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INVITATION TO BID

Starter packs for 487 vocational trainees in Kaduna, Osun and Ekiti to establish small businesses in 12 trade areas.

ITB No.: ITB/NGA/2021/069

Project: CONFLICT PREVENTION AND PEACE

Country: Nigeria

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Section 1. Letter of Invitation

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

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

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Schedule of Requirements 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

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

Please acknowledge receipt of this ITB by sending an email to procurement.ng@undp.org indicating whether you intend to submit a Bid or otherwise. You may also 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

Nonso Orefo

Name: Orefo Nonso

Title: Procurement Analyst

Date: July 12, 2021

Approved by:

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Name: Carine Yengayenge

Title: Deputy Resident Representative Operations

Date: July 12, 2021

Section 2. Instruction to Bidders

GENERAL PROVISIONS

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

	<p>these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the goods and/or services requested under this ITB; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their Bid their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this ITB; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the Bid or Bids affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this ITB, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
B. PREPARATION OF BIDS	
5. General Considerations	<p>5.1 In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify the UNDP accordingly.</p>

6. Cost of Preparation of Bid	6.1 The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	7.1 The Bid, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
8. Documents Comprising the Bid	8.1 The Bid shall comprise of the following documents and related forms which details are provided in the BDS: <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Bid; c) Price Schedule; d) Bid Security, if required by BDS; e) Any attachments and/or appendices to the Bid.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Bid Format and Content	<p>10.1 The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB.</p> <p>10.2 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by the Purchaser, at no expense to the UNDP. If not destroyed by testing, samples will be returned at Bidder's request and expense, unless otherwise specified.</p> <p>10.3 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall certify the availability of spare parts for a period of at least five (5) years from date of delivery, or as otherwise specified in this ITB.</p>
11. Price Schedule	<p>11.1 The Price Schedule shall be prepared using the Form provided in Section 6 of the ITB and taking into consideration the requirements in the ITB.</p> <p>11.2 Any requirement described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p>
12. Bid Security	<p>12.1 A Bid Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for a minimum of thirty (30) days after the final date of validity of the Bid.</p> <p>12.2 The Bid Security shall be included along with the Bid. If Bid Security is required</p>

	<p>by the ITB but is not found in the Bid, the offer shall be rejected.</p> <p>12.3 If the Bid Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Bid.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their bid and the original of the Bid Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Bid Security may be forfeited by UNDP, and the Bid rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or; b) In the event the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or ii. to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Bids are quoted in different currencies, for the purposes of comparison of all Bids:</p> <ul style="list-style-type: none"> a) UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bids; and b) In the event that UNDP selects a Bid for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one Bid.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by</p>

	<p>UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Bid	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>15.2 Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this ITB; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of another Bidder regarding this ITB process; e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
16. Bid Validity Period	<p>16.1 Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Bid Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing, and shall be considered integral to the Bid.</p> <p>17.2 If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.</p>

	17.3 The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.
18. Clarification of Bid (from the Bidders)	<p>18.1 Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Bids, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Bids	<p>19.1 At any time prior to the deadline of Bid submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
20. Alternative Bids	<p>20.1 Unless otherwise specified in the BDS, alternative Bids shall not be considered. If submission of alternative Bid is allowed by BDS, a Bidder may submit an alternative Bid, but only if it also submits a Bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative Bid.</p> <p>20.2 If multiple/alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid"</p>
21. Pre-Bid Conference	21.1 When appropriate, a pre-bid conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to ITB.

c. SUBMISSION AND OPENING OF BIDS

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

	submission of Bids.
24. Withdrawal, Substitution, and Modification of Bids	<p>24.1 A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Bid by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Bid by Cancelling, Editing, and re-submitting the Bid directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Bid as needed. Detailed instructions on how to cancel or modify a Bid directly in the system are provided in the Bidder User Guide and Instructional videos.</p> <p>24.4 Bids requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened.</p>
25. Bid Opening	<p>25.1 UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members.</p> <p>25.2 The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.</p> <p>25.3 In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened.</p>
D. EVALUATION OF BIDS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Bids or contract award decisions may, at UNDP's decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Bids	<p>27.1 UNDP will conduct the evaluation solely on the basis of the Bids received.</p> <p>27.2 Evaluation of Bids shall be undertaken in the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination including Eligibility Arithmetical check and ranking of bidders who passed preliminary examination by price. Qualification assessment (if pre-qualification was not done)

	<ul style="list-style-type: none"> a) Evaluation of Technical Bids b) Evaluation of prices <p>Detailed evaluation will be focussed on the 3 - 5 lowest priced bids. Further higher priced bids shall be added for evaluation if necessary</p>
28. Preliminary Examination	<p>28.1 UNDP shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Bid at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required; d) They are able to comply fully with the UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical Bid and prices	<p>30.1 The evaluation team shall review and evaluate the Technical Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the BDS and other ITB documents. When necessary, and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.</p>
31. Due diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous

	<p>works, as deemed necessary;</p> <p>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</p> <p>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
32. Clarification of Bids	<p>32.1 To assist in the examination, evaluation and comparison of Bids, UNDP may, at its discretion, request any Bidder for a clarification of its Bid.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Bids, in accordance with the ITB.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bids.</p>
33. Responsiveness of Bid	<p>33.1 UNDP's determination of a Bid's responsiveness will be based on the contents of the bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, specifications and other requirements of the ITB without material deviation, reservation, or omission.</p> <p>33.2 If a bid is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Bid is substantially responsive, UNDP may waive any non-conformities or omissions in the Bid that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</p> <p>34.3 For the bids that have passed the preliminary examination, UNDP shall check and correct arithmetical errors as follows:</p> <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>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall</p>

	be rejected.
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Bids	35.1 UNDP reserves the right to accept or reject any bid, to render any or all of the bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the period of Bid validity, UNDP shall award the contract (Per Lot) 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 per Lot.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request for a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future Bids for UNDP procurement opportunities. The content of other Bids and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of goods and/or services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 A performance security, if required in the BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within a maximum of fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's standard practice to not make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per the BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form

	<p>available at https://popp.undp.org/ layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default</p>
43. Liquidated Damages	<p>43.1 If specified in the BDS, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per Contract.</p>
44. Payment Provisions	<p>44.1 Payment will be made only upon UNDP's acceptance of the goods and/or services performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of goods and/or services issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of the contract.</p>
45. Vendor Protest	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Bid	English
2		Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	Partial bids within a Lot are not allowed.
3	20	Alternative Bids	Shall not be considered
4	21	Pre-Bid conference	Will not be conducted
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	Will be imposed as follows: 2% Percentage of contract price per day of delay: 5 days Max. number of days of delay 30 days, after which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	12	Currency of Bid	Local currency_____Naira _
11	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline

12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Orefo Nonso E-mail address: procurement.ng@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the website https://procurement-notices.undp.org/index.cfm _____
14	23	Deadline for Submission	28/07/2021 12:00 PM EDT For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Bids	<input checked="" type="checkbox"/> e-Tendering
15	22	Bid Submission Address	<u>[For eTendering method, keep link below and insert Event ID information]</u> https://etendering.partneragencies.org Event ID number: NGA2021069
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 5MB ▪ Mandatory subject of email: ITB/NGA/2021/069 ▪ 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 electronicsubmission: <p>United Nations Development Programme UN House, Plot 617/618 Diplomatic Drive Central Business District, Abuja, Nigeria</p> <p>Envelop containing bid security should be marked: "Do not open, Bid security for XYZ company"</p>
17	25	Date, time and venue for the opening of bid	In the case of e-Tendering submission, bidders will receive an automatic notification once their Bids are opened.

18	27, 36	Evaluation Method for the Award of Contract	Lowest priced technically responsive, eligible and qualified bid.
19		Expected date for commencement of Contract	<i>August 16, 2021</i>
20		Maximum expected duration of contract	1 month
21	35	UNDP will award the contract to:	One or more Proposers, depending on the following factors: Total Lowest prices per Lot
22	39	Type of Contract	Contract for Goods and/or Services to UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Contracts http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
24		Other Information Related to the ITB	<i>Bidders should indicate the lot number they are bidding. There is no restriction on the number of lots that can be bided for by interested vendors.</i>

Section 4. Evaluation Criteria

Preliminary Examination Criteria

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

- Appropriate signatures
- Complete pricing for all items within a lot.
- Bid Validity

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, each member should meet the minimum criteria, unless otherwise specified.



Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity. Certificate of incorporation	Form B: Bidder Information Form
Certificates	Form CO2 and CO7	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Bid Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Bid Submission Form
Bankruptcy	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Bid Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the	Form D: Qualification

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






	Bidder for the last 3 years.	Form
Previous Experience	Minimum 3 years of relevant experience.	Form D: Qualification Form
	Minimum 2 contracts of similar value, nature and complexity implemented over the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Average annual turnover ² of NGN 20,000,000 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	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
Technical Evaluation	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
Financial Evaluation	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 transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable) Comparison with budget/internal estimates.	Form F: Price Schedule Form

² 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).



Section 5a: Schedule of Requirements and Technical Specifications

S/No.	ITEM	DESCRIPTION/SPECIFICATION	Sample Pics	Quantity/delivery location		
				Kaduna	Osun	Ekiti
LOT 1	Catering, decoration and event management	Cooker (4 burners) Standing cooker with 4 gas burners Built in oven.		7	26	34
LOT 1		Gas cylinder, 12.5kg 6 meters hose Regulator		7	26	34
LOT 1		Set of knives, A set of 5 Kitchen cooking knives Metal handle Wooden Block set		7	26	34
LOT 1		Dial scale 5Kg Mechanical cooking scale with platform		7	26	34
LOT 1		Commercial blender, 3HP. Crushes ice. Pitcher is 75oz		7	26	34





LOT 1		Kneading Board Pin Wooden (80cm X 60cm X 3cm)		7	26	34
LOT 1		Rolling dough pin, Wooden 30cm		7	26	34
LOT 1		Sets of pots (medium & large), Stainless Steel pots with steel handles. (22cm and 24cm) Steel lids.		7	26	34
LOT 1		Chopping board, 20inch by 30inches Wooden		7	26	34
LOT 1		Sets of plates, 24 piece of dinner wares Soups (12pcs) Flat Plates (12)		7	26	34
LOT 1		Deep fat fryer, Litres...12 Wattage.5000 Voltage....220 Capacity...12Litres		7	26	34
LOT 1		Big spoon, 5 pieces cooking spoon set is a complete package which includes a ladle, slotted turner, skimmer, slotted spoon and solid spoon Firm grip Hole on the handle Great steel quality Completely safe for		7	26	34



		dishwashing				
LOT 1		COMMERCIAL SIEVES , Set of 3 pieces of 8cm, 10cm and 14cm Stainless steel fine mesh with Silicone handle.		7	26	34
LOT 1		Turning stick, 12-inch wooden stirring ladle		7	26	34
LOT 1		Set of spoons. A set of 4 stainless dinner cutlery (24 pieces comprising teaspoon, eating spoon, fork and knife) 2.5mm thickness		7	26	34
LOT 1		Manual hand mixer Stainless steel manual hand blender, 25cm		7	26	34
LOT 1		Turn table, 10inch, plastic		7	26	34

LOT 1		Stainless steel kitchen work table restaurant workbench Kitchen Food 2-layers steel Table 1000*530*800mm		7	26	34
LOT 1		3 Baking pans: 6inch round, 8inch squared, 10inch heart.		7	26	34
LOT 2	COMPUTER/GSM REPAIRS					
LOT 2		Rework station, Model: 902+ - Dimensions: ~ 24.5 x 18.5 x 14cm (LxWxH); - General Power Consumption: 400W; - Comes with 1 SMD chip extractor;		4	19	17
LOT 2		Battery power booster, Up link: DCS1710-1785(MHz) Downlink: DCS1805-1800(MHz) Gain(dB): DCS Up link 53 DCS Downlink: 58 Gain adjustable range MGC:≥30dB Output power(dBm) :≥17 Pass band ripple DCS: 15dB Guard band rejection DCS: (BW-		4	19	17

		<p>58dB)≤104MHz (BW-70dB)≤107 MHz I/O impedance: 50/N C onconnector I/O return loss:≤-10dB Noise figure:≤-8dB Intermodulation attenuation (Po=13dBm) :≥40dBc Transmission Delay:≤0.5us Ambient temperature: -10°C~50°C Power supply: AC110~220V±10% 45~55Hz</p>				
LOT 2		Soldering iron 40 & 60 watt (small smooth)		4	19	17
LOT 2		<p>Jackie Telecom tools, 1 pc needle nose pliers 6" 1 pc of oblique nose pliers 6" 1 pc screwdriver head handle 3 pcs flat rubber and plastic handle screwdriver (3 * 100 mm, 3 * 150 mm, 4 * 150 mm) 3 pcs cross rubber and plastic handle screwdriver (3 * 100 mm, 3 * 150 mm, 4 * 150 mm) 4 pcs telecom screwdriver (T5, 6,7,8) 1 pc network clamp 7" 1 pc automatically stripping pliers 3 pcs flat word mini screwdriver (1.0, 2.4, 3.5 MM) 3 pcs cross mini</p>		4	19	17



		<p>screwdriver (1.6, 2.0, 3.0 MM) 1 pc adjustable wrench 6 "</p> <p>1 pc knife. 1 pc tweezers 4 pcs 6.3 MM series 25 MM cross screwdriver head (# 0, # 1, # 2, # 3) 4 pcs 6.3 MM series 25 MM hexagon screwdriver head (H3, 4 ,5, 6) 2 pcs 6.3 MM series 25 MM flat screwdriver head (3, 4 MM) 3 pcs 6.3 MM series 25 MM meter screwdriver head (PZ1, 2, 3) 7 pcs 6.3 MM series 25 MM pattern screwdriver head (T10,15,20,25,27,30,40) 10 pcs 6.3 MM hexagon socket(4,5,6,7,8,9,10,11,12,13 MM) 1 pc zinc alloy jaw 60 mm 1 pc tape 5 y 1 pc measuring tape 3m 1 pc test pencil for 12-250V</p>				
LOT 2		<p>Meter medium (digital), Display: LCD Biggest display value: 1999 (3 1/2).</p>		4	19	17


		<p>Measuring method: Double integral A/D conversion. Sampling rate: 3 times per second Overrange display: "1" at the biggest digital place Instruction for low voltage of battery: showing " Auto power off and Data Hold function Working temperature: 0°C to 40°C, Storage temperature: -10°C to 50°C Power: a 9V laminated battery(6F22) Environment temperature: 23°C±5°C, Relative humidity</p>				
LOT 2		<p>Set of precision electric lens, Set of 3 lens I-61L/D 2.8/52mm M39, I-23U 4.5/110 M39, I-50U 3.5/50 M39</p>		4	19	17
LOT 2		<p>Lamp, Large Adjustable Swing Arm Drafting Office Studio Clamp Table Lamp Desk Lamps Adjustable Light</p>		4	19	17
LOT 2		<p>Soldering paste, Non-poisonous Joint high intensity Non-corrosive: safe for IC and PCB. Smoother welding surface. High joint quality Good insulation. Neutral PH : 7 ± 0.3 150g</p>		4	19	17
LOT 2		<p>Soldering led, Material: Sn 99.3%, Cu 0.7%</p>		4	19	17

		Wire diameter: 0.6mm Size: 64x64mm Melting Point: 330 degree Weight : 500g (1.1 pound)				
LOT 2		Laptop Dual Core 4GB RAM, 500GB HDD Win10 Pro & MS Office 2016 Pro		4	19	17
LOT 2		Standard Mouse USB wireless		4	19	17
LOT 2		HP Printer (1020) HP Laserjet 1020 Printer weighs 11 lb (4.99 kg). The dimensions of the printer are 37 x 20.9 x 24.2 cm (14.6" x 9.5" x 8.2"). The output bin has a capacity of 100 pages.		4	19	17

LOT 3	Welding & fabricati on	Welding machine (Bx-6 250)		0	10	8
LOT 3		Drilling machine Power Tool Battery Drilling Machine, cordless – 12volt 5 pcs HSS Twist Drill Bits		0	10	8

LOT 3		Filling machine Machine - 4.5"		0	10	8
LOT 3		Professional Bench Vice, Light Duty, Swivel Type Without Anvil		0	10	8
LOT 3		Hack Saw, 300mm		0	10	8
LOT 3		Hammer S16 oz Natural Hardwood Claw Hammer		0	10	8
LOT 3		Chisel 1-1/4 Inch Wood Chisel.		0	10	8
LOT 3		Punch		0	10	8


LOT 3		Square Builder's square SQUARE BUILDERS/ROOFIN G 600X400MM		0	10	8
LOT 3		Plier 8 inch Combination Side Cutting Pliers Electrician Mechanical Pliers - Pliers <ul style="list-style-type: none"> • 8inch • Weight: 0.40kg • Packing Size: 28.00 x 10.00 x 4.00cm 		0	10	8

LOT 4	Tailoring and Dress making	Industrial Sewing Machine (EMEL) EM 8500		22	45	55
LOT 4		Scissors Set of Stainless Steel New Style Sewing Tailor Scissors (3 pieces)		22	45	55
LOT 4		Tape Rule 120 Inch tape measure meter tape rule of tailor.		22	45	55
LOT 4		Office Pin		22	45	55

LOT 4		Needles		22	45	55
LOT 4		French curves 9pcs Sewing French Curve Ruler Measure Dressmaking Tailor Drawing Template Craft Tool Set		22	45	55
LOT 4		Sewing Machine Oil, 125ml		22	45	55
LOT 4		Pressing iron, steam		22	45	55
LOT 4		Dressing Mirror Width: 23 inches Depth: 14 inches Height: 78 inches		22	45	55
LOT 4		Cutting table 101.5 x 152.5cm		22	45	55

LOT 4		Generator - Size (L x W x H cm): 375 x 315 x 325mm - Weight (kg): 20		22	45	55
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LOT 5	Bricklaying /concreting	Set includes: brick jointer, pointing trowel, gauging trowel, brick trowel and plastering trowel		0	13	0
LOT 5		Magnetic Spirit level 100cm		0	13	0
LOT 5		Builder's square SQUARE BUILDERS/ROOFING 600X400MM		0	13	0
LOT 5		Chisel 1-1/4 Inch Wood Chisel.		0	13	0
LOT 5		Sledge Hammer 1.5kg Head Stone Sledge Hammer With Wooden Handle		0	13	0





LOT 5		Builder's Line 5 Polyester Builders Line 50 Metre Reel		0	13	0
LOT 5		Wooden Float Float plywood, 420 x 220 mm		0	13	0
LOT 5		Headpan Construction Head Pan		0	13	0
LOT 5		Shovel digging spade construction shovel, 13IN blade length ,		0	13	0
LOT 5		Pick axe Pick Axes for Construction Work, handle length: 900mm, weight: 3-5kg.		0	13	0
LOT 5		Tape measure (100ft) 30M Fiberglass Measurement Tape		0	13	0

LOT 5		B.S sieve 200mm Dia BS Sieve 63 Mic Stainless Steel Mesh.		0	13	0
LOT 5		Rubber mallet 16 oz. Wood Handle Rubber Mallet 30503		0	13	0
LOT 5		Brick Hammer Brick Hammer 1lb - 1.5lb weight (450g to 700g)		0	13	0
LOT 5		Wheel Barrow 65L wheelbarrow		0	13	0
LOT 5		Pincer Tower Pincer / German Type Carpentecer Pincer / Dipped Handle Tower Pincer		0	13	0

LOT 5		Rubber Boot		0	13	0
LOT 5		Hard Hat Safety Works Hard Hat, Yellow		0	13	0

LOT 6	CARPENTRY AND JOINERY	Jig saw 20volt 200watt		6	10	0
LOT 6		Screwing machine Cordless Battery Screw Machine 20volt		6	10	0
LOT 6		Hand table circular saw 6.65 inch 18volt		6	10	0
LOT 6		Cross cutting Saw Great Neck, 20" Crosscut Saw		6	10	0

LOT 6		Claw Hammer 16 oz Natural Hardwood Claw Hammer		6	10	0
LOT 6		Try Square Wood 9-Inch Carpenters Try/Mitter Square		6	10	0
LOT 6		Set of carpentry Pencils Woodworking OEM 13PCS Carpenters Pencils Set Carpenter		6	10	0
LOT 6		Smoothing Plane 9 Inch Plane, 2 Inch Cutter, Adjustable to Control the Depth of Cut, Cast Iron Body & Wood Handles		6	10	0
LOT 6		Set of Chisels Narex (Made in Czech Republic) 4 pc set 6mm (1/4"), 12 (1/2"), 20 (3/4") , 26 (1 1/16") mm Woodworking Chisels 863010		6	10	0
LOT 6		Set of Screwdrivers SCREWDRIVER SET- 6PCS		6	10	0





LOT 6		Pincer High Speed Steel 6 Inch Carpenter Pincer		6	10	0
LOT 6		Oil stone 8" Oilstone Combination Sharpening Oil Stone Coarse & Fine Blade Sharpener		6	10	0
LOT 6		G-Clamp Record 150mm x 80mm G Clamp		6	10	0
LOT 6		Sash Clamp 900mm (35-1/2") Rectangular Section Sash Clamp		6	10	0


LOT 7	PLUMBING AND SANITATION	1KG SLEDGE HAMMER 1KG 40oz Sledge Stoning Hammer Fiberglass Shaft Handle Rubber Grip		7	20	6
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LOT 7		GRIP PLIER 10inch Vice Grip Plier		7	20	6
LOT 7		CORDLESS DRILLING MACHINE 12volt		7	20	6
LOT 7		PIPE CUTTER INDUSTRIAL PIPE CUTTER 10-40mm 1/8" – 1-1/4"		7	20	6
LOT 7		PIPE WRENCH 8" (RIDGID 31005 Model 8 Heavy-Duty Straight Pipe Wrench, 8-inch Plumbing Wrench,Red,Small)		7	20	6
LOT 7		PIPE WRENCH 10" (RIDGID 31010 Model 10 Heavy-Duty Straight Pipe Wrench, 10-inch Plumbing Wrench)		7	20	6
LOT 7		PIPE WRENCH 12"		7	20	6





LOT 7		PIPE WRENCH 14" (RIDGID 31020 Model 14 Heavy-Duty Straight Pipe Wrench, 14-inch Plumbing Wrench , Red , Small)		7	20	6
LOT 7		PIPE WRENCH 18" RIDGID 31025 Model 18 Heavy-Duty Straight Pipe Wrench, 18-inch Plumbing Wrench , Red , Small		7	20	6
LOT 7		ADJUSTABLE SPANNER 10"		7	20	6
LOT 7		MEASURING TAPE 5m		7	20	6
LOT 7		HACK SAW, 300mm		7	20	6
LOT 7		HAND TROWEL 7 Inch Margin Trowel		7	20	6
LOT 7		SPIRIT LEVEL 100cm		7	20	6
LOT 7		SCREW DRIVER (SET) SCREWDRIVER SET- 6PCS		7	20	6

LOT 7		SHOVEL digging spade construction shovel, 13IN blade length		7	20	6
LOT 7		Deicing machine, 0.5inch-1,25inch.		7	20	6
LOT 7		COLD CHISEL 8-In. Cold Chisel with 7/8-In. Cut Point		7	20	6
LOT 7		SMALL HAMMER Spifflyer 8 oz Small Hammer Mini Hammer Nail Tool with Comfortable Soft Grip		7	20	6
LOT 7		SET OF SPANNER 12pcs combination spanner		7	20	6
LOT 7		PROTECTIVE GOGGLE (TRANSPARENT) Transparent Safety Goggles, Eye Protection, Health Protection, Anti-Fog, Transparent Work Glasses		7	20	6

LOT 7		SAFETY BOOT Safety boots SB withstand electrical risks of up to 18kV; breathable mesh lining;		7	20	6
LOT 7		HELMET Safety Works Hard Hat, Yellow		7	20	6
LOT 7		OVERALL workwear		7	20	6
LOT 7		Standing vise		7	20	6


LOT 8	Shoemaking / leather work	BUTTERFLY POST-BED MANUAL SEWING MACHINE SR-810 professional single needle post bed heavy leather lockstitch shoe patch/sewing machine		0	15	28
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LOT 8		SHOE FINISHING (GRINDING) MACHINE Massaki Bench Grinder 6inches		0	15	28
LOT 8		SET OF LETTERS & NUMBERS METAL STAMP BENECREAT 36 Pack (5mm 3/16") Letter and Number Metal Punch Stamp Set, Electroplated Hard Carbon Steel Tools to Stamp/Punch Metal, Jewelry, Leather, Wood		0	15	28
LOT 8		CAST IRON ANVIL 9-Pound Cast Iron Hobby Anvil		0	15	28
LOT 8		PINKING SHEARS Pinking Shears Scissors Sewing Fabric Leather Craft Dressmaking Upholstery Tailor for Zig-Zag Tool Brand: Kira Anna Home and Garden Shop_1977 23,5cm length		0	15	28

LOT 8		(45 X 30 X 0.3) CM SELF HEALING PVC CUTTING MAT	 <p>A3 Self Healing Cutting Mat</p>	0	15	28
LOT 8		ROTARY LEATHER PUNCH Heavy Duty Rotary Leather Hole Punch Set For Belts Straps Collars		0	15	28
LOT 8		SET OF LEATHER HOLE PUNCH 10Pcs Leather Hole Punch Cutter 0.5mm- 5mm Round Hollow Hole Punch Set, Leather Working Tools Leather Craft Punch Tool Kit		0	15	28
LOT 8		LASTING PLIERS Footwear Lasting Pliers Beaked pincers with built-in hammer face. For shoe lasting and sole nailing. Durable economical construction. For production factory use. Steel		0	15	28

		with black painted handle. 21cm long, 6cm opening with 14cm handle.				
LOT 8		EYELET PLIERS 1/4 Inch Grommet Eyelet Plier Set, Eyelet Hole Punch Pliers Kit with 300 Metal Eyelets, Grommet Tool Kit for Leather Clothes Belt		0	15	28
LOT 8		BOX OF 110/18 LEATHER NEEDLE		0	15	28
LOT 8		PINCERS High Speed Steel 6 Inch Carpenter Pincer, Packaging Type: Box, for Plumbing		0	15	28
LOT 8		RUBBER MALLET TEKTON 16 oz. Wood Handle Rubber Mallet 30503		0	15	28





LOT 8		CLAW HAMMER 16 oz Natural Hardwood Claw Hammer		0	15	28
LOT 8		25MM SNAP OFF UTILITY KNIFE (Stanley 10-486 FatMax Snap-Off Knife, 25mm)		0	15	28
LOT 8		LEATHER SCISSORS 6.89 x 3.54 x 0.51 inches		0	15	28
LOT 8		FINGER THIMBLE		0	15	28
LOT 8		HAND SEWING AWL Mini Handheld Sewing Machine Stitching Awl Tool Kit for DIY Craft Leather Heavy Fabric		0	15	28

		Yuci Leather Hand Stitching Sewing Tool Beginner Sewing Machine				
LOT 8		150CM PVC MEASURING TAPE		0	15	28
LOT 8		1 INCH POLYESTER ADHESIVE BRUSH		0	15	28





LOT 9	HAIR DRESSING	DRYER (STANDING) EQUATOR (BIG) 850 watt Height adjustable length		0	16	0
LOT 9		DRYER (HAND) ROCCO (BIG) Rocco Professional Hair Dryer RC1253		0	16	0
LOT 9		TURNGING MACHINE (ROCCO) Rocco		0	16	0





		Professional Hair Curler				
LOT 9		PEDICURE MACHINE (NOVA)		0	16	
LOT 9		WASHING BASE (NOVA)		0	16	0
LOT 9		MIRROR 17inch		0	16	0
LOT 9		FAN (OX) OX Industrial Standing Fan - 18 Inches		0	16	0
LOT 9		EAR COVER 10 pairs plastic ear cover		0	16	0

LOT 9		HOT COMB (NOVA) Nova 3 In 1 Nova Hair Straightener, Hot Comb And Curler		0	16	0
LOT 9		STRAIGHTENER (ROCCO)		0	16	0
LOT 10	SOAP MAKING	LARGE AND SMALL BOWL Mintra Plastic Bowls Set, 1 Large Bowl With Lid And 6 Small Bowls - Multi Color		0	9	0
LOT 10		GLASS MEASURING DEVICES, 1L		0	9	0






LOT 10		FUNNEL Filter Funnel, Plastic Dia. - 10 CM Length -15 CM Stem Length 8 CM Brand: Generic		0	9	0
LOT 10		SOAP MOLDS		0	9	0
LOT 10		A HEAT RESISTANT CONTAINER FOR MIXING Stainless steel pot for soap making. 10L.		0	9	0
LOT 10		ACCURATE THERMOMETER Digital Thermometer with 15cm Long Probe, Candle Making Kits, Measure Liquid Soy Paraffin Wax, Baked Milk Meat BBQ		0	9	0


LOT 10		STAINLESS STEEL SPOON TO MEASURE Stainless Steel Measuring Spoon Set Brand: LFEEY 1.18 x 3.94 x 5.51 inches		0	9	0
LOT 10		A LONG STICK BLENDER Mueller Austria Ultra-Stick Blender Mueller Austria Ultra-Stick 500 Watt 9-Speed Immersion Multi-Purpose Hand Blender Heavy Duty Copper Motor Brushed 304 Stainless Steel With Whisk, Milk Frother Attachments		0	9	0
LOT 10		SPATULAS TO SCRAPE OUT SOAP Silicone Spatula		0	9	0
LOT 10		KETTLE Binatone Electric Jug 2 Litres - CEJ-2005 - Black		0	9	0

LOT 10		DOUBLE BOILER POT Vogue Aluminium Double Boiling Pot 10Ltr 275(Ø)mm Aluminium		0	9	0
LOT 10		SCALES Digital Kitchen Scale, Highly Accurate Multifunction Food Scale 13 lbs 6kgs Max, Clean Modern Black with Premium Stainless Steel Finish. Includes Batteries		0	9	0
LOT 10		CUTTING BOARD Large cutting board, (17"x11")		0	9	0
LOT 10		BEAKER AND MEASURING CUP, 500ml		0	9	0

LOT 10		LARGE KNIFE, 6IN		0	9	0
LOT 11	ELECTRICAL INSTALLATION					
LOT 11		SET OF HAMMER HORUSDY 5-Piece Hammer Set, 16oz Ball Pain Hammer 32oz Ball Pain Hammer 32oz Rubber Mallet 3lb Sledge Hammer 3lbCross Pain Hammer		0	10	5
LOT 11		COMBINATION PLIER 8 inch Combination Side Cutting Pliers Electrician Mechanical Pliers - Pliers <ul style="list-style-type: none"> • 8inch • Weight: 0.40kg • Packing Size: 28.00 x 10.00 x 4.00cm 		0	10	5
LOT 11		CUTTING PLIER <ul style="list-style-type: none"> • 8inch • Weight: 0.40kg • Packing Size: 28.00 x 10.00 x 4.00cm 		0	10	5




LOT 11		AVO METER (CLAMP) ELIKE Digital Multimeter Amp Volt Clamp Meter Voltage Tester with True RMS, NCV, AC/DC Voltage, Resistor, Diode, Continuity, Auto-ranging, 3266TA		0	10	5
LOT 11		SAFTEY SHOE Electrical Safety Shoes, For Industrial International standard of safety shoes: SB		0	10	5
LOT 11		SAFETY GLASS Safety Glasses with Clear Anti Fog Scratch Resistant Wrap-Around Lenses and No-Slip Grips, UV Protection. Adjustable Frames		0	10	5
LOT 11		HAND GLOVE Rubber Electrical Hand Gloves, for Construction/Heavy Duty Work		0	10	5
LOT 11		HELMET Safety Works 818068 Hard Hat		0	10	5

LOT 11		APRON Electrician Apron Tool Bag Adjustable Storage Pockets Waterproof Pouch Toolkit		0	10	5
LOT 11		SET OF SPANNER 8pcs		0	10	5
LOT 11		SET OF BENDING SPRINGS 4PCS / Set Bending Spring Set, 4PCS / Set: 1/4", 3/8", 1/2", 5/8" (Model: TB-204A)		0	10	5
LOT 11		FISHING TAPE Katzco Electrical Fish Tape Reel - 25 Feet - Impact Case for Electricians, Pull Communication Wire Cable Line from Drywall, Ceiling, Under Rug Conduit or Pipe- 1/2" W x 1/16" Thick Tape Reel		0	10	5
LOT 11		HAND TROWEL 7 Inch Margin Trowel with Comfort Plastic Handle for Hand Tools DIY Bricklaying Trowel		0	10	5

LOT 11		TESTING SCREW DRIVER Mains Tester Screwdriver – Multifunction, 57mm blade length		0	10	5
LOT 11		SET OF SCREW DRIVER Ingco SCREWDRIVER SET- 6PCS		0	10	5
LOT 11		PUNCH		0	10	5
LOT 11		CHISEL 1-1/4 Inch Wood Chisel.		0	10	5
LOT 11		Drilling machine Power Tool Battery Drilling Machine, cordless – 12volt 5 pcs HSS Twist Drill Bits		0	10	5
LOT 11		ELECTRICAL KNIFE Electricians Pocket Knife with Wire Stripping Multi Tool, 3.4 Inch AUS-8 Blade, UTP 10-22G Wire Stripper Knife		0	10	5

LOT 11		SOLDERING IRON & LEAD 63/37 45FT 1mm Tin Lead Solder Flux Soldering Iron Wire Reel.		0	10	5
LOT 11		SET OF ALLEN KEY Hex Key Allen Wrench Set with Ball End - Set of 26		0	10	5
LOT 11		SPIRIT LEVEL 100mm		0	10	5
LOT 11		PIPE WRENCH Heavy Duty 24 Inch Pipe Wrench		0	10	5

LOT 12	Aluminium	Drilling machine Power Tool Battery Drilling Machine, cordless – 12volt. 5 pcs HSS Twist Drill Bits		11	0	0
LOT 12		Aluminium cutting machine, 9'' 120 Watt, 1 x circular saw blade, 305 x 30 x 2.3 mm		11	0	0

LOT 12		Aluminium milling machine, 70 Watt		11	0	0
LOT 12		Set of screwdrivers		11	0	0
LOT 12		Measuring tape, 5m		11	0	0
LOT 12		Set of carpenters' pencils Woodworking OEM 13PCS Carpenters Pencils Set Carpenter		11	0	0

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 [INCOTERMS 2020] (Pls. link this to price schedule)	DAP
Exact Address of Delivery/Installation Location	Kaduna, Osun and Ekiti
Mode of Transport Preferred	Land

UNDP Preferred Freight Forwarder, if any ³	Not Applicable
Distribution of shipping documents <i>(if using freight forwarder)</i>	Not Applicable
Customs, if required, clearing shall be done by:	Supplier
Ex-factory / Pre-shipment inspection	YES
Payment Terms <i>(max. advanced payment is 20% as per UNDP policy)</i>	100% within 30 days upon UNDP's acceptance of the goods delivered as specified and receipt of invoice
Conditions for Release of Payment	<input type="checkbox"/> Pre-shipment inspection <input type="checkbox"/> Inspection upon arrival at destination <input type="checkbox"/> Testing (where applicable) <input type="checkbox"/> 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

³A 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.

Section 6: Returnable Bidding Forms / Checklist

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

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

Technical Bid:

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

Price Schedule:

▪ Form F: Price Schedule Form	<input type="checkbox"/>
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Form A: Bid Submission Form

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

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

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

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

- 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 Clause4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

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

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

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

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

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

Name:_____ Title:

_____ Date:_____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

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

contact for requests for clarifications during Bid evaluation	Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any ▪ Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures ▪ Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder ▪ Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney. ▪ Export Licenses, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country

Form C: Joint Venture/Consortium/Association Information Form

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

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

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

Name of leading partner (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

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

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

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

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Form D: Eligibility and Qualification Form

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

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

History of Non- Performing Contracts

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

Litigation History (including pending litigation)

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

Previous Relevant Experience

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

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

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

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

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

Financial Standing

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

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

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

- 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:	[Insert ITB Reference Number]		

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

SECTION 1: Bidder's qualification, capacity and expertise

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

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

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

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

Goods and services to be Supplied and Technical Specifications	Compliance with technical specifications		Delivery Date <i>(confirm that you comply or indicate your delivery date)</i>	Comments
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>		
LOT 1: Catering, decoration and event management				
LOT 2: COMPUTER/GSM REPAIRS				
LOT 3: Welding & fabrication				
LOT 4: Tailoring and Dress making				
LOT 5: Bricklaying /concreting				
LOT 6: CARPENTRY AND JOINERY				
LOT 7: PLUMBING AND SANITATION				
LOT 8: Shoemaking / leather work				
LOT 9: HAIR DRESSING				
LOT 10: SOAP MAKING				
LOT 11: ELECTRICAL INSTALLATION				
LOT 12: Aluminium				
Delivery to Kaduna				
Delivery to Osun				
Delivery to Ekiti				

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>	
Delivery Term			
Warranty			
Local Service Support			
Validation of Quote			
All Provisions of the UNDP General Terms and Conditions			

SECTION 3: Management Structure and Key Personnel

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

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert]

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

Signature of Personnel

Date (Day/Month/Year)

FORM F: Price Schedule Form

Name of Bidder:	[Insert Name of Bidder]	Date:	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.

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

Currency of the Bid: [Insert Currency]

Price Schedule Per Lot

Item #	Description	UOM	Total Quantity (for all the states)	Unit Price	Total Price
Transportation/Delivery Cost (Kaduna)					
Transportation/Delivery Cost (Osun)					
Transportation/Delivery Cost (Ekiti)					
GRAND TOTAL					

Name of Bidder: _____

Authorised signature: _____

Name of authorised signatory: _____

Functional Title: _____

FORM G: Form of Bid Security

**Bid Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.**

To: UNDP
[Insert contact information as provided in Data Sheet]

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Bid to UNDP dated [Click here to enter a date.](#) to execute goods and/or services [Insert Title of Goods and/or Services] (hereinafter called "the Bid"):

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

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

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

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

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

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: Name: _____

Title: _____

Date: _____ Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]

[insert: address and email address]