schedule of Requirements and Technical Specifications"* refers to the document included in this ITB as Section 3 which lists the goods required by UNDP, their specifications, the related

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<sup>1</sup> Note: this Section 2 - Instructions to Bidders shall not be modified in any way. Any necessary changes to address specific country and project information shall be introduced only through the Data Sheet.



services, activities, tasks to be performed, and other information pertinent to UNDP's receipt and acceptance of the goods.

- n) "Services" refers to the entire scope of tasks related or ancillary to the completion or delivery of the goods required by UNDP under the ITB.
- o) "Supplemental Information to the ITB" refers to a written communication issued by UNDP to prospective Bidders containing clarifications, responses to queries received from prospective Bidders, or changes to be made in the ITB, at any time after the release of the ITB but before the deadline for the submission of Bid.

## GENERAL PROVISIONS

Introduction	<p><u>2.9</u> 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 <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p> <p><u>2.10</u> 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><u>2.11</u> 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><u>2.12</u> As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). 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>
Fraud & Corruption, Gifts and Hospitality	<p><u>2.13</u> 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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p> <p><u>2.14</u> 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><u>2.15</u> In pursuance of this policy, UNDP:</p> <ul style="list-style-type: none"> <li>(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;</li> <li>(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.</li> </ul>

2.16 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](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

## Eligibility

2.17 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.

2.18 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.

## Conflict of Interests

2.19 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:

- 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.

2.20 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.

2.21 Similarly, the Bidders must disclose in their Bid their knowledge of the following:

- 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.

Failure to disclose such an information may result in the rejection of the Bid or Bids affected by the non-disclosure.

2.22 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.



## B. PREPARATION OF BIDS

General Considerations	<u>2.23</u>	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.
	<u>2.24</u>	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.
Cost of Preparation of Bid	<u>2.25</u>	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.
Language	<u>2.26</u>	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.
Documents Comprising the Bid	<u>2.27</u>	The Bid shall comprise of the following documents and related forms which details are provided in the BDS: <ul style="list-style-type: none"><li>a) Documents Establishing the Eligibility and Qualifications of the Bidder.</li><li>b) Technical Bid;</li><li>c) Price Schedule.</li><li>d) Bid Security, if required by BDS;</li><li>e) Any attachments and/or appendices to the Bid.</li></ul>
	<u>2.28</u>	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.
Technical Bid Format and Content	<u>2.29</u>	The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB.
	<u>2.30</u>	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.
	<u>2.31</u>	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.
	<u>2.32</u>	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.
Price Schedule	<u>2.33</u>	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.
	<u>2.34</u>	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.

## Bid Security

- 2.35 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.
- 2.36 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.
- 2.37 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.
- 2.38 **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.**
- 2.39 The Bid Security may be forfeited by UNDP, and the Bid rejected, in the event of any, or combination, of the following conditions:
- 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:
    - 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.

## Currencies

- 2.40 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:
- 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.

## Joint Venture, Consortium or Association

- 2.41 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.
- 2.42 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.
- 2.43 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.
- 2.44 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.

2.45 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:

- 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.

2.46 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

2.47 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.

#### Only One Bid

2.48 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.

2.49 Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:

- 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.

#### Bid Validity Period

2.50 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.

2.51 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.

#### Extension of Bid Validity Period

2.52 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.

2.53 If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.



	<u>2.54</u>	The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.
Clarification of Bid (from the Bidders)	<u>2.55</u>	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.
	<u>2.56</u>	UNDP will provide the responses to clarifications through the method specified in the BDS.
	<u>2.57</u>	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.
Amendment of Bids	<u>2.58</u>	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.
	<u>2.59</u>	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.
Alternative Bids	<u>2.60</u>	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.
	<u>2.61</u>	If multiple/alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid"
Pre-Bid Conference	<u>2.62</u>	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.

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## C. SUBMISSION AND OPENING OF BIDS

Submission	<p><u>2.63</u> The Bidder shall submit a duly signed and complete Bid comprising the documents and forms in accordance with requirements in the BDS. The Price Schedule shall be submitted together with the Technical Bid. Bid can be delivered either personally, by courier, or by electronic method of transmission as specified in the BDS.</p> <p><u>2.64</u> 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><u>2.65</u> 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><u>2.66</u> 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"> <li>Bear the name of the Bidder.</li> <li>Be addressed to UNDP as specified in the BDS; and</li> <li>Bear a warning not to open before the time and date for Bid opening as specified in the BDS.</li> </ol> <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><u>2.67</u> Electronic submission through email or e-Tendering, as specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS.</p> <p><u>2.68</u> Detailed instructions on how to submit, modify or cancel a bid in the e-Tendering system are provided in the e-Tendering system Bidder User Guide and Instructional videos available on this link:  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></p>
Deadline for Submission of Bids and Late Bids	<p><u>2.69</u> 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><u>2.70</u> UNDP shall not consider any Bid that is received after the deadline for the submission of Bids.</p>
Withdrawal, Substitution, and Modification of Bids	<p><u>2.71</u> A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.</p>

Bid Opening	<u>2.72</u>	Manual and Email submissions: A bidder may withdraw, substitute or modify its Bid by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"
	<u>2.73</u>	E-Tendering: 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.
	<u>2.74</u>	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.
	<u>2.75</u>	UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members.
	<u>2.76</u>	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.
	<u>2.77</u>	In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened.

#### D. EVALUATION OF BIDS

Confidentiality	<u>2.78</u>	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.
	<u>2.79</u>	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.
Evaluation of Bids	<u>2.80</u>	UNDP will conduct the evaluation solely on the basis of the Bids received.
	<u>2.81</u>	<p>Evaluation of Bids shall be undertaken in the following steps:</p> <ol style="list-style-type: none"> <li>Preliminary Examination including Eligibility</li> <li>Arithmetical check and ranking of bidders who passed preliminary examination by price.</li> <li>Qualification assessment (if pre-qualification was not done)               <ol style="list-style-type: none"> <li>Evaluation of Technical Bids</li> <li>Evaluation of prices</li> </ol> </li> </ol> <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>
Preliminary Examination	<u>2.82</u>	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.

#### Evaluation of Eligibility and Qualification

2.83 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).

2.84 In general terms, vendors that meet the following criteria may be considered qualified:

- a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;
- b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments;
- c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required.
- d) They are able to comply fully with the UNDP General Terms and Conditions of Contract;
- e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and
- f) They have a record of timely and satisfactory performance with their clients.

#### Evaluation of Technical Bid and prices

2.85 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.

#### Due diligence

2.86 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:

- a) Verification of accuracy, correctness and authenticity of information provided by the Bidder.
- b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team.
- c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder.
- d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary.
- e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder.
- f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.

#### Clarification of Bids

2.87 To assist in the examination, evaluation and comparison of Bids, UNDP may, at its discretion, request any Bidder for a clarification of its Bid.

2.88 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.
	<u>2.89</u> 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.
Responsiveness of Bid	<p><u>2.90</u> 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><u>2.91</u> 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>
Nonconformities, Reparable Errors and Omissions	<p><u>2.92</u> 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><u>2.93</u> UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</p> <p><u>2.94</u> For the bids that have passed the preliminary examination, UNDP shall check, and correct arithmetical errors as follows:</p> <ol style="list-style-type: none"> <li>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;</li> <li>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</li> <li>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.</li> </ol> <p><u>2.95</u> If the Bidder does not accept the correction of errors made by UNDP, its Bid shall be rejected.</p>

## E. AWARD OF CONTRACT

Right to Accept, Reject, Any or All Bids	<u>2.96</u> 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.
Award Criteria	<u>2.97</u> 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.
Debriefing	<u>2.98</u> 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.
Right to Vary Requirements at the Time of Award	<u>2.99</u> 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.
Contract Signature	<u>2.100</u> 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.
Contract Type and General Terms and Conditions	<u>2.101</u> The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Performance Security	<u>2.102</u> A performance security, if required in the BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP DOCUMENT LIBRARY/Public/PSU Solicitation Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP POPP DOCUMENT LIBRARY/Public/PSU Solicitation Performance%20Guarantee%20Form.docx&amp;action=default</a> within a maximum of fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
Bank Guarantee for Advanced Payment	<u>2.103</u> 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 <a href="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&amp;action=default">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&amp;action=default</a>
Liquidated Damages	<u>2.104</u> 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.
Payment Provisions	<u>2.105</u> 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 affected by bank transfer in the currency of the contract.
Vendor Protest	<u>2.106</u> UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms did not award 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: <a href="http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</a>
Other Provisions	<u>2.107</u> 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.



- 2.108 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.
- 2.109 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](http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer)

## SECTION 3. BID DATA SHEET

The following data for the supply of goods and related services shall complement / supplement the provisions in the Instruction to Bidders. In the case of a conflict between the Instruction to Bidders and the Data Sheet, the provisions in the 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)	<u>Not Allowed</u>
3	20	Alternative Bids	<u>Shall not be considered</u>
4	21	Pre-Bid conference	<u>Will not be conducted</u> Time: N/A Date : N/A Venue : N/A The UNDP focal point for the arrangement is: N/A Telephone: N/A E-mail: N/A
5	16	Bid Validity Period	<u>120 days</u>
6	13	Bid Security	<u>Not Required</u>
7	41	Advanced Payment upon signing of contract	<u>Not Allowed</u>
8	42	Liquidated Damages	<u>Will not be imposed</u>
9	40	Performance Security	<u>Not Required</u>
10	12	Currency of Bid	<u>Local currency Sierra Leone Leones (SLL)</u>
11	31	Deadline for submitting requests for clarifications/ questions	<u>5 days before the submission deadline</u>

12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Procurement Unit Address: UNDP Sierra Leone E-mail address: procure.sle@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	<b><u>Direct communication to prospective Proposers by email and Posting on the website.</u></b>
14	23	Deadline for Submission	<b><u>Monday June 21, 2021. 1700hrs GMT (5:00p.m., Sierra Leone Local Time)</u></b>
14	22	Allowable Manner of Submitting Bids	<input checked="" type="checkbox"/> <b>Courier/Hand Delivery</b> <input checked="" type="checkbox"/> <b>Submission by email</b> <input type="checkbox"/> e-Tendering
15	22	Bid Submission Address	UNDP, Fourah Bay Close, Off Main Motor Road Wilberforce. or <a href="mailto:Procure.sle@undp.org">Procure.sle@undp.org</a>
16	22	Electronic submission - requirements	<ul style="list-style-type: none"> <li>▪ Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 10MB</li> </ul> <p>Mandatory subject of email:</p> <p><b><u>SLE/ITB/2021/002</u></b></p> <p><b><u>PROCUREMENT OF SERVICE: Establishment of Long-Term Agreement for the Provision of Vehicle Maintenance and Repair Services for UNDP Sierra Leone</u></b></p>
17	25	Date, time and venue for the opening of bid	Date and Time: N/A Venue: N/A

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18	27, 36	Evaluation Method for the Award of Contract	<p>(a) Proof of being a registered firm/company as a vehicle repair and maintenance vendor.</p> <p>(b) Technical capacity in terms of availability of equipment, adequate staffing and relevant experience of the firm/company.</p> <p>(c) Lowest price technically responsive, eligible and qualified bid.</p>
19		Expected date for commencement of Contract	July 5, 2021
20		Maximum expected duration of contract	<b>3 Years – but will depend on the quality of service which will be assessed annually.</b>
21	35	UNDP will award the contract to:	One or more – will be determined during evaluation and selection.
22	39	Type of Contract	Contract for Goods and/or Services to UNDP <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
23	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Contracts <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
24		Other Information Related to the ITB	

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## **Section 3a: Schedule of Requirements and Technical Specifications**

### **Terms of Reference for the Provision of Vehicle Maintenance and Repair Services for UNDP Agency in Sierra Leone**

The United Nations Development Programme (UNDP) in Sierra Leone support the Government of Sierra Leone through programme implementation which requires strong operational support. UNDP aims to perform this support efficiently, effectively with accountability and transparency. As such, UNDP is willing to sign a Long-Term Agreement (LTA) with a reputable service provider to contribute to increased cost-effectiveness for all programme implementation.

Vehicle maintenance is one of the back-office services that is required to keep all UNDP operations running effectively. For this purpose, UNDP Sierra Leone is setting up a Long-Term Agreement for vehicle maintenance and repair services to ensure that the UNDP vehicle fleet is in good condition and cost-effective manner in order to efficiently deliver programme activities. The Long-Term Agreement may further be extended subject to satisfactory performance.

#### ***Objectives:***

The objective of this Long-Term Agreement is to obtain vehicle maintenance and repair services in a cost-effective and efficient manner for all vehicle types being used by UNDP and its Projects, and Sister Agencies. These maintenance services will include routine service, minor & major maintenance/repairs, and ad-hoc repairs.

#### ***Type of Vehicles and Motorbikes:***

Currently, UNDP and its Projects, and Sister Agencies runs a fleet of vehicles provided below:

- (a) Toyota Land Cruiser Hard Top – 76 Series
- (b) Toyota Land Cruiser Hard Top – 78 Series
- (c) Toyota Land Cruiser Prado: Model LJ150L-GKMEE
- (d) Toyota Land Cruiser Prado: Model LJ120L-GKMEE
- (e) Toyota Hilux
- (f) Nissan Patrol

#### **SECTION 1: Maintenance & Repairs Service Requirements.**

##### **Maintenance:**

The periodic inspections are designed to provide check of all vehicle components, allowing adequate time for repair/replacement of worn out and broken parts. Each successive inspection includes all the elements of the previous inspection (Service level B has its own elements, however, includes the elements of Service level A).

- a. The vendor shall take full responsibility for any error made through maintenance rendered by him/her and shall recover at his/her own cost any loss or damage.
- b. The vendor shall maintain an adequate inventory of parts for the models of vehicles specify above and shall have a satisfactory source of supply for such parts as may be needed in the performance of services.
- c. The vendor will avail the services of the workshop and give priority to UNDP vehicles with all necessary maintenance and repairs.
- d. The vendor shall perform all services in a diligent, skilful, and professional manner in strict compliance with the provision of this TOR and the instruction of UNDP consistent with this TOR or respective contract.
- e. The vendor shall keep and maintain up-to-date records of all services rendered to UNDP vehicles and shall remind UNDP on the next service schedule.
- f. The vendor shall ensure that the mechanics for any repair works are skilled and sufficiently trained on the respective vehicles. Unskilled mechanics/staff shall not carry out repairs on any UNDP vehicle.
- g. The service provider should agree to provide services, maintenance, and inspections of UNDP vehicles on Contractor's territory as agreed with UNDP and could not change condition without approval from UNDP.
- h. The service provider should give access for UNDP to reach him/her either through telephone, email, or both for continuous communication in case of emergency or unplanned replacement of part(s) on UNDP vehicles. All the information on provided services/repairs is to be provided to UNDP on monthly basis. Form and Content of such information should be agreed with UNDP.
- i. Billing procedures shall be in accordance with the following:
  - The Authorized UNDP Officer shall sign a work order request to the vendor, specifying the plate number of the vehicle and requesting service/maintenance to be provided. Any additional works/services not provided in the work order should be approved before the works/services take place.
  - All drivers shall certify the work done by signing the workshop job cards which should clearly indicate the preventative maintenance service/repairs performed on the vehicle.
  - A copy of every job card should be made available to UNDP for verification as and when required.
  - At any time, the UNDP can request that replaced parts be sent at the vendor's expense to UNDP for inspection.
  - If a new vehicle is added to the fleet and it requires a particular service, where the cost exceeds the quoted price, the contractor shall seek first the approval of UNDP to allow either or price adjustment for that vehicle before commencing on the job.

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**The Minimum requirements** (the below mentioned equipment should be fully functional):

- Computer diagnostic apparatus.
- Motor lifter (up to 1.5 ton or more)
- Vehicle inspection pitches
- Toe-in / Wheel Camber and Balancing apparatus/Balancing stand
- Stand for checking of fuel apparatus.
- Tin and molar workshop (fully equipped).
- Vulcanization workshop (fully equipped).
- Body workshop (fully equipped).

**Maintenance** will fall into three (3) levels of service:

1. General Inspection & Routine Service – Level A – 5,000 kms
2. General Inspection & Routine Service – Level B – 10,000 kms
3. General Inspection & Routine Service – Level C – 30,000 kms (Ad-hoc repairs - this also includes servicing of air condition)
4. Towing services

**SERVICE LEVEL “A”** (Service to be performed every 5,000 Kilometres)

- a. The engine oil to be drained from the crankcase and replaced with high quality engine oil designed for diesel/petrol engines 10W40 during the rainy season and 20W50 (for diesel engines), 15W40 (for petrol engines) during the dry season. Price to be based upon 8 litres for 4-cylinder engine and 12 litres for 6-cylinder engine.
- b. Oil filter and Fuel filter to be replaced with new ones that meets the manufacturer's recommendations and NOT below the specified standard.
- c. The tires are to be checked for proper air pressure.
- d. Brake pads and brake liners to be checked and replaced when necessary.
- e. A visual inspection for leakage, deterioration, or abnormal wear is to be made on the following components: drive belt(s), radiator and hoses, shock absorbers, exhaust system, and windshield wipers.
- f. A check of all fluid levels, including but not limited to radiator, power steering, brakes, transmission and windshield washer. Levels are to be topped up where necessary (Cost of fluids should be added to the invoice as a line item).
- g. All running and indicator lights will be checked and amended if needed. (Cost of lamps should be added to the invoice as a line item).

During Service Level “A”, if provisions for lubrication are indicated by Manufacturer, chassis lubrication will be performed. The service will be an additional cost to Service Level “A” and is shown as a separate cost on the Pricing Schedule.

**SERVICE LEVEL “B”** (Service to be performed every 10,000 Kilometres)

- a. All items contained in Service Level “A”.
- b. The Oil, Air and Fuel filter filters are to be replaced with a new one that meets or exceeds the manufacturer's recommendations and not below the specified standard.

- c. The Air filter is to be replaced with new one that meets the manufacturer's recommendations and NOT below the specified standard.
- d. "Wheels Off" inspection of all four brakes and components.
- e. Tires are to be rotated according to the pattern set forth in the vehicle owner's manual every 10,000 Kilometres. (**Free Rotation of Tires**)

During Service Level "B" and if provisions for wheel bearing lubrication is indicated by manufacturer wheel bearings are to be cleaned, inspected and repacked with quality energy conserving grease. This service will be an additional cost to Service Level "B" and is shown on the Pricing Schedule as a separate cost.

**SERVICE LEVEL "C"** (Ad-hoc repairs - this to be performed every 30,000 Kilometres also includes servicing of air condition)

- a. Check suspension and steering linkage Ball joints for looseness or damage. Replace any deteriorated or damage parts.
- b. Brake lines and hoses – visually inspect for proper installation. Check for chafing, crack deterioration and sign of leakage. Replace any deteriorated or damage parts.
- c. Brake lining/drums and brake pad/disc – check the brake lining and drums for scoring, burning, fluid leakage, broken parts and excessive wear. Check the pads for excessive wear and the disc for run out, excessive wear and fluid leakage. Replace any deteriorated or damage parts.
- d. Cabin Air filter – check and replace when necessary
- e. Drive belts – inspect for cracks, excessive wear and oiliness. Check the belts tension and adjust if necessary. Replace the belts if they are damaged.
- f. Engine Air filter – inspect and check for damage, excessive wear and oiliness and replace if necessary.
- g. Engine coolant – drain the cooling system and refill with an ethylene-glycol type coolant. Inspect hose and connections for corrosion and leaks. Tighten connections and replace parts if necessary.
- h. Exhaust Pipes and Mountings – visually inspect the exhaust pipes, mufflers and hangers for cracks, deterioration, and damage.
- i. Steering system.
- j. Differential overhauling.
- k. Gear overhauling.
- l. Engine overhauling.
- m. Clutch system overhauling.
- n. Tyre rotation – tyres should be rotated according the instruction in the owner's manual.
- o. Steering box – inspect for sign of leakage and amend if there is any.
- p. Front and rear differential oil – inspect and check each component for any sign of leakage. If there is any leakage replace the component part.
- q. Fuel lines and connections, Fuel Tank Band and Fuel Tank Vapour System hoses. Visually inspect for corrosion, damage, cracks and loose or leaking connections. Tighten connections or replace part if necessary.
- r. Fuel Tank Gasket – visually inspect for cracks, deterioration and damage, and replace if necessary.
- s. Radiator and Condenser – inspect for debris, corrosion and signs of damage.
- t. Bolts and Nuts and the Chassis and Body tighten the seat mounting bolts and rear/front suspension member retaining bolts.
- u. Propeller Shaft – lubricate the propeller shaft spiders and side yokes with lithium-base chassis grease.

- v. Any other issues arising from vehicle malfunctioning.

**Towing Services** – provide towing services when required.

**Payment:**

UNDP shall receive a monthly statement from the service provider. The statement shall identify all preventive maintenance service completed by vehicle number and invoice number.

The statement total must equal the sum of all the invoices attached to the statement.

Each invoice will have to display the vehicle plate number of the vehicle receiving service and the date of service provided.

In case of provision of defective maintenance works or replace of spare parts, UNDP reserves the rights to hold the payment for the services provided requesting repeat service.

**Bid Submission requirement:**

Your quotation shall include the following:

- a. Brief information about the company (inclusive information on the workshop location, number of qualified staff, number of assisting staff, workshop area (m2), working hours.
- b. List of equipment.
- c. Copy of the registration documents of the bidding firm/company as a vehicle repair and maintenance service provider.
- d. CV(s) and copies of the relevant technical certificates of the key personnel.
- e. Completed bid price
- f. List of clients to whom the firm/company provides services including their contact details.
- g. Delivery date. Please indicate earliest date of availability to start requested services.

**Evaluation Criteria:**

UNDP will evaluate the quotations based on best value for money, i.e. best quality and cost-effectiveness of the proposed offers. The following aspects will be considered for the evaluation:

- (d) Proof of being a registered firm/company as a vehicle repair and maintenance vendor.
- (e) Technical capacity in terms of availability of equipment, adequate staffing and relevant experience of the firm/company.
- (f) Lowest evaluated price (Spare Parts: the prices of each item would be multiplied to the quantities of each type of vehicles).

**SECTION 2: Pre-requisite for bidding and Schedule of Requirements.**

**2.1 Pre-requisite for bidding**



Item No.	Description and minimum/mandatory specifications
1	At Least 8 years' experience providing general maintenance on vehicles for UN Agencies, governments, international development partners and NGOs in Sierra Leone (Please attach supporting documents as a proof)
2	Qualifications and/or years of professional experience of staff in the following areas. 8 years working experience as general motor mechanic 8 years working experience in paneling and spraying of vehicles 8 years working experience as auto electricians
3	Immediate and swift response to rescue vehicles in any part of the Country
4	Security of the garage that is fence perimeter wall of the garage. The Bidder will be responsible for loss and damage to all UN vehicles under custody
5	Quality assurance procedures, warranty (sample of quality control/safety).

## 2.2 Schedule of Requirements

The Bidder shall also furnish a list giving full, including available sources and current prices of spare parts, etc., necessary for the proper and continuing functioning of the vehicles for at least one year following commencement of the use of the vehicles by UN Agencies.

No	Required documents	
1.	Bid submission form	
2.	Price Schedule	
3.	Charter of Company (if available)	
4.	List of staff and technical qualification	
5.	List of the technical capability (equipment and tools)	
6.	Documentary evidence that the Bidder is eligible to and is qualified to perform the contract if its Bid is accepted or Valid license of the Republic of Sierra Leone for Vehicle Maintenance and Repair Services activities	
7.	Tax authority certificate confirming that it is in a good standing	
8.	Bank certificate on Company's bank account and	

	confirmation that it is in a good standing	
9.	Past experiences (Company's annual turnover for the last 2 years)	
10	Check list (filled)	

**Indicate from the list below if the services are provided by the workshop or rendered by third party:**

Complete motor overhauling	Complete gearbox overhauling
Electrical inspection and testing	A/C repair and gas filling
Fuel pump repair and overhauling	Inspection pit and / or lift jack
Car wash	Wheeling balancing and alignment
Body repair	Towing services
Painting services	Others (if any)

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### Section 3b: Related Services

Further to the Schedule of Requirements in the preceding Table, Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfillment of the requirements:

Must have the capacity immediate vehicle recovery with in 50-100 kilos meters radius of UN Office locations within PNG	Yes/No
Must have the capacity immediate vehicle recovery within 100 to 200 kilo meters radius of UN Office Location within PNG	Yes/No
Exact Address of delivery / installation location	Bidders Garage / Workshop
Insuring the safety of UN while in the custody of contractor	Yes/No
Payment terms 100% total monthly payment within 30 days upon submission and acceptance of monthly service report delivered with work orders and invoices	Yes/No
Preference During the course of the year contract, UNDP cases must always be given priority	Yes/No
After-sale services required	N/A
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English



## Form A: Bid Submission Form

Name of Bidder: [Insert Name of Bidder]

Date:

ITB reference: [Insert ITB Reference Number]

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

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

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

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

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

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

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

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

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

[Stamp with official stamp of the Bidder]

## Form B: Bidder Information Form

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent)</b> <i>(If yes, provide a Copy of the valid Certificate):</i>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment?</b> <i>(If yes, provide a Copy of the valid Certificate):</i>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy?</b> <i>(If yes, provide a Copy)</i>	[Complete]
<b>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</b>	[Complete]
<b>Is your company a member of the UN Global Compact</b>	[Complete]
<b>Contact person that UNDP may contact for requests for clarifications during Bid evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]



**Please attach the following documents:**

- Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured
- Certificate of Incorporation/ Business Registration
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder
- Trade name registration papers, if applicable
- Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any
- Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures
- Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder
- Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney.
- Export Licenses, if applicable
- Local Government permit to locate and operate in assignment location, if applicable
- Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country

## Form C: Joint Venture/Consortium/Association Information Form

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

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]

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

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

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

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Name of partner: \_\_\_\_\_ Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

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## Form D: Eligibility and Qualification 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

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

☐ Contract(s) not performed in the last 3 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

### Litigation History (including pending litigation)

☐ No litigation history for the last 3 years

☐ Litigation History as indicated below

Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

### Previous Relevant Experience

Please list only previous similar 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

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

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

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

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

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## Form E: Format of Technical Bid

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

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

### SECTION 1: Bidder's qualification, capacity and expertise

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

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

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

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

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## Bidder's Compliance Table

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

Other Related services and requirements (based on the information provided in Section 5b)	Compliance with requirements		Details or comments on the related requirements
	Yes, we comply	No, we cannot comply (indicate discrepancies)	
Delivery Term			
Warranty			
Local Service Support			

### 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	[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]
	[Insert]



<b>Professional certifications</b>	<p><i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i></p> <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/ Experience</b>	<p><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></p> <p>[Insert]</p>
<b>References</b>	<p><i>[Provide names, addresses, phone and email contact information for two (2) references]</i></p> <p>Reference 1: [Insert]</p> <p>Reference 2: [Insert]</p>

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)

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## Section 6: Technical Bid Form<sup>10</sup>

### *Provision of Vehicle Maintenance for All UN Agencies in PNG on LTA basis*

<b>Name of Bidding Organization / Firm:</b>	
<b>Country of Registration:</b>	
<b>Name of Contact Person for this Bid:</b>	
<b>Address:</b>	
<b>Phone / Fax:</b>	
<b>Email:</b>	

#### SECTION 1: EXPERTISE OF FIRM/ ORGANISATION

*This section should fully explain the Bidder's resources in terms of personnel and facilities necessary for the performance of this requirement.*

**1.1 Brief Description of Bidder as an Entity:** Provide a brief description of the organization / firm submitting the Bid, its legal mandates/authorized business activities, the year and country of incorporation, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the delivery of goods and/or performance of related services, indicating the status/result of such litigation/arbitration.

**1.2. Financial Capacity:** Based on the latest Audited Financial Statement (Income Statement and Balance Sheet) describe the financial capacity (liquidity, stand-by credit lines, etc.) of the bidder to engage into the contract. Include any indication of credit rating, industry rating, etc.

**1.3. Track Record and Experiences:** Provide the following information regarding corporate experience within at least the last five (5) years which are related or relevant to those required for this Contract.

Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)

<sup>10</sup> Technical Bids not submitted in this format may be rejected.



## 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 specifications.*

**2.1. Scope of Supply:** Please provide a detailed description of the goods to be supplied, indicating clearly how they comply with the technical specifications required by the ITB (see below table); describe how the organisation/firm will supply the goods and any related services, keeping in mind the appropriateness to local conditions and project environment.

Item No.	Description/ Specification of Goods	Source/ Manufacturer	Country of Origin	Qty	Quality Certificate/ Export Licences, etc. (indicate all that applies and if attached)

*A supporting document with full details may be annexed to this section*

**2.2. Technical Quality Assurance Mechanisms:** The bid shall also include details of the Bidder's internal technical and quality assurance review mechanisms, all the appropriate quality certificates, export licenses and other documents attesting to the superiority of the quality of the goods and technologies to be supplied.

**2.3. Reporting and Monitoring:** Please provide a brief description of the mechanisms proposed for this project for reporting to the UNDP and partners, including a reporting schedule.

**2.4. Subcontracting:** Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.

**2.5. Risks / Mitigation Measures:** Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

**2.6 Implementation Timelines:** The Bidder shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

**2.7. Partnerships (Optional):** Explain any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.

**2.8. Anti-Corruption Strategy (Optional):** Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.

**2.110 Statement of Full Disclosure:** This is intended to disclose any potential conflict in accordance with the definition of "conflict" under Section 4 of this document, if any.

**2.111 Other:** Any other comments or information regarding the bid and its implementation.

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### SECTION 3: PERSONNEL

**3.1 Management Structure:** Describe the overall management approach toward planning and implementing the contract. Include an organization chart for the management of the contract, if awarded.

**3.2 Staff Time Allocation:** Provide a spreadsheet will be included to show the activities of each personnel involved in the implementation of the contract. Where the expertise of the personnel is critical to the success of the contract, UNDP will not allow substitution of personnel whose qualifications had been reviewed and accepted during the bid evaluation. (If substitution of such a personnel is unavoidable, substitution or replacement will be subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution).

**3.3 Qualifications of Key Personnel:** Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in area of expertise relevant to the Contract. Please use the format below:

<b>Name:</b>		
<b>Role in Contract Implementation:</b>		
<b>Nationality:</b>		
<b>Contact information:</b>		
<b>Countries of Relevant Work Experience:</b>		
<b>Language Skills:</b>		
<b>Education and other Qualifications:</b>		
<b>Summary of Experience:</b> <i>Highlight experience in the region and on similar projects.</i>		
<b>Relevant Experience (From most recent):</b>		
<b>Period: From – To</b>	<b>Name of activity/ Project/ funding organisation, if applicable:</b>	<b>Job Title and Activities undertaken/Description of actual role performed:</b>
<i>e.g. June 2010-January 2011</i>		
<i>Etc.</i>		
<i>Etc.</i>		
<b>References (minimum of 3):</b>	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact information – Address; Phone; Email; etc.</i>	
<b>Declaration:</b>		
<p>I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.</p>		
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of the Nominated Team Leader/Member		Date Signed

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## **Section 7: Price Schedule Form<sup>11</sup>**

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The Bidder is required to prepare the Price Schedule as indicated in the Instruction to Bidders.

The Price Schedule must provide a detailed cost breakdown of all goods and related services to be provided, from unit price to lot prices. Separate figures must be provided for each functional grouping or category, if any.

Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be listed separately.

The format shown on the following pages is suggested for use as a guide in preparing the Price Schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

### **A. Cost Breakdown per Deliverable Items\***

#### **A. Pricing for Spare Parts**

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		Unit of measure	QTY	Toyota Land Cruiser Prado	Toyota Land Cruiser Hard Top	Nissan Patrol
	<b>Body and main parts</b>					
1.	Bumper	1 piece	1			
2.	Cowl screen	1 piece	1			
3.	Decklid	1 piece	1			
4.	Fender (wing or mudguard)	1 piece	1			
5.	Front fascia and header panel	1 piece	1			
6.	Grille (also called grill)	1 piece	1			
7.	Pillar and hard trim	1 piece	1			
8.	Quarter panel	1 piece	1			
9.	Radiator core support	1 piece	1			
10.	Rocker	1 piece	1			
11.	Rims	1 piece	1			
12.	Paneling and spraying	1 vehicle	1			
13.	Hubcap	1 piece	1			
	<b>Tire/Tyre</b>			<b>BRAND NAME</b>		<b>PRICE</b>
14.	265/65R 17 rim Tyre	1 piece	1			
15.	235/85R 16 rim Tyre	1 piece	1			
16.	275/70R 18 rim Tyre	1 piece	1			
17.	245/70R 17 rim	1 piece	1			
18.	245/70R 16 rim	1 piece	1			
19.	7.50R 16 rim	1 piece	1			
20.	Outer door handle	1 piece	1			
21.	Inner door handle	1 piece	1			

22.	Door control module	1 piece	1			
23.	Door seal Body and main parts	1 piece	1			
24.	Door water shield	1 piece	1			
25.	Door lock and power door locks	1 piece	1			
26.	Center-locking relay	1 piece	1			
27.	Fuel tank cover	1 piece	1			
	<b>Windows</b>					
28.	Glass	1 piece	1			
29.	Window motor	1 piece	1			
30.	Window regulator	1 piece	1			
31.	Windshield (also called windscreen)	1 piece	1			
32.	Windshield washer motor	1 piece	1			
	<b>Electrical and electronics</b>					
33.	Alternator	1 set	1			
34.	Alternator bearing	1 piece	1			
35.	Alternator bracket	1 piece	1			
36.	Alternator fan	1 piece	1			
37.	90 AMP Battery (Indicate brand name)	1 piece	1			
38.	95 AMP Battery (Indicate brand name)	1 piece	1			
39.	Battery cable terminal	1 set	1			
40.	Battery cable	1 set	1			
41.	Battery control system	1 set	1			
42.	Voltage regulator	1 piece	1			
43.	Fuel gauge	1 piece	1			
44.	Odometer (also called milometer )	1 set	1			
45.	Speedometer	1 piece	1			
46.	Tachometer (also called rev counters)	1 set	1			
47.	Temperature gauge	1 piece	1			



48.	Voltmeter	1 piece	1			
49.	Water temperature meter	1 piece	1			
50.	Glow Relay	1 piece	1			
51.	Fog light (also called foglamp)	1 set	1			
52.	Halogen bulb	1 set	1			
53.	Head Lamp	1 piece	1			
54.	Interior light and lamp	1 set	1			
55.	Side lighting	1 set	1			
56.	Taillight	1 set	1			
57.	Taillight cover	1 set	1			
58.	Indicator light	1 set	1			
<b>Starting system</b>						
59.	Starter	1 set	1			
60.	Starter motor	1 piece	1			
61.	Switches	1 piece	1			
62.	Door switch	1 piece	1			
63.	Ignition switch	1 piece	1			
64.	Power window switch	1 piece	1			
65.	Steering column switch	1 piece	1			
66.	Fuse	1 piece	1			
67.	Fuse box	1 set	1			
<b>Braking system</b>						
68.	Anti-lock braking Actuator	1 set	1			
69.	ABS steel pin	1 set	1			
70.	Bleed nipple	1 set	1			
71.	Brake backing plate	1 set	1			
72.	Brake backing pad	1 set	1			
73.	Brake cooling duct	1 set	1			
74.	Brake disc	1 set	1			

75.	Brake Fluid	1 litre	1			
76.	Brake drum	1 piece	1			
77.	Brake pad	1 set	1			
78.	Brake pedal	1 piece	1			
79.	Brake piston	1 piece	1			
80.	Brake rotor	1 piece	1			
81.	Brake servo	1 set	1			
82.	Brake shoe	1 set	1			
83.	Brake lining	1 set	1			
84.	Caliper	1 set	1			
85.	Calliper Seal Kits	1 kit	1			
86.	Hold-down springs (retainer springs)	1 kit	1			
87.	Brake booster hose	1 piece	1			
88.	Load-sensing valve	1 piece	1			
89.	Master cylinder	1 piece	1			
90.	Park brake lever/handle (hand brake)	1 piece	1			
91.	Pressure differential valve	1 piece	1			
92.	Proportioning valve	1 piece	1			
93.	Reservoir	1 piece	1			
94.	Shoe return spring	1 piece	1			
95.	Vacuum brake booster	1 piece	1			
96.	Wheel cylinder	1 piece	1			
97.	Wheel stud	1 piece	1			
<b>Engine components and parts</b>						
98.	Camshaft	1 piece	1			
99.	Connecting rod	1 piece	1			
100.	Crankshaft	1 piece	1			
101.	Cylinder head	1 piece	1			
102.	Cylinder head gasket	1 piece	1			

103.	Shaft Couplings	1 piece	1			
104.	Complete Prop Shaft	1 piece	1			
105.	Engine block	1 piece	1			
106.	Fan belt	1 piece	1			
107.	Air cleaner elements	1 piece	1			
108.	Heater plug	1 piece	1			
109.	Mounting	1 piece	1			
110.	Piston	1 piece	1			
111.	Pulley part	1 piece	1			
112.	Rocker arm	1 piece	1			
113.	Rocker cover	1 piece	1			
114.	Turbocharger and supercharger	1 piece	1			
115.	Tappet	1 piece	1			
116.	Timing belt	1 piece	1			
117.	Valve cover	1 piece	1			
118.	Valve housing	1 piece	1			
119.	Valve spring	1 piece	1			
120.	Valve stem seal	1 piece	1			
121.	Water pump pulley	1 piece	1			
	<b>Engine cooling system</b>					
122.	Air blower	1 piece	1			
123.	Coolant hose (clamp)	1 piece	1			
124.	Cooling fan	1 piece	1			
125.	Fan blade	1 piece	1			
126.	Fan clutch	1 piece	1			
127.	Radiator	1 piece	1			
128.	Thermostat	1 piece	1			
129.	Water neck o-ring	1 piece	1			
130.	Water pump	1 piece	1			

131.	Water pump gasket	1 piece	1			
132.	Water tank	1 piece	1			
<b>Engine oil system</b>						
133.	Engine Oil (Indicate brand name)	1 litre	1			
134.	Oil filter	1 piece	1			
135.	Oil gasket	1 piece	1			
136.	Oil pan	1 piece	1			
137.	Oil pump	1 piece	1			
138.	Oil strainer	1 piece	1			
<b>Exhaust system</b>						
139.	Catalytic converter	1 piece	1			
140.	Exhaust clamp and bracket	1 piece	1			
141.	Exhaust flange gasket	1 piece	1			
142.	Exhaust gasket	1 piece	1			
143.	Exhaust manifold	1 piece	1			
144.	Exhaust manifold gasket	1 piece	1			
145.	Exhaust pipe	1 piece	1			
146.	Heat shield	1 piece	1			
147.	Muffler (silencer)	1 piece	1			
148.	Spacer ring	1 piece	1			
<b>Fuel supply system</b>						
149.	Air filter	1 piece	1			
150.	Carburetor	1 piece	1			
151.	Choke cable	1 piece	1			
152.	EGR valve	1 piece	1			
153.	Fuel cap	1 piece	1			
154.	Fuel cooler	1 piece	1			
155.	Fuel distributor	1 piece	1			
156.	Fuel filter	1 piece	1			

157.	Fuel filter seal	1 piece	1			
158.	Fuel injector	1 piece	1			
159.	Fuel injector nozzle	1 piece	1			
160.	Fuel line	1 piece	1			
161.	Fuel pump	1 piece	1			
162.	Fuel pump gasket	1 piece	1			
163.	Fuel rail	1 piece	1			
164.	Fuel tank	1 piece	1			
165.	Fuel tank cover	1 piece	1			
166.	Fuel water separator	1 piece	1			
167.	Intake manifold	1 piece	1			
168.	Intake manifold gasket	1 piece	1			
169.	Throttle body	1 piece	1			
<b>Suspension and steering systems</b>						
170.	Axle case	1 piece	1			
171.	Control arm	1 piece	1			
172.	Axle kit	1 piece	1			
173.	Idler arm	1 piece	1			
174.	Kingpin	1 piece	1			
175.	Panhard rod	1 set	1			
176.	Pitman arm	1 set	1			
177.	Rack end	1 set	1			
178.	Shock absorber	1 set	1			
179.	Spindle	1 set	1			
180.	Spring	1 set	1			
181.	Coil spring	1 set	1			
182.	Leaf and parabolic leaf spring	1 set	1			
183.	Ball joint	1 set	1			
184.	Spiral spring	1 set	1			



185.	Stabilizer bars and link	1 set	1			
186.	Steering arm	1 set	1			
187.	Steering box	1 unit	1			
188.	Steering column assembly	1 unit	1			
189.	Steering rack (a form of steering gear; see also rack and pinion and recirculating ball)	1 set	1			
190.	Steering shaft	1 set	1			
191.	Steering wheel (driving wheel)	1 set	1			
192.	Lateral bar Suspension Arm Bushing	1 set	1			
193.	Front Absorber Bushings	1 set	1			
194.	Spring bushing	1 set	1			
195.	Back Absorber Bushings	1 set	1			
196.	Bumping Rubbers	1 set	1			
197.	Stabilizer Bar Bushings	1 set	1			
198.	Strut	1 set	1			
199.	Stub axle	1 set	1			
200.	Swivel seal	1 set	1			
201.	Axle seal	1 set	1			
202.	Suspension link and bolt	1 set	1			
203.	Tie rod	1 set	1			
204.	Tie rod end	1 set	1			
<b>Transmission system</b>						
205.	Adjustable pedal	1 piece	1			
206.	Axle shaft	1 piece	1			
207.	Bell housing	1 piece	1			
208.	Universal joint	1 piece	1			
209.	Other belts	1 piece	1			
210.	Carrier assembly	1 piece	1			
211.	Clutch assembly	1 piece	1			

212.	Clutch disk	1 piece	1			
213.	Clutch fan	1 piece	1			
214.	Clutch fork	1 piece	1			
215.	Clutch hose	1 piece	1			
216.	Clutch lever	1 piece	1			
217.	Clutch lining	1 piece	1			
218.	Clutch pedal	1 piece	1			
219.	Clutch pressure plate	1 set	1			
220.	Clutch spring	1 set	1			
221.	Differential case	1 set	1			
222.	Pinion bearing	1 set	1			
223.	Differential clutch	1 set	1			
224.	Spider gears	1 set	1			
225.	Differential casing	1 set	1			
226.	Differential flange	1 set	1			
227.	Differential gear	1 set	1			
228.	Differential seal	1 set	1			
229.	Flywheel	1 set	1			
230.	Flywheel ring gear	1 set	1			
231.	Gear	1 set	1			
232.	Gear coupling	1 set	1			
233.	Gear pump	1 set	1			
234.	Gear ring	1 set	1			
235.	Gear stick (gearstick, gear lever, selection lever, shift stick, gear shifter)	1 set	1			
236.	Gearbox	1 set	1			
237.	Idler gear	1 set	1			
238.	Knuckle pin	1 set	1			
239.	Master cylinder	1 set	1			

240.	Output shaft	1 set	1			
241.	Pinion	1 set	1			
242.	Planetary gear set	1 set	1			
243.	Prop shaft (drive shaft, propeller shaft)	1 set	1			
244.	Shift fork	1 set	1			
245.	Shift knob	1 set	1			
246.	Shift lever	1 set	1			
247.	Slave cylinder	1 set	1			
248.	Speed reducer	1 set	1			
249.	Speedometer gear	1 set	1			
250.	Steering gear	1 set	1			
251.	Torque converter	1 set	1			
252.	Transaxle housing	1 set	1			
253.	Transfer case	1 set	1			
254.	Transmission gear	1 set	1			
255.	Transmission pan	1 set	1			
256.	Transmission seal and bonded piston	1 set	1			
257.	Transmission spring	1 set	1			
258.	Transmission yolk	1 set	1			
259.	Universal joint (UJ, cardan joint)	1 set	1			
<b>Air conditioning system (A/C)</b>						
260.	A/C clutch	1 piece	1			
261.	A/C compressor	1 piece	1			
262.	A/C condenser	1 piece	1			
263.	A/C hose	1 piece	1			
264.	A/C kit	1 piece	1			
265.	A/C relay	1 piece	1			
266.	A/C valve	1 piece	1			
267.	A/C expansion valve	1 piece	1			

268.	A/C low-pressure valve	1 piece	1			
269.	A/C INNER PLATE	1 piece	1			
270.	A/C Cooler	1 piece	1			
271.	A/C Belt	1 piece	1			
272.	Gas for A/C	1 kilo	1			
273.	A/C Evaporator	1 piece	1			
<b>Bearings</b>						
274.	Front wheel bearing	1 piece	1			
275.	Back wheel bearing	1 piece	1			
<b>Other miscellaneous parts</b>						
276.	Adhesive tape	1 piece	1			
277.	Dashboard	1 piece	1			
278.	Glove compartment	1 piece	1			
279.	U-Bolt Hangers	1 piece	1			
280.	4x4 Vacuums	1 piece	1			
281.	Horn and trumpet horn	1 piece	1			
282.	Mirror	1 piece	1			
283.	Nut	1 piece	1			
284.	Flange nut	1 piece	1			
285.	Hex nut	1 piece	1			
286.	O-ring	1 piece	1			
287.	Rivet	1 piece	1			

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## B. Pricing for repairs.

*Note:* the "fraction – (/)" sign means the prices should be shown separately. For example: Check / Repair, where Check is the different amount and Repair is different.

#	Type of Service	Expected Time of Completion	4 Cylinder Engine	6 Cylinder Engine
			Per Vehicle Unit Price	Per Vehicle Unit Price
1	Service Level "A"			
2	Service Level "B"			
3	Chassis Lubrication			
4	Air Condition Servicing (after every 30,000 kms)			
5	Body Work (paneling and spraying)			

Currency: SLL

#	Type of Service	4 Cylinder Engine	6 Cylinder Engine
		Unit Price Per Vehicle	Unit Price Per Vehicle
1	Major Engine Check		
2	Check / Repair of manual gearbox	/	/
3	Replacement of Shock Absorber assy (front / rear)	/	/
4	Replacement of brake pads and shoes (front / rear)	/	/
5	Replacement of clutch cover and bearing	/	/
6	Repair of fuel pump		
7	Diagnose of defects by human sense		
8	Diagnose of defects by electronic tools / Computer check		
9	Vacuum pump / brake booster repair		
10	Check Braking System	/	/
11	Engine Oil and oil filter change, washing and lubrication.		
12	Fuel filter and Air cleaner element change		
13	Checking of Gear oil - Hydraulic- Brake fluid- Clutch fluid- Anti freeze - Battery acid levels and quality check.		
14	Changing tyres		
15	Fuel supply line (from tank to pump) service		
16	Adjustment of Steering free play/linkage, Brake pedal free play, Clutch pedal free play		
17	Tightening of bolts and nuts on chassis and body		
18	Alternators repair / replace		
19	Starter repair / replace	/	/
20	Check / replacement of Automatic Relay	/	/
21	Check / repair of Ignition system	/	/
22	Repair of Lights, Horns, Wipers and Washer	/	/
23	Power Windows & Locks repair / replace		



24	Instrument panel (switch board) removing / reinstallation	/	/
25	Checking of Miscellaneous Electrical Accessories	/	/
26	Adjustment of Timing Belt, Alternator belts, AC belt and Hydraulic pump		
27	Changing of Fuel Pump and plunger, test at Lab / reinstall		
28	Injector Nozzle removal, test at Lab / reinstall	/	/
29	Petrol engine tuning	/	/
30	Radiator, Water pump, Thermostat and Hoses replacement		
31	Exhaust pipe and muffler repair / replace		
32	Pre-starting heater (Glow plug) check / replace	/	/
33	Engine mounting	/	/
34	Heater check / repair		
35	Air conditioning system check / repair and Freon filling	/	/
36	Clutch Hydraulic Components check / replace	/	/
37	Exhaust pipe and muffler repair / replace	/	/
38	Propeller shaft repair		
39	Front and Rear Differential repair / replace		
40	Drive Axles replace		
41	Hub bearings and oil seals replacement	/	/
42	Steering-wheel, linkage, steering box and steering pump repair / replacement		
43	Replacement of 4 shock absorbers		
44	Tie Rod End and Ball Joint inspection / Replacement	/	/
45	Wheel Balancing		
46	Wheel Alignment		
47	Windshield / glasses replacement	/	/
48	Adjustment / repair of Doors/ Hood/ Tail Gate/ Front & Rear Bumper		
49	Seats/seat belts inspection and Upholstery works		
50	Dry-cleaning	/	/

Currency: SLL

SIGNATURE \_\_\_\_\_ Stamp: \_\_\_\_\_

#### GENERAL INFORMATION

Description	Bidder to complete
Workshop location (address)	
Full Company Name	
Number of qualified staff	
Number of assisting staff	
Workshop area (M2):	
Working hours (opening closing time)	
Working days per week	

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List of equipment	
Response to emergency call (if yes, provide contact number)	Yes/No
Possibility of on-road/office repairs	Yes/No
Possibility to import spare parts which are not available in your store	Yes/No

N.B: For parts outside the above indicated model vehicles prices shall be considered according to the current period prices that will be settled against separate invoice

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## **Section 8: Templates for Establishment of Long Term Agreement for the Provision of Vehicle Maintenances– ITB/PNG10-03-16**

### **Adherence to all Terms & Conditions is Mandatory**

This Long Term Agreement is made between the United Nations Development Programme, a subsidiary organ of the United Nations, having its headquarters at 1 UN Plaza, New York, NY 10017 (hereinafter "UNDP") and \_\_\_\_\_ (hereinafter called "Contractor") with its headquarters at \_\_\_\_\_.

WHEREAS, UNDP desires to enter into a Long Term Agreement for the provision of services by the Contractor to UNDP, pursuant to which UNDP country offices world-wide can conclude specific contractual arrangements with the Contractor, as provided herein;

WHEREAS pursuant to the Request for Proposal .....[to complete] the offer of the Contractor was accepted;

NOW, THEREFORE, UNDP and the Contractor (hereinafter jointly the "Parties) hereby agree as follows:

#### **Article 1: SCOPE OF WORK**

1. The Contractor shall provide the types of services and deliverables, which are listed in Annex 1 hereto ("Services/Terms of Reference"), as and when negotiated by UNDP headquarters or a UNDP country office and reflected in a contract for professional services, in the form attached hereto as Annex 2.
2. Such Services shall be at the discount prices listed in Annex 3. The prices shall remain in effect for a period of two years from Entry into Force of this Agreement.
3. UNDP does not warrant that any quantity of Services will be purchased during the term of this Agreement, which shall be for two years.

#### **Article 2: CHANGES IN CONDITION**

4. In the event of any advantageous technical changes and/or downward pricing of the Services during the duration of this Agreement, the Contractor shall notify UNDP immediately. UNDP shall consider the impact of any such event and may request an amendment to the Agreement.

#### **Article 3: CONTRACTOR'S REPORTING**

5. The Contractor will report semi-annually to UNDP on the Services provided to UNDP, including its country offices.

#### **Article 4: GENERAL AND SPECIAL TERMS AND CONDITIONS**

6. The standard UNDP General Conditions for Professional Services, attached as Annex 4, shall apply to this Agreement, and any subsequent contracts concluded in accordance with paragraph 1. above.

**Article 5: ACCEPTANCE**

7. This Agreement supersedes all prior oral or written agreements, if any, between the Parties and constitutes the entire agreement between the parties with respect to the provision of the Services hereunder.
8. This Agreement shall enter into force on the date of the last signature by the representatives of the Parties and shall remain in force for a period of two years, and may be extended for [one additional] year by mutual agreement of the Parties.

IN WITNESS WHEREOF, the duly authorized representative of the PARTIES have signed this agreement.

For and on behalf of:

UNITED NATIONS  
DEVELOPMENT PROGRAMME

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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### Quality of Required Services

The contracted Service Provider shall perform and deliver its services in accordance with the herein prescribed minimum performance standards set by the UNDP:

Product/Service	Performance Attribute	Definition	Standard/Service Level
Provide Quotations	Speed and Efficiency	Ability to quickly and accurately provide Quotations by understanding UN agency's needs.	Quotations received within 1 working day upon receipt of request
Delivery	Speed, Efficiency & Hygiene	Ability to deliver goods promptly	Sufficient supporting staff to accommodate & respond to clients requests.
Billing	Accuracy	Ability to generate billing statements without errors	Zero-Error or no discrepancy between invoices and attachments
	Clarity	Ability to generate bills that are transparent or easy to understand	Zero>Returns for clarification/explanation
	Frequency and account management	Ability to generate statements when required for UN agencies accounts. Effective account Reconciliation process.	UNDP provided with monthly statements for accounts and/or upon request if outside schedule Dates for statement issuance. Account arrears maintained below 90 days
Rates/Pricing	Fairness	Discounted/reasonable charges for the services offered to UN agencies	Prices conform to price schedule established in LTA
	Company concern about prices	Ability to quote competitive prices	Analysis provided on bi-annually intervals on savings to the UN



			agencies as a result of competitive prices offered
	Good value indicated by price	Competitiveness of prices quoted	Prices offered are the most competitive within Same vicinity and without compromising quality of good/services.  Volume discount given
Service Quality	Accessibility	Ability to access or approach the service provider	Telephone: focal point or alternate contactable on landline or mobile when required. Emergency: 24 hours E-mail: emails responded to within 1 working day Website: ability to provides services/information through website
	Responsiveness	Willingness to go out of one's way to assist the UN agencies	Acknowledge receipt of request 1 working day  Services performed in accordance with timelines stated in point 1, 2 and 3 above.  Regular coordination meetings with UN agencies Agency Performance Reviews – twice a year.
Problem Solving	Complaint Handling	Ability to quickly resolve complaints	Timelines: one week
Communications	Awareness level of the UN agencies of major changes in the industry practices or changes in prices	Changes to services, changes in personnel and changes in company policies which may have an impact on the services provided to the UN agencies are	Frequency of communications: monthly

		communicated.  UN agencies are well informed about matters relating to the working arrangements, which may affect the terms and conditions and service standards as it relates to the LTA	
Office Premises and Hours of Services	Readiness to do business	Sufficient manpower to commence business at the start of office hours; provision of skeletal workforce to answer calls during breaks	Same hours/day of work as the UN System; Accommodations of calls during off-hours. Zero complaints that no one was around to answer calls.

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