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# INVITATION TO BID

## Supply, Delivery, and Installation of Furniture on Long Term Agreement (LTA) Basis

ITB No.: ITB/21/032

Project: UNDP Projects and UN Agencies

Country: Sudan

Issued on: **24 June 2021**

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## SECTION 1. LETTER OF INVITATION

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

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

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

<https://etendering.partneragencies.org> **Event ID: SDN10-0000009513**

In case your company is not registered in the e-Tendering Module, please use the following temporary username and password to register your company/firm:

**Username:** [event.guest](#)

**Password:** [why2change](#)

Bidders who will be registered on the e-Tendering will be able to download the complete bidding documents from the e-Tendering website at: <https://etendering.partneragencies.org>. Bidders can download the complete tender documentation from the e-Tendering upon registration.

You may acknowledge receipt of this ITB utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the ITB. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this ITB.

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

Issued by

Sidahmed Sidahmed

Name: Sidahmed A. Sidahmed

Title: Procurement Office

Date: **24 June 2021**

Approved by:

Ei Cho Nyunt

Name: Ei Cho Nyunt

Title: Head of Procurement

Date: **24 June 2021**

## SECTION 2. INSTRUCTION TO BIDDERS

GENERAL PROVISIONS	
<b>Introduction</b>	<p>1.1 Bidders shall adhere to all the requirements of this ITB, including any amendments made in writing by UNDP. This ITB is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://poppp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://poppp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p> <p>1.2 Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this ITB.</p> <p>1.3 UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p> <p>1.4 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<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>
<b>Fraud &amp; Corruption, Gifts and Hospitality</b>	<p>1.5 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>1.6 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>1.7 In pursuance of this policy, UNDP:</p> <p>(a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</p> <p>(b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>1.8 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p>
<b>Eligibility</b>	<p>1.9 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>1.10 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

<b>Conflict of Interests</b>	<p>1.11 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> <li>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;</li> <li>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</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <p>1.12 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such conflict exists.</p> <p>1.13 Similarly, the Bidders must disclose in their Bid their knowledge of the following:</p> <ul style="list-style-type: none"> <li>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</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the Bid or Bids affected by the non-disclosure.</p> <p>1.14 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this ITB, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>B. PREPARATION OF BIDS</b>	
<b>General Considerations</b>	<p>1.15 In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>1.16 The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify the UNDP accordingly.</p>
<b>Cost of Preparation of Bid</b>	<p>1.17 The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
<b>Language</b>	<p>1.18 The Bid, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
<b>Documents Comprising the Bid</b>	<p>1.19 The Bid shall comprise of the following documents and related forms which details are provided in the BDS:</p>

	<ul style="list-style-type: none"> <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>
<b>Documents Establishing the Eligibility and Qualifications of the Bidder</b>	1.20 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.
<b>Technical Bid Format and Content</b>	<p>1.21 The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB.</p> <p>1.22 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by the Purchaser, at no expense to the UNDP. If not destroyed by testing, samples will be returned at Bidder's request and expense, unless otherwise specified.</p> <p><b>1.23</b> When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p> <p>1.24 When applicable and required as per Section 5, the Bidder shall certify the availability of spare parts for a period of at least five (5) years from date of delivery, or as otherwise specified in this ITB.</p>
<b>Price Schedule</b>	<p>1.25 The Price Schedule shall be prepared using the Form provided in Section 6 of the ITB and taking into consideration the requirements in the ITB.</p> <p>1.26 Any requirement described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p>
<b>Bid Security</b>	<p>1.27 A Bid Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for a minimum of thirty (30) days after the final date of validity of the Bid.</p> <p>1.28 The Bid Security shall be included along with the Bid. If Bid Security is required by the ITB but is not found in the Bid, the offer shall be rejected.</p> <p>1.29 If the Bid Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Bid.</p> <p>1.30 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their bid and the original of the Bid Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>1.31 The Bid Security may be forfeited by UNDP, and the Bid rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or;</li> <li>b) In the event the successful Bidder fails: <ul style="list-style-type: none"> <li>i. to sign the Contract after UNDP has issued an award; or</li> <li>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.</li> </ul> </li> </ul>
<b>Currencies</b>	1.32 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:

	<ul style="list-style-type: none"> <li>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</li> <li>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.</li> </ul>
<b>Joint Venture, Consortium or Association</b>	<p>1.33 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>1.34 After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>1.35 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one Bid.</p> <p>1.36 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>1.37 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <p>1.38 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials</p> <p>1.39 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<b>Only One Bid</b>	<p>1.40 The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>1.41 Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> </ul>



	<ul style="list-style-type: none"> <li>c) they have the same legal representative for purposes of this ITB; or</li> <li>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;</li> <li>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.</li> </ul>
<b>Bid Validity Period</b>	<p>1.42 Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>1.43 During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<b>Extension of Bid Validity Period</b>	<p>1.44 In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing, and shall be considered integral to the Bid.</p> <p>1.45 If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.</p> <p>1.46 The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.</p>
<b>Clarification of Bid (from the Bidders)</b>	<p>1.47 Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>1.48 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>1.49 UNDP shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Bids, unless UNDP deems that such an extension is justified and necessary.</p>
<b>Amendment of Bids</b>	<p>1.50 At any time prior to the deadline of Bid submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>1.51 If the amendment is substantial, UNDP may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
<b>Alternative Bids</b>	<p>1.52 Unless otherwise specified in the BDS, alternative Bids shall not be considered. If submission of alternative Bid is allowed by BDS, a Bidder may submit an alternative Bid, but only if it also submits a Bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative Bid.</p> <p>1.53 If multiple/alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid"</p>

<b>Pre-Bid Conference</b>	<p>1.54 When appropriate, a pre-bid conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to ITB.</p>
<b>C. SUBMISSION AND OPENING OF BIDS</b>	
<b>Submission</b>	<p>1.55 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>1.56 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>1.57 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>
<b>Hard copy (manual) submission</b>	<p>1.58 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>
<b>Email and eTendering submissions</b>	<p>1.59 Electronic submission through email or eTendering, if allowed as specified in the BDS, shall be governed as follows:</p> <ol style="list-style-type: none"> <li>Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS;</li> <li>Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivered as per the instructions in BDS.</li> </ol> <p>1.60 Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link:  <a href="https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders">https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders</a></p>
<b>Deadline for Submission of Bids and Late Bids</b>	<p>1.61 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>

	1.62 UNDP shall not consider any Bid that is received after the deadline for the submission of Bids.
<b>Withdrawal, Substitution, and Modification of Bids</b>	<p>1.63 A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.</p> <p>1.64 Manual and Email submissions: A bidder may withdraw, substitute or modify its Bid by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>1.65 eTendering: A Bidder may withdraw, substitute or modify its Bid by Cancelling, Editing, and re-submitting the Bid directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Bid as needed. Detailed instructions on how to cancel or modify a Bid directly in the system are provided in the Bidder User Guide and Instructional videos.</p> <p>1.66 Bids requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened.</p>
<b>Bid Opening</b>	<p>1.67 UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members.</p> <p>1.68 The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.</p> <p>1.69 In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened.</p>
<b>D. EVALUATION OF BIDS</b>	
<b>Confidentiality</b>	<p>1.70 Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>1.71 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Bids or contract award decisions may, at UNDP's decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<b>Evaluation of Bids</b>	<p>1.72 UNDP will conduct the evaluation solely on the basis of the Bids received.</p> <p>1.73 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>

<b>Preliminary Examination</b>	1.74 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.
<b>Evaluation of Eligibility and Qualification</b>	<p>1.75 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>1.76 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> <li>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;</li> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>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;</li> <li>d) They are able to comply fully with the UNDP General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ul>
<b>Evaluation of Technical Bid and prices</b>	1.77 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.
<b>Due diligence</b>	<p>1.78 UNDP reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>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;</li> <li>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;</li> <li>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;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
<b>Clarification of Bids</b>	<p>1.79 To assist in the examination, evaluation and comparison of Bids, UNDP may, at its discretion, request any Bidder for a clarification of its Bid.</p> <p>1.80 UNDP's request for clarification and the response shall be in writing and no</p>

	<p>change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Bids, in accordance with the ITB.</p> <p>1.81 Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bids.</p>
<b>Responsiveness of Bid</b>	<p>1.82 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>1.83 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>
<b>Nonconformities, Repairable Errors and Omissions</b>	<p>1.84 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>1.85 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>1.86 For the bids that have passed the preliminary examination, UNDP shall check, and correct arithmetical errors as follows:</p> <p>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>1.87 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall be rejected.</p>
<b>E. AWARD OF CONTRACT</b>	
<b>Right to Accept, Reject, Any or All Bids</b>	<p>1.88 UNDP reserves the right to accept or reject any bid, to render any or all of the bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.</p>
<b>Award Criteria</b>	<p>1.89 Prior to expiration of the period of Bid validity, UNDP shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification and has offered the lowest price.</p>
<b>Debriefing</b>	<p>1.90 In the event that a Bidder is unsuccessful, the Bidder may request for a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future Bids for UNDP procurement opportunities. The content of other Bids and how they compare to the Bidder's submission shall not be discussed.</p>

<b>Right to Vary Requirements at the Time of Award</b>	1.91 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.
<b>Contract Signature</b>	1.92 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.
<b>Contract Type and General Terms and Conditions</b>	1.93 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>
<b>Performance Security</b>	1.94 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.
<b>Bank Guarantee for Advanced Payment</b>	1.95 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>
<b>Liquidated Damages</b>	1.96 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.
<b>Payment Provisions</b>	1.97 Payment will be made only upon UNDP's acceptance of the goods and/or services performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of goods and/or services issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of the contract.
<b>Vendor Protest</b>	1.98 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <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>
<b>Other Provisions</b>	<p>1.99 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>1.100 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>1.101 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 <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>

### SECTION 3. BID DATA SHEET

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Bid	English
2		Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	<p>Allowed for Each Complete Lot</p> <p>Bids can be submitted for all lots or one lot. The ITB contains 2 lots as follows:</p> <p><b>Lot 1</b> - Office Furniture <b>Lot 2</b> - School Furniture</p>
3	20	Alternative Bids	Shall not be considered
4	21	Pre-Bid conference	<p>Will be Conducted (Virtual Meeting) Time: 11:00 AM Date: July 01, 2021.</p> <p><b>Microsoft Teams Meeting</b> Join on your computer or mobile app <a href="#">Click here to Join the Meeting</a></p> <p>The UNDP focal point for the arrangement is: Sidahmed A. Sidahmed email address: <a href="mailto:sidahmed.sidahmed@undp.org">sidahmed.sidahmed@undp.org</a> and copy <a href="mailto:ei.cho.nyunt@undp.org">ei.cho.nyunt@undp.org</a> Tel: +249 187 123 106</p>
5	16	Bid Validity Period	90 days
6	13	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	<p>Will be imposed as follows:</p> <p>In award of PO/Contract, percentage of contract price per day of delay: 0.3%. Max. number of days of delay: 30 days after which UNDP may terminate the contract.</p>
9	40	Performance Security	Not Required
10	12	Currency of Bid	<p><input checked="" type="checkbox"/> Local Currency (SDG); or <input checked="" type="checkbox"/> United States Dollars (USD)</p> <p>Method for Currency Conversion: UN Operational Exchange Rate prevailing on closing date of submission of Bids.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>The contract will be signed in the currency selected by</li> </ul>



			<p>the bidder and does not carry any contract price variations due to currency devaluation. In case of selection of USD, Bank account in US\$ is to be provided.</p> <ul style="list-style-type: none"> <li>All USD and SDG payments should be done via bank transfer or depositing to Company bank account.</li> </ul> <p>Locally registered bidders in Sudan will receive their payment inside Sudan.</p>
11	31	Deadline for submitting requests for clarifications/ questions	7 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	<p>Focal Person in UNDP: Sidahmed A. Sidahmed  Address: UNDP Compound, House No. 7, Block No. 5  Gama'a Avenue, Khartoum  E-mail address: <a href="mailto:sidahmed.sidahmed@undp.org">sidahmed.sidahmed@undp.org</a> and copy <a href="mailto:ei.cho.nyunt@undp.org">ei.cho.nyunt@undp.org</a></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers</p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	Direct communication to prospective Proposers by Posting on the eTendering website <b>Event ID:</b> <a href="#">SDN10-0000009513</a>
14	23	Deadline for Submission	<p>As indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p> <p>In case of any discrepancies on deadlines indicated, the one in eTendering system prevails. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly to the system.</p> <p>Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your proposal at the last minute, UNDP may not be able to assist.</p>
14	22	Allowable Manner of Submitting Bids	<input checked="" type="checkbox"/> e-Tendering
15	22	Bid Submission Address	<p><a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a></p> <p><b>Event ID:</b> <a href="#">SDN10-0000009513</a></p>
16	22	Electronic submission (email or eTendering) 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> </ul> <p>Documents which are required in original (e.g. Bid Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission:  United Nations Development Programme (UNDP)  House No. 7, Block No. 5, Gama'a Avenue, Khartoum, Sudan</p>



17	25	Date, time, and venue for the opening of bid	Bidders will receive an automatic notification once their Bids are opened.
18	27, 36	Evaluation Method for the Award of Contract	For each Lot, the three (3) Lowest priced technically responsive, eligible, and qualified bid will be selected.
19		Expected date for commencement of Contract	<i>October 3, 2021</i>
20		Maximum expected duration of contract	The initial LTA will be issued for one year and with the option for renewal up to a maximum period of two years depending on supplier's satisfactory performance and UNDP's requirement at the discretion of UNDP.
21	35	UNDP will award the contract to:	<p>One or more Bidders (termed Multiple vendors LTA), depending on the following factors for each lot: Award would be made to a maximum of the top three "lowest evaluated priced, technically responsive" bidders: In Multiple vendors LTAs, for each LTA, the Call-off order will be based on secondary competition.</p> <ul style="list-style-type: none"> <li>• Request will be sent to the LTA holders with the requirements;</li> <li>• The LTA holders may quote the LTA or lower unit prices;</li> <li>• Award will be made to the LTA holder offering the lowest total evaluated price for the entire requirements including the freight and insurance etc. (if so included).</li> <li>• In case of urgent requirement, lead time may be an important criterion in award in addition to price;</li> <li>• For urgent low quantity orders, the bidders ranked in order of pricing may be approached directly.</li> </ul>
22	39	Type of Contract	<p>Long Terms Agreement (Multiple LTA configuration) and Contract for services/Purchase Order Call-off as required for each secondary bidding</p> <p><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></p>
23	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Contracts</p> <p><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></p>
24		Other Information Related to the ITB	LTA will be owned by UNDP Sudan Country Office, whilst being used for providing services to other UN Agencies as well.

## SECTION 4. EVALUATION CRITERIA

### Preliminary Examination Criteria

Bids will be examined to determine whether they are complete and submitted in accordance with ITB requirements as per below criteria on a Yes/No basis. Any omission of below required documents and signatures will result in rejection of the bid at preliminary examination stage.

- Appropriate signatures
- Power of Attorney
- Minimum Bid documents provided
- Bid Validity (90 days)

### Minimum Eligibility and Qualification Criteria

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

If the Bid is submitted as a Joint Venture/Consortium/Association, all Parties cumulatively should meet requirement).

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY :</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Bid Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with ITB clause 4.	Form A: Bid Submission Form
<b>Bankruptcy</b>	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Bid Submission Form
<b>Certificates and Licenses</b>	<ul style="list-style-type: none"> <li>▪ Certificate of Registration of the business;</li> <li>▪ Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer</li> <li>▪ Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country</li> <li>▪ Patent Registration Certificates if any of technologies submitted in the Bid is patented by the Bidder</li> <li>▪ Export/Import Licenses, if applicable</li> <li>▪ Permission to operate / or have a local representative in the country for international companies</li> </ul>	Form B: Bidder Information Form
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form

<sup>1</sup> Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but




<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
<b>Previous Experience</b>	Minimum 3 years of relevant experience in the field of supply, installation and delivery of Office and School Furniture.	Form D: Qualification Form
	Minimum 2 contracts of similar value, nature and complexity implemented over the last 3years (Contract(s) with UN is desirable). <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Statement of Satisfactory Performance from the Top [two] Clients in terms of Contract Value for the last two years	Form D: Qualification Form
<b>Financial Standing</b>	Minimum average annual turnover <sup>2</sup> of <b>USD 40,000</b> for <b>Lot 1</b> and <b>USD 20,000</b> for <b>Lot 2</b> or equivalent in SDG for the last 3 years. (Values in SDGs will be converted to USD using the official UN exchange rate for each year) <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i> <b>Note:</b> If a bidder wishes to qualify for more than one lot, it has to meet the aggregate requirements for annual turnover.	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
<b>Liquidity</b>	Current Ratio must be 1 or above (taken from current assets and current liability) The bidder who has financial problem should be excluded.	Form D: Qualification Form
<b>Technical Evaluation</b>	The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in the bid document.	Form E: Technical Bid Form
<b>Financial Evaluation</b>	Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F. Price comparison shall be based on the landed price, including installation. Secondary bidding will be conducted to include the cost of transportation, insurance and load and off load of goods, etc. Comparison with budget/internal estimates.	Form F: Price Schedule Form





fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.





<sup>2</sup> Minimum annual turnover should be based on industry standards but modified to reflect market context (e.g. for construction works, it is around 2-3 times the expected value of works contracts).

### Use of UNDP LTAs





1. The LTA(s) shall not guarantee an estimate volume of sales on the part of UNDP and is to be understood as a non-exclusive agreement
2. UNDP will not be responsible for any expense in the eventual case of not doing a purchase within the framework of the LTA(s) established.
3. The Services or Goods purchases shall be done by means of agreement(s) issued by UNDP, in accordance with the Terms and Conditions of the LTA(s) established;
4. The Vendor shall neither seek nor accept instructions from any entity other than UNDP (or entities authorized by UNDP to give instructions to the Vendor) in connection with the provision of the Goods or Services or development and delivery of the Deliverables;
5. The Vendor will not, without the prior written consent of UNDP, assign, transfer, sub-contract, pledge or make other disposition of the Contract, or of any part of the Contract, or of any of the Vendor's rights or obligations under the Contract;
6. The Vendor will not advertise or otherwise make public for purposes of commercial advantage or goodwill that it has a contractual relationship with UNDP or the United Nations; except as regards references to the name of UNDP for the purposes of annual reports or communication between the Parties and between the Vendor and its Personnel and sub-contractors;
7. The Vendor shall not, in any manner whatsoever use the name, emblem or official seal of UNDP or the United Nations, or any abbreviation of the name of the United Nations, in connection with its business or otherwise without the prior written permission of UNDP;
8. The Vendor acknowledges and agrees that, in the interests of transparency and efficiency among organizations of the United Nations system, UNDP may make available a copy of this LTA-S to such organizations. In case UNDP opts to share the LTA, the following shall apply:
  - The prices of the products/goods/services in the price list shall be exclusive to UNDP. In the event of any advantageous technical changes and/or downward pricing of goods, the new prices will be negotiable and shall be reflected on the updated price list;
  - The Vendor shall inform UNDP of any agency, fund or programme intent to use UNDP LTA, providing estimated volume and recurrence of item(s) it intends to use;
  - Upon review of the additional requirements, UNDP will determine if the Vendor's capacity\* can fulfill the additional requirements without affecting UNDP's requirements and Purchase Orders;
  - Any Purchase Order of other Agencies Funds or Programmes shall only be placed through UNDP in line with applicable Programme and Operations Policies and Procedures provisions.

Item #	Description / Specifications of Goods or equivalent	Photo
1	<p><b>Product Name:</b> High Back Armchair or Equal</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>Swivel / Tilt synchronized mechanism and pneumatic height adjustment.</li> <li>Five-star polished metal base with twin wheel casters (for use in ceramic and parquet)</li> <li>Seat and back upholstered with molded foam and covered with strengthen/ special fabric</li> <li>Injection molded plastic arms with upholstered pads.</li> </ul> <p><b>Dimensions (mm):</b> H1130 X D660 X W620</p> <p><b>Color:</b> TBD</p>	
2	<p><b>Product Name:</b> Office Visitor Chair (M3 Fabric or Equal)</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>the raise of the back rest shall be 400 mm the frame for the chair is to be fabricated from circular pipes 20mm Diameter of no less than 0.8 mm thickness</li> <li>The seat of the chair is covered with sphinx 50 mm thick and the back rest with 20 mm thick sphinx covered with good quality cloth.</li> <li>The chair is painted anti-scratch and thermal electrostatic painting to the color required.</li> </ul> <p><b>Dimensions (mm):</b></p> <ul style="list-style-type: none"> <li>Option 2.1: (with arms) H420 X D400 X W370</li> <li>Option 2.2: (without arms) H420 X D400 X W370</li> </ul> <p><b>Color:</b> TBD</p>	
3	<p><b>Product Name:</b> Office Steel Cupboard or Equal</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>The cupboard is fabricated from 0.5 mm thick steel sheet prepared with good quality lock, and glass OR CLEAR FIBER for door leaves.</li> <li>The cupboard is to have 4 shelves and two leaves doors. The cupboard is painted with anti-scratch and thermal electrostatic painting to the color required</li> </ul> <p><b>Dimensions (mm):</b> H1740 X D400 X W900</p>	

Item #	Description / Specifications of Goods or equivalent	Photo
	<b>Color:</b> TBD	
4	<p><b>Product Name: Computer Table or Equal</b></p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>o Desk for two computers (students)</li> <li>o The frame is fabricated from good quality box pipes properly painted with anti-rust and final oil painting. The deck is to be from good quality timber or plywood painted with anti-scratch paint.</li> </ul> <p><b>Dimensions (mm):</b> H760 X D600 X W 1400</p> <p><b>Color:</b> TBD</p>	
5	<p><b>Product Name: Library Reading Tables or Equal</b></p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>o Library Furniture Metal Reading Table with MDF Top Board.</li> <li>o The frame is fabricated from good quality circular pipes properly painted with anti-rust and final oil painting.</li> <li>o The deck is to be from good quality timber or plywood painted with anti-scratch paint.</li> </ul> <p><b>Dimensions (mm):</b></p> <ul style="list-style-type: none"> <li>o Option 5.1: H750 X L2000 XW1000</li> <li>o Option 5.2: H725 X L1400 X W400</li> </ul> <p><b>Color:</b> TBD</p>	
6	<p><b>Product Name: Wood or Fabric Blinds for Windows or Equal</b></p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>o (5.1 cm) slats crafted of the finest North American hardwood</li> <li>o Cord tilt left or right, cord lift left or right</li> <li>o Heavy duty steel head rail</li> <li>o Rectangular bottom rail. Standard route holes' Minimum depth required for inside mount: 3/4" (1.9 cm)</li> <li>o Price inclusive of installation and support materials.</li> </ul> <p><b>Dimensions (mm) :</b> Option 6.1: H2000 X W1750 Option 6.2: H4000 X W1200</p> <p><b>Color:</b> TBD</p>	
7	<p><b>Product Name: Metal Frame Waiting Link Chairs or Equal</b></p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>o Stainless Steel Mesh Chair,</li> <li>o Seating Capacity: 3 Persons</li> <li>o With one fixed arm on each side</li> </ul> <p><b>Dimensions (mm):</b> H770 X D680 X W1750</p> <p><b>Color:</b> TBD</p>	



Item #	Description / Specifications of Goods or equivalent	Photo
8	<p><b>Product Name: Office Desk METAL or equal</b></p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>○ The frame of the desk is to be fabricated. From heavy steal steel box pipes.</li> <li>○ The deck of the desk shall be painted with antirust and final painting.</li> <li>○ The deck of the desk shall be of good quality timber or good quality plywood of no less than 3cm depth and painted with anti-scratch paints.</li> <li>○ The desk shall have 6 drawers with locks of good quality.</li> </ul> <p><b>Dimensions (mm):</b> H750 X D800 X W1400</p> <p><b>Color:</b> TBD</p>	
9	<p><b>Product Name: Furniture for Manager Office or Equal</b></p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>○ Senior Officer Desk: (L-Shape) Wooden type:</li> <li>○ Side extension panel 30mm thick, 1 desk height pedestal on side desk with stylish - Laminated cover</li> <li>○ -3 drawer has 1 x deep filing drawer and 2x shallow drawers</li> <li>○ -Pedestal has metal drawer runners and metal drawer wraps with 3mm MDF base-wipe clean desktops with 3mm edging -One 3x shallow shelf mobile drawer</li> </ul> <p><b>Dimensions (mm):</b> H750 X L1800 X W730</p> <p><b>Color:</b> TBD</p>	
10	<p><b>Product Name: Manager Office Sofa SET or Equal</b></p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>○ Provision of a set of good quality sofas of:</li> <li>○ 4 pieces, each set shall be composed of one 3 person's sofa, one 2 person's sofa and 2 single person sofas.</li> </ul> <p><b>Dimensions (mm):</b> Open size.</p> <p><b>Color:</b> TBD</p>	
11	<p><b>Product Name: Office Coffee Table SET or Equal</b></p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>○ The set shall be composed of 3pieces Good quality timber.</li> <li>○ 2 tables of dimensions not less than (mm)400X400X400.</li> <li>○ 1 table of with dimension of not less than (mm) 1000X400X400.</li> <li>○ The tables shall be painted with anti-scratch paints.</li> </ul> <p><b>Dimensions (mm):</b> As mentioned above.</p> <p><b>Color:</b> TBD</p>	








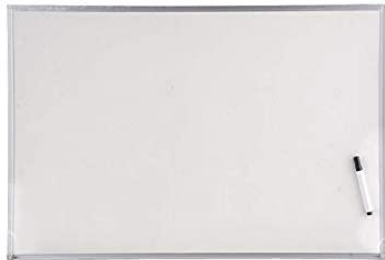
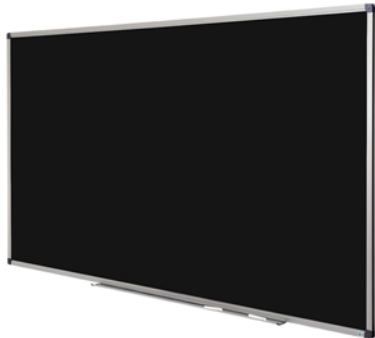
Item #	Description / Specifications of Goods or equivalent	Photo
12	<p><b>Product Name:</b> Conference Table or Equal</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>○ The table shall be fabricated from good quality timber and properly painted with anti-scratch paint.</li> <li>○ Table capacity for 10 seats (chairs)</li> <li>○ Boat or oval shape</li> </ul> <p><b>Dimensions (mm):</b> H750 X L3000 X W1100</p> <p><b>Color:</b> TBD</p>	
13	<p><b>Product Name:</b> Metal Cupboard with 2 Drawers or Equal</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>○ The cupboard is fabricated from 0.5 mm thick steel sheet prepared with good quality lock.</li> <li>○ The cupboard is to have two shelves and two leaves doors. The cupboard is painted with anti-scratch and thermal electrostatic painting.</li> </ul> <p><b>Dimensions (mm):</b> H820 X D400 X W900</p> <p><b>Color:</b> TBD</p>	
14	<p><b>Product Name:</b> Movable Wooden Pedestal Drawers or Equal</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>○ Mobile Pedestal with 3 Drawers including 1 Central Lock, 1 Pen Tray, 1 File Divider and 4 Castors</li> <li>○ Material: good quality timber or plywood painted with anti-scratch paint.</li> </ul> <p><b>Dimensions (mm):</b> H655 X D565 X W400</p> <p><b>Color:</b> TBD</p>	
15	<p><b>Product Name:</b> Vertical File Cabinet with 3 Drawers or Equal</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>○ Material: reinforced metal construction</li> <li>○ Accommodates Legal-size filing.</li> <li>○ Three drawers' side-mounted roll-out tray glides</li> <li>○ Mechanical interlock system prevents tipping by allowing only one drawer to be open at a time</li> </ul> <p><b>Dimensions (mm):</b> H1040 X D720 X W460</p> <p><b>Color:</b> TBD</p>	







Item #	Description / Specifications of Goods or equivalent	Photo
16	<p><b>Product Name: Side-Board Short Cupboard or Equal</b></p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>○ Solid wood + manufactured wood</li> <li>○ Wood Scoring &amp; Rub Through</li> <li>○ Number of Door: 4 doors</li> <li>○ Number of shelves: 2 shelves, adjustable</li> </ul> <p><b>Dimensions (mm):</b> H910 X D480 X W1830</p> <p><b>Color:</b> TBD</p>	
17	<p><b>Product Name: Ergonomic Chair or Equal</b></p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>○ High-back swivel office chair</li> <li>○ Large mesh breathable back to support entire back</li> <li>○ The chair should be tiltable forward or backward as required.</li> <li>○ Adjustable headrest</li> <li>○ Adjustable lumbar support</li> <li>○ Adjustable, comfortable armrest</li> <li>○ Lever to adjust seat height</li> <li>○ Base with 5 pedestals (freely moving casters) for stability</li> </ul> <p><b>Dimensions (mm):</b> H690 X L1265 X W693</p> <p><b>Color:</b> TBD</p>	
18	<p><b>Product Name: Office Table with Wing or Equal</b></p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>○ The offices furniture shall be composed of the following items:</li> <li>○ Table dimensions (H750 X L1800 X W800) fabricated of steel frame and the deck and sided from good quality timber.</li> <li>○ The table shall have with wing table with dimension of (H700 X L1200 X W 450) and shall be fabricated from same material of the table.</li> <li>○ The table shall have three drawers at least.</li> <li>○ The table shall have steel frame</li> <li>○ The table shall have timber or plywood deck protected with inti-scratch materials.</li> </ul> <p><b>Dimensions (mm):</b> As indicated above</p> <p><b>Color:</b> TBD</p>	
19	<p><b>Product Name: Meeting Table or Equal</b></p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>○ The table shall be fabricated from good quality timber.</li> <li>○ The frame of the table shall be of good quality steel painted with good color.</li> <li>○ The desk shall be fabricated from good quality timber properly painted with anti-scratch paint.</li> <li>○ The legs of the tables shall have rubber shoes properly attached.</li> </ul>	

Item #	Description / Specifications of Goods or equivalent	Photo
	<ul style="list-style-type: none"> <li>○ The total length of the conference table shall be around 320cm, the width 110cm and the height 75cm.</li> <li>○ Alternatively, two tables of 1.6 meter each could be accepted instead of one table.</li> </ul> <p><b>Dimensions (mm):</b> H750 X L3200 X W1100  <b>Color:</b> TBD</p>	
20	<p><b>Product Name:</b> Office Coffee table</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>○ The table frame and the deck shall be fabricated from good quality timber.</li> <li>○ The table shall be painted with anti-scratch paints.</li> </ul> <p><b>Dimensions (mm):</b> H400 X D400 X W600  <b>Color:</b> TBD</p>	
21	<p><b>Product Name:</b> Door Entry Mats</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>○ Provision of good quality entry mats for the entrance of the building and the toilet.</li> <li>○ The mat shall be of good quality material.</li> </ul> <p><b>Dimensions (mm):</b> Option 1: One piece L800 X W600  Option 2: Set of three pieces  <b>Color:</b> TBD</p>	

Item #	Description / Specifications of Goods or equivalent	Photo
1	<p><b>Product Name: Office Desk METAL or equal</b></p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>○ The frame of the desk is to be fabricated. From heavy steal steel box pipes.</li> <li>○ The deck of the desk shall be painted with antirust and final painting.</li> <li>○ The deck of the desk shall be of good quality timber or good quality plywood of no less than 3cm depth and painted with anti-scratch paints.</li> <li>○ The desk shall have 6 drawers with locks of good quality.</li> </ul> <p><b>Dimensions (mm):</b> H750 X D800 X W1400  <b>Color:</b> TBD</p>	
2	<p><b>Product Name: Vertical File Cabinet with 4 Drawers or Equal</b></p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>○ Material: reinforced metal construction of 0.8 mm thick steel sheet.</li> <li>○ Accommodates Legal-size filing.</li> <li>○ Three drawers' side-mounted roll-out tray glides</li> <li>○ Mechanical interlock system prevents tipping by allowing only one drawer to be open at a time</li> <li>○ The cabinet shall be painted with inti-scratch and thermal electrostatic painting</li> </ul> <p><b>Dimensions (mm):</b> H1350 X D650 X W460  <b>Color:</b> TBD</p>	
3	<p><b>Product Name: Teacher Class Table or Equal</b></p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>○ The frame of the desk is to be fabricated from heavy steal box or circular pipes.</li> <li>○ The desk shall be painted with antirust and final painting.</li> <li>○ The deck of the desk shall be of good quality timber or good quality plies wood of no less than 3cm depth and painted with anti-scratch paints.</li> </ul> <p><b>Dimensions (mm):</b> H800 X L1200 X W700  <b>Color:</b> TBD</p>	

Item #	Description / Specifications of Goods or equivalent	Photo
4	<p><b>Product Name:</b> Pupil Desk and Bench or Equal</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>○ The frame for the table and seat is to be Fabricated from box pipes 30mm*30mm*1.5mm).</li> <li>○ The deck of the table and the seat are covered with plywood (Aplakach) of dimension 1400mm*400mm*20mm protected from scratch and thermal effect with melamine electrostatic painting</li> </ul> <p><b>Dimensions (mm) :</b>     Table: H700 X L1400 X W400       Seat: H400 X L1400 X W230</p> <p><b>Color:</b> TBD</p>	
5	<p><b>Product Name:</b> Student Table and Chair or Equal</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>○ Steel Tube with Import Powder Coated for the frame</li> <li>○ Tube: D25mm, thickness 0.9mm</li> <li>○ The deck of the table and the chair covered with plywood and protected from scratch and thermal effect with melamine electrostatic painting.</li> </ul> <p><b>Dimensions (mm):</b>     Desk : H740 X L600 X W400       Chair: H740 X D350 X W350       Drawer: H150 X L480 X W300</p> <p><b>Color:</b> TBD</p>	
6	<p><b>Product Name:</b> White Boards or Equal</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>○ Panel gauge 9.0mm +/- 0.5 mm</li> <li>○ Surface Melamine Faced Chipboard (MFC); double sided as standard</li> <li>○ Aluminum frame PVC clip on rounded corner pieces.</li> </ul> <p><b>Dimensions (mm):</b> L2400 X W1200</p> <p><b>Color:</b> White</p>	
7	<p><b>Product Name:</b> Chalk Boards or Equal</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>○ Practical black chalkboard surface</li> <li>○ Offers best performance in light to moderate use classroom environments</li> <li>○ Features satin-finish aluminum frame and full-length chalk rail</li> <li>○ Hanging system for easy wall mounting</li> </ul> <p><b>Dimensions (mm):</b> L3000 X W1200</p> <p><b>Color:</b> Black</p>	

Item #	Description / Specifications of Goods or equivalent	Photo
8	<p><b>Product Name:</b> Single Cubicle Desk or Equal</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>Material: Fabric, solid wood, or plywood</li> <li>The frame and the deck of the table made from solid or plywood</li> <li>3 wooden pedestal drawers</li> <li>Have the flexibility to be connected side by side or back to back or both (depending on the number of cubicles to be connected to each other)</li> </ul> <p><b>Dimensions (mm):</b> H1350 X L1550 X W1550</p> <p><b>Color:</b> TBD</p>	
9	<p><b>Product Name:</b> Teacher Chairs or Equal</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>Swivel / Tilt synchronized mechanism and pneumatic height adjustment.</li> <li>Five prong made of black color reinforced PU plastic with Nylon wheels and pneumatic up &amp; down with one point locking mechanism. (for use in ceramic)</li> <li>Seat and back upholstered with molded foam and covered with strengthen fabric</li> <li>Injection molded plastic arms with upholstered pads. Adjustable armrest and height.</li> </ul> <p><b>Dimensions (mm):</b> H1300 X D550 X W480</p> <p><b>Color:</b> TBD</p>	
10	<p><b>Product Name:</b> School Tables or Equal</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>The frame of the desk is to be fabricated from heavy steal box or circular pipes.</li> <li>The desk shall be painted with antirust and final painting.</li> <li>The deck of the desk shall be of good quality timber or good quality plies wood of no less than 3cm depth and painted with anti-scratch paints.</li> </ul> <p><b>Dimensions (mm):</b> H1100 X D550 X W460</p> <p><b>Color:</b> TBD</p>	
11	<p><b>Product Name:</b> School Chair or Equal</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>Tube:D25mm,thinckness 0.9mm</li> <li>The deck and back of the chair covered with plywood / good timber and protected from scratch and thermal effect with melamine electrostatic painting.</li> </ul> <p><b>Dimensions (mm):</b> H740 X D350 X W350</p> <p><b>Color:</b> TBD</p>	

## SECTION 5B: OTHER RELATED REQUIREMENTS

Further to the Schedule of Requirements in the preceding Table, Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfillment of the requirements: *[check the condition that applies to this ITB, delete the entire row if condition is not applicable to the goods being procured]*

Delivery Term <a href="#">[INCOTERMS 2020]</a>	DAP Khartoum, however the bidder has to be able to deliver and install the goods anywhere in Sudan if required.
Exact Address of Delivery/Installation Location	<p>DAP (designated Location)</p> <p><b>The price quoted by the bidder is DAP Khartoum. However, the Call-off order will be based on secondary competition. Upon request of UNDP, bidder is able to deliver and install the goods anywhere in Sudan, and the delivery cost from Khartoum to the requested destination will be considered in secondary competition.</b></p> <ul style="list-style-type: none"> <li>Request will be sent to the LTA holders with the requirements;</li> <li>The LTA holders may quote the LTA or lower unit prices;</li> <li>Award will be made to the LTA holder offering the lowest total evaluated price for the entire requirements including the freight and insurance etc. (if so included).</li> <li>Items that are not in the list (Lot 1 or Lot 2) will be also subject to secondary bidding and quotes will be sought from LTA holders.</li> </ul>
Mode of Transport Preferred	Up to supplier to decide the mode of transport as far as delivery deadlines were met.
UNDP Preferred Freight Forwarder if any <sup>3</sup>	N/A
Distribution of shipping documents <i>(if using freight forwarder)</i>	N/A
Customs, if required, clearing shall be done by:	N/A
Ex-factory / Pre-shipment inspection	Samples will be checked prior to order
Inspection upon delivery	Yes, as per order specifications
Installation Requirements	Required International bidders must have local representative to handle the installation.
Testing Requirements	As per order specifications
Scope of Training on Operation and Maintenance	N/A
Commissioning	N/A
Warranty Period	One Year against manufacturing defects
Local Service Support	Required for the replacement of defective items

<sup>3</sup>A factor of the [Incoterms](#) stipulated in the ITB. The use of a UNDP preferred freight forwarder may be considered for purposes of ensuring forwarder's familiarity with procedures and processing of documentary requirements applicable to UNDP when clearing with customs authority of the country of destination.

Technical Support Requirements	Required
After-sale services Requirements	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of 12 months <input checked="" type="checkbox"/> Local Technical Support for international bidders
Payment Terms <i>(max. advanced payment is 20% as per UNDP policy)</i>	Payment will be processed after receiving the items and invoice. The payment of 100% will be processed within 30 days upon UNDP's acceptance of the items/services rendered as specified and receipt of invoice
Conditions for Release of Payment	Written Acceptance of Goods based on full compliance with ITB requirements
All documentations, including catalogues, instructions and operating manuals, shall be in this language	English and/or Arabic

## SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

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

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

### Technical Bid:

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ Form A: Bid Submission Form <b>(Mandatory)</b>	<input type="checkbox"/>
▪ Form B: Bidder Information Form <b>(Mandatory)</b>	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form <b>(Mandatory)</b> if applicable	<input type="checkbox"/>
▪ Form D: Qualification Form <b>(Mandatory)</b>	<input type="checkbox"/>
▪ Form E: Format of Technical Bid/Bill of Quantities <b>(Mandatory)</b>	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

### Price Schedule:

▪ Form F: Price Schedule Form <b>(Mandatory)</b>	<input type="checkbox"/>
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## Form A: Bid Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB/21/032 – Supply, Installation and Delivery of Furniture on Long-Term Agreement Basis		

We, the undersigned, offer to supply the goods and related services required for **Supply, Delivery, and Installation of Furniture on Long-Term Agreement Basis** in accordance with your Invitation to Bid No. **ITB/21/032** 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

- |   |  |                  |
|---|--|------------------|
| 1 | [Insert amount in words and figures and indicate currency] | for Lot number 1 |
| 2 | [Insert amount in words and figures and indicate currency] | for Lot number 2 |

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) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues</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]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>Company Profile, including printed brochures on services being provided;</li> </ul>

- Certificate of Incorporation/ Business Registration;
- Document establishing and evidencing three (3) years' working experience in the field of Furniture relevant to this ITB in terms of value and nature.
- Availability of local agent for warranty and after sale services;
- Manufacturer authorization letter (if applicable);
- Latest Audited Financial Statement (Income statement and Balance Sheet) including Auditor's report for the last three years;
- List of previous similar services **(Top Two Clients)** completed during the last three years only;
- Statement of Satisfactory Performance from two (2) Clients;
- List of ongoing contracts with completion ratio;
- Delivery/production lead-time and Schedule;
- Form A: Bid Submission Form **(Mandatory)**
- Form B: Bidder Information Form **(Mandatory)**
- Form C: Joint Venture/Consortium/ Association Information Form **(Mandatory)** if JV;
- Form D: Qualification Form **(Mandatory)**
- Form E: Format of Technical Bid (including Implementation plan and Technical compliance sheet). **(Mandatory)**
- Form F: Price Schedule Form **(Mandatory)**
- Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney if applicable.

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

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB/21/032 – Supply, Installation and Delivery of Furniture on Long-Term Agreement Basis		

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 (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

<b>Name of leading partner</b> (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: \_\_\_\_\_

## Form D: Eligibility and Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB/21/032 – Supply, Installation and Delivery of Furniture on Long-Term Agreement Basis		

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

### History of Non- Performing Contracts

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

### Litigation History (including pending litigation)

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

### Previous Relevant Experience

Please list only previous similar assignments (**Top Two Clients**) 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	Client & Reference Contact Details	Contract Value	Period of activity and	Types of activities undertaken
---------------------------	------------------------------------	----------------	------------------------	--------------------------------

Assignment			status	

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

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

## Financial Standing

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

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

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

- 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.

## Form E: Format of Technical Bid

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB/21/032 – Supply, Installation and Delivery of Furniture on Long-Term Agreement Basis		

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 Top (Two) Projects implemented during the last 3 years:

Project Description	Client	Amount	Year of Completion

#### 1.2 List of on-going Contracts

Project Description	Client Name	Amount	Completion Ratio

### 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.

### SECTION 3: Technical Compliance Sheet (for Lot 1)

No.	Goods to be Supplied and Technical Specifications	Your response				
		Compliance with technical specifications		Country of Origin	Quality Certificate/ Export Licenses, etc. (indicate all that apply and attach)	Comments
		Yes, we comply	No, we cannot comply (indicate discrepancies)			
1	<b>Product Name:</b> High Back Armchair or Equal <b>Description:</b> <ul style="list-style-type: none"> <li>Swivel / Tilt synchronized mechanism and pneumatic height adjustment.</li> <li>Five-star polished metal base with twin wheel casters (for use in ceramic and parquet)</li> <li>Seat and back upholstered with molded foam and covered with strengthen/ special fabric</li> <li>Injection molded plastic arms with upholstered pads.</li> </ul> <b>Dimensions (mm):</b> H1130 X D660 X W620 <b>Color:</b> TBD					
2	<b>Product Name:</b> Office Visitor Chair (M3 Fabric) or Equal <b>Description:</b> <ul style="list-style-type: none"> <li>the raise of the back rest shall be 400 mm the frame for the chair is to be fabricated from circular pipes 20mm Diameter of no less than 0.8 mm thickness</li> <li>The seat of the chair is covered with sphinx 50 mm thick and the back rest with 20 mm thick sphinx covered with good quality cloth.</li> <li>The chair is painted anti-scratch and thermal electrostatic painting to the color required.</li> </ul> <b>Dimensions (mm):</b> Option 2.1: (with arms) H420 X D400 X W370 Option 2.2: (without arms) H420 X D400 X W370 <b>Color:</b> TBD					
3	<b>Product Name:</b> Office Steel Cupboard or Equal <b>Description:</b> <ul style="list-style-type: none"> <li>The cupboard is fabricated from 0.5 mm thick steel sheet prepared with good quality lock, and glass OR CLEAR FIBER for door leaves.</li> <li>The cupboard is to have 4 shelves and two leaves doors. The cupboard is painted with anti-scratch and thermal electrostatic painting to the color required</li> </ul> <b>Dimensions (mm):</b> H1740 X D400 X W900 <b>Color:</b> TBD					
4	<b>Product Name:</b> Computer Table or Equal <b>Description:</b> <ul style="list-style-type: none"> <li>Desk for two computers (students)</li> <li>The frame is fabricated from good quality box pipes properly painted with anti-rust and final oil painting. The deck is to be from good quality timber or plywood painted with anti-scratch paint.</li> </ul> <b>Dimensions (mm):</b> H760 X D600 X W 1400 <b>Color:</b> TBD					



5	<p><b>Product Name:</b> Library Reading Tables or Equal</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>Library Furniture Metal Reading Table with MDF Top Board.</li> <li>The frame is fabricated from good quality circular pipes properly painted with anti-rust and final oil painting.</li> <li>The deck is to be from good quality timber or plywood painted with anti-scratch paint.</li> </ul> <p><b>Dimensions (mm):</b></p> <ul style="list-style-type: none"> <li>Option 5.1: H750 X L2000 XW1000</li> <li>Option 5.2: H725 X L1400 X W400</li> </ul> <p><b>Color:</b> TBD</p>					
6	<p><b>Product Name:</b> Wood or Fabric Blinds for Windows or Equal</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>(5.1 cm) slats crafted of the finest North American hardwood</li> <li>Cord tilt left or right, cord lift left or right</li> <li>Heavy duty steel head rail</li> <li>Rectangular bottom rail. Standard route holes' Minimum depth required for inside mount: 3/4" (1.9 cm)</li> <li>Price inclusive of installation and support materials.</li> </ul> <p><b>Dimensions (mm) :</b> Option 6.1: H2000 X W1750 Option 6.2: H4000 X W1200</p> <p><b>Color:</b> TBD</p>					
7	<p><b>Product Name:</b> Metal Frame Waiting Link Chairs or Equal</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>Stainless Steel Mesh Chair,</li> <li>Seating Capacity: 3 Persons</li> <li>With one fixed arm on each side</li> </ul> <p><b>Dimensions (mm):</b> H770 X D680 X W1750</p> <p><b>Color:</b> TBD</p>					
8	<p><b>Product Name:</b> Office Desk METAL or equal</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>The frame of the desk is to be fabricated. From heavy steal steel box pipes.</li> <li>The deck of the desk shall be painted with antirust and final painting.</li> <li>The deck of the desk shall be of good quality timber or good quality plywood of no less than 3cm depth and painted with anti-scratch paints.</li> <li>The desk shall have 6 drawers with locks of good quality.</li> </ul> <p><b>Dimensions (mm):</b> H750 X D800 X W1400</p> <p><b>Color:</b> TBD</p>					
9	<p><b>Product Name:</b> Furniture for Manager Office or Equal</p> <p><b>Description:</b></p> <ul style="list-style-type: none"> <li>Senior Officer Desk: (L-Shape) Wooden type:</li> <li>Side extension panel 30mm thick, 1 desk height pedestal on side desk</li> <li>-3 drawer has 1 x deep filing drawer and 2x shallow drawers</li> <li>Pedestal has metal drawer runners and metal drawer wraps with 3mm MDF base-wipe clean desktops with 3mm edging -One 3x shallow shelf mobile drawer</li> </ul> <p><b>Dimensions (mm):</b> H750 X L1800 X W730</p> <p><b>Color:</b> TBD</p>					

10	<b>Product Name:</b> Manager Office Sofa SET or Equal <b>Description:</b> <ul style="list-style-type: none"> <li>Provision of a set of good quality sofas of:</li> <li>4 pieces, each set shall be composed of one 3 person's sofa, one 2 person's sofa and 2 single person sofas.</li> </ul> <b>Dimensions (mm):</b> Open size. <b>Color:</b> TBD					
11	<b>Product Name:</b> Office Coffee Table SET or Equal <b>Description:</b> <ul style="list-style-type: none"> <li>The set shall be composed of 3pieces Good quality timber.</li> <li>2 tables of dimensions not less than (mm)400X400X400.</li> <li>1 table of with dimension of not less than (mm) 1000X400X400.</li> <li>The tables shall be painted with anti-scratch paints.</li> </ul> <b>Dimensions (mm):</b> As mentioned above. <b>Color:</b> TBD					
12	<b>Product Name:</b> Conference Table or Equal <b>Description:</b> <ul style="list-style-type: none"> <li>The table shall be fabricated from good quality timber and properly painted with anti-scratch paint.</li> <li>Table capacity for 10 seats (chairs)</li> <li>Boat or oval shape</li> </ul> <b>Dimensions (mm):</b> H750 X L3000 X W1100 <b>Color:</b> TBD					
13	<b>Product Name:</b> Metal Cupboard with 2 Drawers or Equal <b>Description:</b> <ul style="list-style-type: none"> <li>The cupboard is fabricated from 0.5 mm thick steel sheet prepared with good quality lock.</li> <li>The cupboard is to have two shelves and two leaves doors. The cupboard is painted with anti-scratch and thermal electrostatic painting.</li> </ul> <b>Dimensions (mm):</b> H820 X D400 X W900 <b>Color:</b> TBD					
14	<b>Product Name:</b> Movable Wooden Pedestal Drawers or Equal <b>Description:</b> <ul style="list-style-type: none"> <li>Mobile Pedestal with 3 Drawers including 1 Central Lock, 1 Pen Tray, 1 File Divider and 4 Castors</li> <li>Material: good quality timber or plywood painted with anti-scratch paint.</li> </ul> <b>Dimensions (mm):</b> H655 X D565 X W400 <b>Color:</b> TBD					
15	<b>Product Name:</b> Vertical File Cabinet with 3 Drawers or Equal <b>Description:</b> <ul style="list-style-type: none"> <li>Material: reinforced metal construction</li> <li>Accommodates Legal-size filing.</li> <li>Three drawers' side-mounted roll-out tray glides</li> <li>Mechanical interlock system prevents tipping by allowing only one drawer to be open at a time</li> </ul> <b>Dimensions (mm):</b> H1040 X D720 X W460 <b>Color:</b> TBD					

16	<b>Product Name:</b> Side-Board Short Cupboard or Equal <b>Description:</b> <ul style="list-style-type: none"> <li>o Solid wood + manufactured wood</li> <li>o Wood Scoring &amp; Rub Through</li> <li>o Number of Door: 4 doors</li> <li>o Number of shelves: 2 shelves, adjustable</li> </ul> <b>Dimensions (mm):</b> H910 X D480 X W1830 <b>Color:</b> TBD					
17	<b>Product Name:</b> Ergonomic Chair or Equal <b>Description:</b> <ul style="list-style-type: none"> <li>o High-back swivel office chair</li> <li>o Large mesh breathable back to support entire back</li> <li>o The chair should be tiltable forward or backward as required.</li> <li>o Adjustable headrest</li> <li>o Adjustable lumbar support</li> <li>o Adjustable, comfortable armrest</li> <li>o Lever to adjust seat height</li> <li>o Base with 5 pedestals (freely moving casters) for stability</li> </ul> <b>Dimensions (mm):</b> H690 X L1265 X W693 <b>Color:</b> TBD					
18	<b>Product Name:</b> Office Table with Wing or Equal <b>Description:</b> <ul style="list-style-type: none"> <li>o The offices furniture shall be composed of the following items:</li> <li>o Table dimensions (H750 X L1800 X W800) fabricated of steel frame and the deck and sided from good quality timber.</li> <li>o The table shall have with wing table with dimension of (H700 X L1200 X W 450) and shall be fabricated from same material of the table.</li> <li>o The table shall have three drawers at least.</li> <li>o The table shall have steel frame</li> <li>o The table shall have timber or plywood deck protected with inti-scratch materials.</li> </ul> <b>Dimensions (mm):</b> As indicated above <b>Color:</b> TBD					
19	<b>Product Name:</b> Meeting Table or Equal <b>Description:</b> <ul style="list-style-type: none"> <li>o The table shall be fabricated from good quality timber.</li> <li>o The frame of the table shall be of good quality steel painted with good color.</li> <li>o The desk shall be fabricated from good quality timber properly painted with anti-scratch paint.</li> <li>o The legs of the tables shall have rubber shoes properly attached.</li> <li>o The total length of the conference table shall be around 320cm, the width 110cm and the height 75cm.</li> <li>o Alternatively, two tables of 1.6 meter each could be accepted instead of one table.</li> </ul> <b>Dimensions (mm):</b> H750 X L3200 X W1100 <b>Color:</b> TBD					

20	<b>Product Name:</b> Office Coffee table or Equal <b>Description:</b> <ul style="list-style-type: none"> <li>o The table frame and the deck shall be fabricated from good quality timber.</li> <li>o The table shall be painted with anti-scratch paints.</li> </ul> <b>Dimensions (mm):</b> H400 X D400 X W600 <b>Color:</b> TBD					
21	<b>Product Name:</b> Door Entry Mats or Equal <b>Description:</b> <ul style="list-style-type: none"> <li>o Provision of good quality entry mats for the entrance of the building and the toilets.</li> <li>o The mat shall be of good quality material.</li> </ul> <b>Dimensions (mm):</b> Option 1: One piece L800 X W600 Option 2: Set of three pieces <b>Color:</b> TBD					

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)	
<b>Delivery Time</b>	Bidder shall deliver the goods and services when requested			
<b>Delivery Terms</b>	Bidder accepted to deliver the goods in accordance with INCOTERMS (2020) specified in Bid Data Sheet (BDS)			
	Bidder is able to deliver the goods anywhere in Sudan			
<b>Mode of Transport</b>	Up to supplier to decide the mode of transport as far as delivery deadlines were met.			
<b>Pre-Shipment Inspection</b>	Provided samples by the bidder will be checked prior to order at the discretion of UNDP			
<b>Inspection Upon Delivery</b>	Delivered goods will be inspected upon delivery to confirm to order specifications			
<b>Installation Requirements</b>	Bidder to provide installation services when and where required			
<b>Warranty Period</b>	One Year against manufacturing defects			
<b>Local Service Support</b>	Required for the replacement of defective items			
<b>After-Sale Services Requirements</b>	Warranty on Parts and Labor for minimum period of 12 months			
<b>Payment Terms</b>	Payment will be processed after receiving the items and invoice. The payment of 100% will be processed within 30 days upon UNDP's acceptance of the items/services rendered as specified and receipt of invoice			
<b>Permission to Operate in the Country</b>	Permission to operate / or have a local representative in the country for international bidders			

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

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

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

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

[Stamp with official stamp of the Bidder]

### SECTION 3: Technical Compliance Sheet (for Lot 2)

No.	Goods to be Supplied and Technical Specifications	Your response				
		Compliance with technical specifications		Country of Origin	Quality Certificate/ Export Licenses, etc. (indicate all that apply and attach)	Comments
		Yes, we comply	No, we cannot comply (indicate discrepancies)			
1	<b>Product Name:</b> Office Desk METAL or equal <b>Description:</b> <ul style="list-style-type: none"> <li>The frame of the desk is to be fabricated. From heavy steal steel box pipes.</li> <li>The deck of the desk shall be painted with antirust and final painting.</li> <li>The deck of the desk shall be of good quality timber or good quality plywood of no less than 3cm depth and painted with anti-scratch paints.</li> <li>The desk shall have 6 drawers with locks of good quality.</li> </ul> <b>Dimensions (mm):</b> H750 X D800 X W1400 <b>Color:</b> TBD					
2	<b>Product Name:</b> Vertical File Cabinet with 4 Drawers or Equal <b>Description:</b> <ul style="list-style-type: none"> <li>Material: reinforced metal construction of 0.8 mm thick steel sheet.</li> <li>Accommodates Legal-size filing.</li> <li>Three drawers' side-mounted roll-out tray glides</li> <li>Mechanical interlock system prevents tipping by allowing only one drawer to be open at a time</li> <li>The cabinet shall be painted with inti-scratch and thermal electrostatic painting</li> </ul> <b>Dimensions (mm):</b> H1350 X D650 X W460 <b>Color:</b> TBD					
3	<b>Product Name:</b> Teacher Class Table or Equal <b>Description:</b> <ul style="list-style-type: none"> <li>The frame of the desk is to be fabricated from heavy steal box or circular pipes.</li> <li>The desk shall be painted with antirust and final painting.</li> <li>The deck of the desk shall be of good quality timber or good quality plies wood of no less than 3cm depth and painted with anti-scratch paints.</li> </ul> <b>Dimensions (mm):</b> H800 X L1200 X W700 <b>Color:</b> TBD					
4	<b>Product Name:</b> Pupil Desk and Bench or Equal <b>Description:</b> <ul style="list-style-type: none"> <li>The frame for the table and seat is to be Fabricated from box pipes 30mm*30mm*1.5mm).</li> <li>The deck of the table and the seat are covered with plywood (Aplakach) of dimension1400mm*400mm*20mm protected from scratch and thermal effect with melamine electrostatic painting</li> </ul> <b>Dimensions (mm) :</b> Table : H700 X L1400 X W400 Seat: H400 X L1400 X W230 <b>Color:</b> TBD					

5	<b>Product Name:</b> Student Table and Chair or Equal <b>Description:</b> <ul style="list-style-type: none"> <li>Steel Tube with Import Powder Coated for the frame</li> <li>Tube:D25mm,thickness 0.9mm</li> <li>The deck of the table and the chair covered with plywood and protected from scratch and thermal effect with melamine electrostatic painting.</li> </ul> <b>Dimensions (mm):</b> Desk : H740 X L600 X W400 Chair: H740 X D350 X W350 Drawer: H150 X L480 X W300 <b>Color:</b> TBD					
6	<b>Product Name:</b> White Boards or Equal <b>Description:</b> <ul style="list-style-type: none"> <li>Panel gauge 9.0mm +/- 0.5 mm</li> <li>Surface Melamine Faced Chipboard (MFC); double sided as standard</li> <li>Aluminum frame PVC clip on rounded corner pieces.</li> </ul> <b>Dimensions (mm):</b> L2400 X W1200 <b>Color:</b> White					
7	<b>Product Name:</b> Chalk Boards or Equal <b>Description:</b> <ul style="list-style-type: none"> <li>Practical black chalkboard surface</li> <li>Offers best performance in light to moderate use classroom environments</li> <li>Features satin-finish aluminum frame and full-length chalk rail</li> <li>Hanging system for easy wall mounting</li> </ul> <b>Dimensions (mm):</b> L3000 X W1200 <b>Color:</b> Black					
8	<b>Product Name:</b> Single Cubicle Desk or Equal <b>Description:</b> <ul style="list-style-type: none"> <li>Material: Fabric, solid wood, or plywood</li> <li>The frame and the deck of the table made from solid or plywood</li> <li>3 wooden pedestal drawers</li> <li>Have the flexibility to be connected side by side or back to back or both (depending on the number of cubicles to be connected to each other)</li> </ul> <b>Dimensions (mm):</b> H1350 X L1550 X W1550 <b>Color:</b> TBD					
9	<b>Product Name:</b> Teacher Chairs or Equal <b>Description:</b> <ul style="list-style-type: none"> <li>Swivel / Tilt synchronized mechanism and pneumatic height adjustment.</li> <li>Five prong made of black color reinforced PU plastic with Nylon wheels and pneumatic up &amp; down with one point locking mechanism. (for use in ceramic)</li> <li>Seat and back upholstered with molded foam and covered with strengthen fabric</li> <li>Injection molded plastic arms with upholstered pads.</li> </ul> Adjustable armrest and height. <b>Dimensions (mm):</b> H1300 X D550 X W480 <b>Color:</b> TBD					
10	<b>Product Name:</b> School Tables or Equal <b>Description:</b> <ul style="list-style-type: none"> <li>The frame of the desk is to be fabricated from heavy steal box or circular pipes.</li> <li>The desk shall be painted with antirust and</li> </ul>					

	final painting. o The deck of the desk shall be of good quality timber or good quality plies wood of no less than 3cm depth and painted with anti-scratch paints. <b>Dimensions (mm):</b> H1100 X D550 X W460 <b>Color:</b> TBD					
11	<b>Product Name:</b> School Chair or Equal <b>Description:</b> o Tube:D25mm,thickness 0.9mm o The deck and back of the chair covered with plywood / good timber and protected from scratch and thermal effect with melamine electrostatic painting. <b>Dimensions (mm):</b> H740 X D350 X W350 <b>Color:</b> TBD					

Other Related Services and Requirements <i>(based on the information provided in Section 5b)</i>		Compliance with Requirements		Details or Comments on the Related Requirements
		Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>	
<b>Delivery Time</b>	Bidder shall deliver the goods and services when requested			
<b>Delivery Terms</b>	Bidder accepted to deliver the goods in accordance with INCOTERMS (2020) specified in Bid Data Sheet (BDS)			
	Bidder is able to deliver the goods anywhere in Sudan			
<b>Mode of Transport</b>	Up to supplier to decide the mode of transport as far as delivery deadlines were met.			
<b>Pre-Shipment Inspection</b>	Provided samples by the bidder will be checked prior to order at the discretion of UNDP			
<b>Inspection Upon Delivery</b>	Delivered goods will be inspected upon delivery to confirm to order specifications			
<b>Installation Requirements</b>	Bidder to provide installation services when and where required			
<b>Warranty Period</b>	One Year against manufacturing defects			
<b>Local Service Support</b>	Required for the replacement of defective items			
<b>After-Sale Services Requirements</b>	Warranty on Parts and Labor for minimum period of 12 months			
<b>Payment Terms</b>	Payment will be processed after receiving the items and invoice. The payment of 100% will be processed within 30 days upon UNDP's acceptance of the items/services rendered as specified and receipt of invoice			
<b>Permission to Operate in the Country</b>	Permission to operate / or have a local representative in the country for international bidders			

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

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

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

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

*[Stamp with official stamp of the Bidder]*

## FORM F: Price Schedule Form

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

The Bidder is required to prepare the Price Schedule following the below format. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any.

The price of the LTA is valid for one year from the date of signing of the LTA. In the event the LTA is extended beyond initial 1 year, the prices may be subject to revision and agreement by UNDP. The revision will have its basis from the prevailing market price analysis.

If prices are quoted in US Dollars, they must remain valid for at least 2 years, failing which the Financial Proposal renders invalid and it will not be considered and compared.

The templates consist of lot 1 and lot 2, please fill up carefully either Lot (1) or Lot (2) or both lots (if applicable)

Please indicate any complementary items and / or discounts offered by your hotel and under which conditions (if any).

**Currency of the Bid:** [Insert Currency]

### Price Schedule for Lot 1: Office Furniture

Item #	Description	UOM	Estimated Quantity	Unit Price	Total Price
1	High back armchair	Each	300		
2	Office visitor chair with arm(M3 fabric)	Each	500		
	Office visitor chair without arm(M3 fabric)	Each	500		
3	Office steel cupboard	Each	300		
4	Computer table	Each	200		
5	Library reading table Option 1: 750 X 2000 X 1000	Each	300		
	Library reading table Option 2: 725 X 1400 X 400	Each	400		
6	Wood or fabric blinds for windows Option 1: 2000 X 1750	Each	100		
	Wood or fabric blinds for windows Option 2: 4000 X 1200	Each	100		
7	Metal frame waiting link chairs	Each	500		
8	Office desk metal	Each	500		



9	Furniture for manager office	Each	300		
10	Manager office sofa set	Set	200		
11	Office coffee table set	Set	300		
12	Conference table	Each	300		
13	Metal cupboard with 2 drawers	Each	500		
14	Movable wooden pedestal drawers	Each	300		
15	Vertical Metal File Cabinet 3 drawers	Each	300		
16	Sideboard / short cupboard	Each	100		
17	Ergonomic chair	Each	200		
18	Office table with wing	Each	100		
19	Meeting table	Each	80		
20	Office coffee table	Each	100		
21	Door entry mats (One piece)	Each	200		
	Door entry mats (Set of 3 pieces)	Each	200		
Total inclusive cost - DAP Khartoum					

Name of Bidder: \_\_\_\_\_

Authorised signature: \_\_\_\_\_

Name of authorised signatory: \_\_\_\_\_

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

*[Stamp with official stamp of the Bidder]*

## Price Schedule for Lot 2: School Furniture

Item #	Description	UOM	Estimated Quantity	Unit Price	Total Price
1	Office desk metal	Each	150		
2	File cabinet	Each	200		
3	Teacher class table	Each	150		
4	Pupil desk with bench for primary school	Set	300		
5	School table and chair	Set	300		
6	White boards	Each	150		
7	Black boards	Each	150		
8	Cubicle desk	Each	200		
9	Teacher chairs	Each	150		
10	School tables	Each	200		
11	School chairs	Each	300		
Total Inclusive Cost DAP Khartoum					

Name of Bidder: \_\_\_\_\_

Authorised signature: \_\_\_\_\_

Name of authorised signatory: \_\_\_\_\_

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

*[Stamp with official stamp of the Bidder]*