



INVITATION TO BID

SUPPLY & DELIVERY OF MATERIALS FOR THE UPGRADE OF RAINWATER HARVESTING SYSTEMS & GROUNDWATER WELLS IN THE MARSHALL ISLANDS Long Term Agreement

ITB No.: ITB/FJI10/022/2021

Project: Addressing Climate Vulnerability in the Water Sector

Country: RMI

Issued on: 15 October 2021

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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
 - Form A: Bid Submission Form
 - Form B: Bidder Information Form
 - Form C: Joint Venture/Consortium/Association Information Form
 - Form D: Qualification Form
 - Form E: Format of Technical Bid
 - Form F: Price Schedule

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.fj@undp.org, indicating whether you intend to submit a Bid or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, by registering at <https://etendering.partneragencies.org>. The Bidder's Guide has been uploaded on the e-tender site for registration purposes. Once registered, login and find the following event:

BU Code: FJI10

Event ID: 00000010700

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



Name: Ronald Kumar
Title: Procurement Analyst
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Date: 14-Oct-2021

Approved by:



Name: Nasantuya Chuluun
Title: Operations & Implementation

Date: 15-Oct-2021

Section 2. Instruction to Bidders

A. 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>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 http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</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 style="padding-left: 20px;">(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 style="padding-left: 20px;">(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 http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>

3. Eligibility	<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>
4. Conflict of Interests	<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"> 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>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"> d) 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 e) 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>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</p>

	independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this ITB, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.
B. PREPARATION OF BIDS	
1. General Considerations	<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>
2. Cost of Preparation of Bid	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.
3. Language	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.
4. Documents Comprising the Bid	<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"> 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.
5. Documents Establishing the Eligibility and Qualifications of the Bidder	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.
6. Technical Bid Format and Content	<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>1.23 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the installation, maintenance and operation of the equipment offered as well as the cost to</p>

	<p>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>
<p>7. Price Schedule</p> <p>8.</p>	<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>
<p>9. Bid Security</p>	<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"> 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.
<p>10. Currencies</p>	<p>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:</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.
11. Joint Venture, Consortium or Association	<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"> 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>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>
12. Only One Bid	<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"> f) they have at least one controlling partner, director or shareholder in common; or g) any one of them receive or have received any direct or indirect subsidy from the other/s; or h) they have the same legal representative for purposes of this ITB; or i) 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; j) 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.
13. Bid Validity Period	<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>
14. Extension of Bid Validity Period	<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>
15. Clarification of Bid (from the Bidders) 16.	<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</p>

	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.
17. Amendment of Bids 18.	<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>
19. Alternative Bids	<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>
20. Pre-Bid Conference	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.
C. SUBMISSION AND OPENING OF BIDS	
1. Submission	<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>

<p>2. Hard copy (manual) submission</p>	<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> <ul 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>
<p>3. Email and eTendering submissions</p>	<p>1.59 Electronic submission through email or eTendering, if allowed as specified in the BDS, shall be governed as follows:</p> <p>a) Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS;</p> <p>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> <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: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
<p>4. Deadline for Submission of Bids and Late Bids</p>	<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> <p>1.62 UNDP shall not consider any Bid that is received after the deadline for the submission of Bids.</p>
<p>5. Withdrawal, Substitution, and Modification of Bids</p>	<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</p>

	<p>clearly marking them as “WITHDRAWAL” “SUBSTITUTION,” or “MODIFICATION”</p> <p>1.65 E-Tendering: A Bidder may withdraw, substitute or modify its Bid by Cancelling, Editing, and re-submitting the Bid directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Bid as needed. Detailed instructions on how to cancel or modify a Bid directly in the system are provided in the Bidder User Guide and Instructional videos.</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>
6. Bid Opening	<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>
D. EVALUATION OF BIDS	
1. Confidentiality	<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>
2. Evaluation of Bids	<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> <ul style="list-style-type: none"> a) Preliminary Examination including Eligibility b) Arithmetical check and ranking of bidders who passed preliminary examination by price. c) Qualification assessment (if pre-qualification was not done) a) Evaluation of Technical Bids b) Evaluation of prices <p>Detailed evaluation will be focussed on the 3 - 5 lowest priced bids. Further higher</p>

	priced bids shall be added for evaluation if necessary
3. Preliminary Examination	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.
4. Evaluation of Eligibility and Qualification	<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"> k) 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; l) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, m) 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; n) They are able to comply fully with the UNDP General Terms and Conditions of Contract; o) They do not have a consistent history of court/arbitral award decisions against the Bidder; and p) They have a record of timely and satisfactory performance with their clients.
5. Evaluation of Technical Bid and prices	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.
6. Due diligence	<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"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;

	<ul style="list-style-type: none"> b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
7. Clarification of Bids	<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 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>
8. Responsiveness of Bid	<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>
9. Nonconformities, Repairable Errors and Omissions	<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</p>

	<p>check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>1.87 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall be rejected.</p>
E. AWARD OF CONTRACT	
1. Right to Accept, Reject, Any or All Bids	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.
2. Award Criteria	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.
3. Debriefing	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.
4. Right to Vary Requirements at the Time of Award	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.
5. Contract Signature	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.

6. Contract Type and General Terms and Conditions	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 http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
7. Performance Security	1.94 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.
8. Bank Guarantee for Advanced Payment	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 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
9. Liquidated Damages	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.
10. Payment Provisions	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.
11. Vendor Protest	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: http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html
12. Other Provisions	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

	<p>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 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>
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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. Bidders may bid for either of the following lots or all lots.</p> <p>LOT 1: Rainwater Harvesting Materials (Guttering/Spouting, First Flush Diverters, Downpipes and ancillaries)</p> <p>LOT 2: Flat pack Modular Potable Water Storage Tanks (for water captured from rainwater harvesting) and ancillaries</p> <p>LOT 3: Groundwater Well Improvement and civil works</p> <p>Bidders must submit offer for all items in a Lot.</p> <p>Bidders may bid for either one or both sizes (Medium or Large) of tanks within Lot 2.</p>
3	20	Alternative Bids	Not considered
4	21	Pre-Bid conference	Will be conducted on 26 th October 2021 @ 12pm via zoom. Interested bidders shall send an email to Ronald Kumar on procurement.fj@undp.org expressing their interest to participate hence the zoom link shall be shared accordingly.
5	16	Bid Validity Period	120 days
6	13	Bid Security	N/A
7	41	Advanced Payment upon signing of contract	<p>Not Allowed</p> <p>For advance payment please refer to Clause 42.1 Bank Guarantee for Advanced Payment of Section 2. Instruction to Bidders</p>

8	42	Liquidated Damages	Will be imposed as follows: Percentage of call-off PO price per day of delay: 0.5% Max. number of days of delay 30, after which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	12	Currency of Bid	United States Dollar
11	31	Deadline for submitting requests for clarifications/questions	4 working days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	<p>Focal Person in UNDP: Ronald Kumar Address: Level 8, Kadavu House, 414 Victoria Parade, Suva, Fiji E-mail address: procurement.fj@undp.org</p> <p>Please use subject reference as ITB/FJI10/022/2021 Request for clarification must be submitted in writing to the above-mentioned email address to which UNDP will respond in writing and share with all potential bidders. Verbal request for clarification will not be accommodated. 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	Posted directly to e-Tendering site, UNDP & UNGM Websites and direct communication to prospective proposers by email.
14	23	Deadline for Submission	<p>14th November 2021 as indicated in e-Tendering system Note that system time zone is in EST/EDT (New York) time zone.</p> <p><u>Note:</u> Date and time visible on the main screen of event (on e-Tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different.</p> <p>The correct bid closing time is as indicated in the e-Tendering portal and system will not accept any bid after</p>

			that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist in a timely manner. For issues in submitting your bid on e-Tendering please refer to e-Tendering user guide for bidders or contact the UNDP office on 679-3312500 or on procurement.fj@undp.org .
14	22	Allowable Manner of Submitting Bids	<input checked="" type="checkbox"/> e-Tendering only
15	22	Bid Submission Address	https://etendering.partneragencies.org BU Code: FJI10 Event ID: 00000010700 If you have not registered in the system before, you can register now by logging in using: Username: event.guest Password: why2change
16	22	Electronic submission (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 document: 20MB.
17	25	Date, time and venue for the opening of bid	Bidders will receive an automatic notification once their Bids are opened through e-tendering.
18	27, 36	Evaluation Method for the Award of Contract	Lowest-priced eligible and technically responsive bid(s).
19		Expected date for commencement of Contract	<i>December 15, 2021</i>
20		Maximum expected duration of contract	The LTA will be valid for 36 months
21	35	UNDP will award the contract to:	One or More bidders depending on the following factors:

			<ol style="list-style-type: none"> 1. Maximum of 2 bidders per lot 2. Bidders ranked 1st and 2nd based on technically qualified least cost method. <p>LTA call-off will be based on availability of materials hence the 1st ranked LTA supplier will be approached and awarded the PO. In the event the 1st ranked LTA provider is not able to supply then the 2nd ranked LTA provider will be approached.</p>
22	39	Type of Contract	<p>Contract for Goods and/or Services to UNDP</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
23	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Contracts</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>

Section 4. Evaluation Criteria

Preliminary Examination Criteria

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

- Appropriate signatures
- Power of Attorney
- Minimum Bid documents provided
- 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.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Bid Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Bid Submission Form
Bankruptcy	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Bid Submission Form
Certificates and Licenses	<ul style="list-style-type: none"> ▪ Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer ▪ Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country 	Form B: Bidder Information Form

	<ul style="list-style-type: none"> Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder Export/Import Licenses, if applicable 	
	<ul style="list-style-type: none"> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation Certificates of quality (e.g., ISO, etc.), origin for the offered goods, and/or other similar certificates, accreditations, awards, and citations received by the Bidder, if any. Certificates and other documents outlined in Section 5a: Schedule of Requirements and Technical Specifications/Bill of Quantities Details of the Bidder's after-sales service capacity and appropriateness of service network in areas of delivery List and value of major contracts of similar nature and size successfully completed in the past four years, including contact details of clients, who could be contacted for reference purposes 	
QUALIFICATIONS		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	<p>Minimum 3 of years of experience in supplying rainwater harvesting systems and modular water storage:</p> <p>LOT 1: Rainwater Harvesting Materials & Ancillaries; LOT 2: Flat Pack Modular Water Storage Tanks & Ancillaries;</p> <p>Minimum 2 years of experience in supplying Civil Works materials: LOT 3: Groundwater well improvements and civil works;</p>	Form D: Qualification Form
	2 past contracts with value (as indicated below for each lot) and products similar to the proposed work, implemented over the last 5 years which is equivalent to the average value per call-off order under this LTA.	Form D: Qualification Form

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

	<p>LOT 1: USD 270,000</p> <p>LOT 2: USD 350,000</p> <p>LOT 3: USD 20,000</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	
Financial Standing	<p>Minimum average annual turnover for any three years of the last four years:</p> <p>For LOT 1: USD 1.3M</p> <p>For LOT 2: USD 1.7M</p> <p>For LOT 3: USD 100,000</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form
Technical Evaluation	<p>The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in the bid document.</p> <p>Bidders shall submit product catalogues or brochures with detailed specifications of the offered products.</p> <p>The company should have qualified experts: Team Leader /Project Coordinator:</p> <ul style="list-style-type: none"> a. Lot 1: at least 5 years experience in rainwater harvesting system installation supervision/monitoring, and operations and maintenance for rainwater harvesting. b. Lot 2: at least three (3) years experience in Flat pack modular rainwater tank installation supervision, and operations and maintenance for potable water storage tanks. c. Lot 3: at least two (2) years experience in supply of civil works materials. <p>b. Technician:</p> <ul style="list-style-type: none"> a. Lot 1: at least two (2) years' experience in rainwater harvesting system installation, operations, and maintenance b. Lot 2: at least three (3) years' experience in Flat pack modular rainwater tank installation, operations, and maintenance c. Lot 3: at least two (2) years' experience in civil work , operations, and maintenance 	Form E: Technical Bid Form

	<p>It is expected that bidders will have the ability to deliver items within maximum 3 months to Majuro from issuance of purchase order upon each call-off from the LTA. This timeline will be re-visited during the time-of call-off and will not be used for LTA evaluation purposes. However, bidders shall indicate their ability to deliver within the shortest timeframe possible.</p> <p>LOT 1: A warranty from the manufacturer of at least 15 years from the original date of purchase must be provided for rainwater harvesting systems, against defects in materials and manufacture.</p> <p>LOT 2: A standard warranty period of at least 15 years must be provided for Lot 2 flat pack modular tanks.</p> <p>LOT 3: Capacity to provide warranty period of 2 years from the manufacturer for Lot 3 covering the Roofing Sheets.</p> <p>The company must provide necessary technical training and Standard Operating Procedures (SOPs) to the locals for installation of the tanks in Lot 2. The company must have the capacity to provide this training remotely as the borders are not open for international travelers.</p>	
Financial Evaluation	<p>Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F. Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership.</p> <p>Lot 2 will be evaluated using the life cycle costing method; bidders are therefore required to submit all details and costing as reflected in Form F of Price Schedule for Lot 2.</p> <p>The formula to be used for calculating the Lot 2 life cycle cost per volume (\$/m³) is shown below in italics. This assumes that the tank and liner will be replaced at the end of its useful life (based on present day dollars, not the net present value):</p> <p><i>Life cycle cost per volume (\$/m³) = (total cost per tank multiplied by the 25-year project horizon, then divided by the tank expected useful life in years) divided by the expected total tank volume.</i></p> <p>Total cost per tank refers to landed price of the tank (as per specifications detailed in Section 5a), plus materials</p>	Form F: Price Schedule Form

	<p>maintenance costs throughout the product life, and cost for foundation (foundation materials will be covered under Lot 3). Note that information other than landed price of the tank will be used for the purposes of financial evaluation only, it may not be included in the final scope of the long-term agreement.</p> <p>The expected total tank volume is 14,000m³ under this LTA and will be used for this financial evaluation. The actual total tank volume and the number of medium and large tanks required will be confirmed during the technical design for each community.</p>	
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Section 5a: Schedule of Requirements and Technical Specifications/Bill of Quantities

Background

The ACWA (Addressing Climate Vulnerability in the Water Sector at RMI) Project will improve household and community rainwater harvesting and storage structures to increase resilience of water supply in all outer islands and atolls accounting for approximately 28% of RMI's population through three outputs:

- 1) Implementation of optimal mix of interventions to ensure climate resilient water security in outer atolls and islands of RMI;
- 2) Optimization of alternative water sources to reduce reliance on harvested rainwater in the context of reduced rainfall; and
- 3) Climate change induced drought preparedness and response measures implemented in outer atolls and islands.

Based on the feasibility study, on the project design of water supply interventions, rainwater harvesting and storage was proven through rigorous engineering, financial and economic analyses, to be the most viable and cost-effective option to meet the drought water security needs of the rural communities in the RMI's atolls and islands. Existing gutters/spouting and downpipes will be renewed with high quality materials including larger pipework of at least 150mm in diameter. The improvement will include first flush diverters and insect screens, for improved water quality targeting about 2,606 households and 160 community facilities (lot 1). Further, we expect to construct at least 279 modular community tanks (e.g. treated timber, galvanized steel, HDPE, FRP [Fiberglass Reinforced Polyester]) water tanks based on 50m³ useable volume per tank (i.e. equivalent total storage of 13,950m³).

During the project design, several different types of water storage tanks were considered and identified flat pack modular water tanks are a modern alternative to locally prevalent concrete tanks and molded plastic tanks. Flat pack modular water tanks are considered to be the most suitable options for the large-scale construction of new tanks throughout RMI to be installed at buildings in remote villages. The modular flat packed tank option was selected for its durability, ease and speed of construction, high life expectancy, high portable water quality and transportability. Shipping of large tanks to small communities in the outer atolls and islands is a major constraint for other tank types as materials typically need to be offloaded on to small boats due to a lack of wharf infrastructure in remote villages. The preferred tank size is between 25 and 60m³ useable volume with a tank height of approximately 3m. Groundwater wells will be also protected by installation of covers, lining wells, installation of apron and raising sidewalls. There will also be new community roof structures constructed in some villages with insufficient existing community buildings to harvest water for the new tanks. Lot 3 includes the materials for groundwater well improvements and civil works including new roof structures.

UNDP Pacific Office in Fiji therefore intends to hire a qualified company/firm to supply each of the three lots described by the following items on a Long-Term Agreement (LTA) for a period of 36 months. During the LTA period, the UNDP Pacific Office in Fiji will be placing multiple orders on a need basis (call-offs).

TECHNICAL SPECIFICATIONS

SCOPE OF WORKS

The scope of works under this Contract includes but is not necessarily limited to the following requirements:

1. The Supplier shall furnish all labor, materials, tools, equipment, consumables, and supervision to perform and complete all the shipping & delivery in accordance with the requirements provided in the Bill of Quantity (BOQ) and specifications indicated below, including:
 - ❖ Supply & Delivery of Rainwater Harvesting Materials, Accessories & other appurtenances required to Majuro in the Marshall Islands. UNDP/RMI - GCF ACWA Project will coordinate transport to outer Atolls and Islands covered by the project.
 - ❖ All materials delivered is subject to inspection & must be cleared to being compliant with the volume, quality, and specifications of the order made by ACWA Project Team & government partner.

❖ MATERIAL SPECIFICATIONS

LOT 1: RAINWATER HARVESTING MATERIALS AND ANCILLARIES

- ❖ Acceptable materials for gutters/spouting include:
 - standard zincalume guttering 0.027" thick x 6" 6K style profile
 - uPVC large half-round profile spouting/guttering with an effective Cross Sectional Area of at least 14,000mm² and a Flow Capacity of at least 250 liters/minute
 - Aluminum, 0.027" thick x 6" 6K style profile
- ❖ Guttering/spouting must be provided complete with hardware and accessories, joiners, hangers/brackets/straps, and sealant. Gutter materials must meet AS/NZS 4020: 2018 or equivalent specifications.
- ❖ Gutters need to be suitable for fixing to a ½" x 10" x 8' Timber Fascia Board with a 1" x 2" Timber Framing or equivalent using support hangers/external brackets (spaced at 32" to 35" on center for Zincalume guttering and 19" for uPVC guttering). Gutters shall be installed with Leaf Netting and Spring Strainer on each Drop Outlet.
- ❖ Downpipes shall meet uPVC pipe of 4" Ø in size or equivalent specifications, meet AS/NZS 4020:2018 or equivalent specifications.
- ❖ First Flush Downpipe Water Diverter shall be WDDP01 to WDDP03 compatible in size with downpipe and meet AS/NZS 4020: 2018 requirements or other equivalent specifications and test standards. Must be with automatic reset valve drains after rainfall events.

LOT 2: FLAT PACK MODULAR PORTABLE RAINWATER 25cu.m. to 60cu.m. STORAGE TANKS AND ANCILLARIES

ELEMENT	MATERIALS		
	TIMBER TANK	STEEL TANK	HDPE TANK
Wall Panels	All Timber Barrel, built with CCA treated wood (radiata pine) and contained by hot-dipped galvanized steel cables. CCA treatment provides long-term resistance to termite and fungal attack.	ZincAlume Panels fabricated using the highest grade of “ZincAlume Steel” which lasts up to four times longer than galvanized steel and ensures superior performance and durability (30%-40% more corrosion resistant than hot galvanized Z275 steel). Flexible Steel wall with unique and strong corrugated profile.	4.5mm HDPE/PE 100 Panel with UV Inhibitors PVC extruded upright.
Top & Bottom Tank Ring			Marine Grade Aluminum
Wire Ropes	Hot-dipped galvanized steel cables. The single size, wire stranded core cables are fastened together around the barrel of the tank with customized cable grips.		8mm 19/1 galvanized wire rope Stainless Steel Swage ends and Bronze connecting turnbuckles.
Liner and Roof Cover	Potable Water Quality Liner system, chosen from one of four synthetic plastic liner material options, housed within a polyethylene pre-liner, hermetically sealing the tank. A fine sand (screened coral sand) inside the barrel under the liner is put.	Potable water quality grade liner system e.g.; manufactured from reinforced, multi-layered, food-grade anti algae, UV stabilized PVC with a woven Multifacet nylon scrim.	Potable water quality grade liner system e.g.; 1.0mm Flexible Polypropylene.
Roof Cover	Structural timber roof that provides engineering stability and protects the liner and its contents from ultra-violet light.	Roof must provide engineering stability and protect the liner and its contents from ultra-violet light.	Roof must provide engineering stability and protect the liner and its contents from ultra-violet light. Blocked out UV protected rip stock PVC rafter roof cover suitable

			for potable water storage.
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- ❖ Shall have a maintenance access manhole, a metal ladder or a timber ladder (timber tank), cover with screen, overflow pipe outlet with vermin screen, bulkhead fittings, water level gauge, drain plug/valve, insect proof vent cowl, 4" inlet to match the downspout diameter, 4" overflow plus outlet to tap/faucet stand (faucet stand and materials included under Lot 1) and other accessories that comprise the full functionality of the rainwater harvesting storage tank.
 - ❖ Repair kits must be provided for each of the tanks and liners.
 - ❖ Shall meet the FDA food industry standard and shall conform to NSF/ANSI 61 or equivalent relevant standards for tanks without liner.
 - ❖ General requirements for the water tank;
 - Impact Resistant – can be repaired if damaged for both tank and liner.
 - Liner made of virgin non-toxic food grade material.
 - Made of environmentally friendly material.
 - Low maintenance.
 - Can be tied down and can withstand weather conditions.
 - Prevents algae growth.
 - Must have an on-store available stock & supply of spare part.
 - Manufacturer standard warranty on the tank is required to be at least 15 years subject to the regular preventative maintenance guide adhered to. The liner is required to have a manufacturer's warranty of at least 20 years.
 - An Operations & Maintenance Manual must be provided.
 - Flat pack tanks need to be palletized for shipping.
 - Need to be suitable for construction without heavy equipment
 - Needs to be suitable for installation on coral atoll sites ideally without construction of a concrete foundation.
 - ❖ Bidders must specify the foundation requirements for their tanks including the area required as well as the foundation materials. For example a prepared level site that is 1 m wider in diameter than the tank and covered with 50mm of fine crusher dust/fill sand.
- **LOT 3: GROUNDWATER WELL IMPROVEMENTS AND CIVIL WORKS**
- ❖ Roofing shall conform to ASTM – E1637 - 98 or other equivalent/relevant specifications for Aluminum Roof Panel Systems, 0.032" thick, complete with hardware, bended accessories and sealant.
 - ❖ **CONCRETE AND MASONRY WORKS**
 - Portland cement shall conform to the requirements of ASTM C-150 or equivalent.
 - Cement for any reasons, become partially set or which contains lumps of caked cement shall be rejected. Cement salvaged from discarded or used bags shall not be used.

- Coarse aggregates shall conform to the requirements of AASHTO M-80 or equivalent. It shall consist of coralline materials having hard, strong, durable pieces and free from any adherent coatings.
 - Coarse Aggregate shall contain no more than 1% mass of material passing the No. 200 sieve, not more than 0.25% mass of clay lumps, nor more than 3.5% mass of soft fragments.
 - Fine aggregates shall conform to the requirements of AASHTO M6 or equivalent. It shall consist of natural sand, weathered beach sand, stone screenings or other inert materials with similar characteristics, or combinations thereof, having hard, strong, and durable particles. It shall be washed thoroughly with fresh water or rainwater and shall be made in order to remove the impurities and other chemical constituents that might have adverse effect on the performance of the concrete mix. Fine aggregates from different sources shall not be mixed or stored in the same pile nor used alternately in the same class of concrete without the approval of the Engineer. Fine aggregates shall not contain more than 3% mass of materials passing the No. 200 sieve after washing nor more than 1% mass each clay lumps or shale. The fine aggregate shall be free from injurious amounts of organic impurities.
 - All concrete hollow blocks, non-load bearing, shall conform to the requirements of ASTM C90 or equivalent.
 - All non-load bearing concrete hollow blocks shall be sound and free of cracks or other defects that interfere with the proper placement of the unit or significantly impair the strength or permanence of the construction. Minor cracks, incidental to the usual method of manufacture or minor chipping resulting from customary methods of handling in shipment and delivery, are not grounds for rejection.
 - A shipment of the concrete hollow blocks shall not contain more than 5% of units, including broken unit that do not meet the requirements of the above provisions for concrete hollow blocks.
 - Aggregates failing to meet those specifications but produced concrete of adequate strength and durability may be used but subject to the approval of the project Engineer.
 - Reinforcing bars shall conform to the provisions for structural details and the installation shall be in accordance with standard details as provided for.
1. UNDP/RMI - GCF ACWA Team may respond to queries of supplier related to the character and nature of conditions to be encountered as required upon completing the delivery of supplies.
 2. The Supplier shall provide QA Certificates as part of the delivery and furnish to UNDP.
 3. The Supplier shall present samples or provide data sheets/catalogues/product specifications of materials, prior to the first PO call-off or as and when directed by the UNDP/RMI – GCF ACWA Engineer. All products supplied for the project are to have future maintenance in mind prior to the purchase and installation.
 4. The Supplier shall ascertain that no damage be done to the areas waterproofed prior and during installation if there were materials that has been subjected to waterproofing.
 5. Plumbing/Sanitary Works
 - ❖ Conduct an online orientation for LOT 2 only on the installation SOPs and Operation & Maintenance requirements of the rainwater storage tanks for UNDP's representatives & Government

Partners (Operation & Maintenance Group) during the first delivery, upon acceptance of the delivered materials. No orientation required from Suppliers of Lot 1 & Lot 3.

- ❖ Prepare and submit all the necessary Operation & Maintenance Manuals/documents, Test Results/Records, Service & Warranty Certificates for reference & perusal by UNDP & Government Partners.

6. Permits

- ❖ The Contractor shall obtain and pay for all permits, certificates and tests required for all materials, plant and equipment used for or in the Works as applicable. The Contractor is responsible for obtaining all port/street access etc., permits for the undertaking of the Supply and Delivery, including any necessary security accompaniment to Delivery Site. UNDP may assist in facilitating the processing and release of such permits, if the Supplier encounters extraordinary difficulties as applicable. The Supplier must therefore immediately notify UNDP if any such situation occurs.

7. Health, Safety and Environment (HSE) Minimum Requirements.

- ❖ The GoRMI/UNDP assumes no responsibility for injuries or damages suffered by Supplier, its officers, agents or employees, while engaged in the performance of this Contract. Supplier agrees to take reasonable measures to provide for the safety and security of its own workforce, and for the safety and security of all others present at the delivery site while engaged in the performance of this Contract. The supplier shall ensure that employees are supplied and use proper personal safety & health equipment and follow safe work procedures & health protocols, which protect supplier's employees and personnel in the vicinity of the delivery site. The supplier shall assume any liability for any injury incurred by supplier personnel.

B. OTHER WORKS INCLUDED IN THE CONTRACT TO BE COORDINATED

1. The Supplier should provide an indicative Delivery Schedule to UNDP 2 weeks after issuance of each call-off PO and the maximum delivery timeline shall not exceed 3 months to Majuro, RMI. The bidders will can choose their preferred mode of delivery.
2. The Supplier shall be responsible for the proper and orderly placement on-site of supplies delivered. The Supplier shall also be responsible for attending to and coordinating meetings with UNDP or nominated representatives.

C. LOGISTICS

1. Insurance and security of stocks will be the responsibility of the Supplier until received and accepted by UNDP.
2. All local permits required for any off-loading of materials shall be included in the bid as applicable. These will be furnished by the LGU in conjunction with the Supplier.
3. The Supplier shall provide a responsible representative who will attend all Delivery Progress Meetings conducted by UNDP or its nominated representatives/partners, on a regular basis to review delivery schedules & progress, establish priorities etc.

D. GENERAL INFORMATION

1. The Supplier shall execute and complete the Supply & Delivery in accordance with the requirements of the Contract and within the completion period stated.
2. Supplier shall perform the Supply & Delivery in accordance with the Contract with due diligence, efficiency and in conformity.
3. The Supplier shall perform the Supply & Delivery in conformity with local Health, Safety & Environmental regulations.
4. The Supplier shall be responsible for the procurement and payment of any permits, licenses, etc., as required, this will be completed in conjunction with the LGU policies & regulations.
5. The Supplier shall gather all information necessary to perform in accordance with the Contract, including but not limited to information as to the local conditions and facilities, conditions of labour, wage standards, safety requirements, environment, and industrial matters.

E. HANDOVER

The Supplier is to give UNDP seven (7) days' notice before the delivery of the materials. This is to allow the Authority to carry out an inspection and to confirm the delivery, partially or in-full, and acceptance of materials.

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:

Delivery Term [INCOTERMS 2020] <i>(Pls. link this to price schedule)</i>	DAP
Exact Address of Delivery/Installation Location	Port of Majuro, RMI
Mode of Transport Preferred	Bidders may choose their own preferred mode of delivery
Distribution of shipping documents <i>(if using freight forwarder)</i>	Submission of Bill of Landing, packing list, commercial invoice
Customs, if required, clearing shall be done by:	Supplier
Inspection upon delivery	Required
Installation Requirements	Required (Lot 2 only)
Testing Requirements	Testing/Installation will be done by UNDP Project
Scope of Training on Operation and Maintenance	Required for Lot 2 Training and awareness of proper operations and maintenance practice to be provided virtually (preferably via zoom) to target locals (community) as identified by the UNDP Project for a group of maximum 10 people at 5 pilot locations.
Commissioning	Not Required
Technical Support Requirements	All technical supporting services and replacement of faulty parts must be provided at vendor's expense through its local technical service provider partner during the warranty period or shipped with the next call-off.

After-sale services Requirements	<input checked="" type="checkbox"/> Guarantee/Warranty on Parts and Labor for minimum period: LOT 1: 15 years Warranty LOT 2: 15 years Warranty LOT 3: 2 years Warranty for the Roofing Sheets. <input checked="" type="checkbox"/> Technical Support for installation of Lot 2 and O&M Orientation
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, and completion of O&M Training.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Inspection upon arrival at destination <input checked="" type="checkbox"/> Training on installation and Operation and Maintenance <input checked="" 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

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:	ITB/FJI10/022/2021		

We, the undersigned, offer to supply the goods and related services required for of Rainwater Harvesting System in accordance with your Invitation to Bid No. ITB/FJI10/XXX/2021 and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

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

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

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

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

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

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

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

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

Name: _____
 Title: _____
 Date: _____
 Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

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

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 evidence 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 ▪ 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:	ITB/FJI10/022/2021		

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:	ITB/FJI10/022/2021		

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 5 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:	ITB/FJI10/022/2021		

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	Your response				
	Compliance with technical specifications		Minimum Delivery Lead Time <i>(confirm that you comply or indicate your delivery date)</i>	Quality Certificate/Export Licenses, etc. <i>(indicate all that apply and attach)</i>	Comments
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>			
a.					
b.					
c.					

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			
Training			
Bid Validity			

SECTION 3: Management Structure and Key Personnel

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

Format for CV of Proposed Key Personnel

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

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

 Signature of Personnel

 Date (Day/Month/Year)

FORM F: Price Schedule Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB/FJI10/022/2021		

The Bidder is required to prepare the Price Schedule following the below format. All materials must meet the materials specification in Section 5a. The downpipes and associated accessories under Lot 1: Rainwater harvesting materials, must be compatible with the proposed guttering material. 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.

Price Schedule**Currency of the Bid: USD**

LOT	ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST
LOT 1: RAINWATER HARVESTING MATERIALS						
	1.01	Guttering/Spouting (in standard lengths e.g. 10')	170,000	feet		
	1.02	Gutter Left End Caps	17,000	pcs		
	1.03	Gutter Right End Caps	17,000	pcs		
	1.04	Gutter Drop Outlet	8,000	pcs		
	1.05	Gutter Connector	17,000	pcs		
	1.06	Gutters Interior Corners	8,000	pcs		
	1.07	Gutters Exterior Corners	8,000	pcs		
	1.08	External Hanger and Screws	85,000	set		
	1.09	Leaf Diverter (Leaf Eater)	8,000	pcs		
	1.10	Stainless Steel Spring Gutter Strainer, 4.5" x 4.5" x 7"	7,000	pcs		
	1.11	Flexible Rubber Sealant/Caulking	3,000	can		
	1.12	Downpipes, 4" uPVC (in standard lengths e.g. 10')	140,000	feet		
	1.13	Downpipe Elbow, 4" uPVC	16,000	pcs		
	1.14	Downpipe Flexible Elbow, 4"	7,000	pcs		
	1.15	Downpipes Brackets and screws	29,000	pcs		
	1.16	Downpipes Coupling, 4" uPVC	14,000	pcs		

LOT	ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST
LOT 1: RAINWATER HARVESTING MATERIALS						
1.17		First Flush Downpipe Water Diverter, compatible with 4" downpipes, with automatic reset drain valve or equivalent.	4,000	sets		
1.18		Teflon Tape, Large	100	pcs		
1.19		Solvent Cement, 200 cc	3,000	can		
MATERIALS COST						
TRANSPORTATION / DELIVERY COST						
MODE OF TRANSPORTATION						
BID TOTAL DAP – MAJURO, RMI (INCOTERMS 2020)						
AFTER SALES						
<u>LOT 1: TOTAL AMOUNT</u>						

LOT 2: RAINWATER STORAGE TANK			
FLAT PACK MODULAR WATER STORAGE TANKS, COMPLETE WITH COMPONENTS AS SPECIFIED IN SECTION 5A	UNIT	MEDIUM-SIZE TANK (25-40 CU.M.)	LARGE-SIZE TANK (41-60 CU.M.)
Material of the offered products	-	Choose an item.	Choose an item.
Capacity of the offered products (useable volume per tank)	Cu.m.		
Tank expected life	Year		
Liner expected life	Year		
Unit price for 1 to 50 tanks (DAP PORT OF MAJURO, RMI)	Ea		
Unit price for 51 to 100 tanks (DAP PORT OF MAJURO, RMI)	Ea		
Unit price for 101 to 150 tanks (DAP PORT OF MAJURO, RMI)	Ea		
Unit price for 150 to 200 tanks (DAP PORT OF MAJURO, RMI)	Ea		
Unit price for above 200 tanks (DAP PORT OF MAJURO, RMI)	Ea		
Total materials maintenance cost for one tank throughout the product life	Ea		
OTHER ITEMS			
MODE OF TRANSPORTATION			
COST FOR ONLINE TRAINING (USD)			

The formula to be used for calculating the Lot 2 life cycle cost per volume (\$/m³) is shown below. This assumes that the tank and liner will be replaced at the end of its useful life (based on present day dollars, not the net present value):

Life cycle cost per volume (\$/m³) = (total cost per tank multiplied by the 25-year project horizon, then divided by the tank expected useful life in years) divided by the expected total tank volume.

Total cost per tank refers to landed price of the tank (as per specifications detailed in Section 5a), plus materials maintenance costs throughout the product life, and cost for foundation (foundation materials will be covered under Lot 3). Note that information other than landed price of the tank will be used for the purposes of financial evaluation only, it may not be included in the final scope of the long-term agreement.

The expected total tank volume is 14,000m³ under this LTA and will be used for this financial evaluation. The actual total tank volume and the number of medium and large tanks required will be confirmed during the technical design for each community.

Note:

- ❖ Bidders are to specify the assumptions for the calculation of the materials maintenance cost.
- ❖ Bidders must quantify the installation requirements including required tools, number of people, expected time taken for installation of each type of tank etc.

LO T	ITEM #	DESCRIPTION	QUAN- TITY	UNI T	UNIT COST	TOTAL COST
LOT 3: LOCAL MATERIALS						
	3.01	Corrugated Aluminum Roof Panel, 0.32" thick a. 12' long (6,970 pcs) b. 10' long (5,630 pcs)	12,600	pcs		
	3.02	SS Screw, #9 x 3"	1,600	pcs		
	3.03	Faucet 3/4"	7,200	pcs		
	3.04	Bulkhead Adaptor, 3/4"	7,200	pcs		
	3.05	Lumber, 2" x 10" x 20'	8,200	pcs		
	3.06	SS Nails 10D	3,800	lbs		
	3.07	Ply Roof Sheeting	6,300	pcs		
	3.08	Steel duct strap	700	pcs		
	3.09	Structural Strength for roof members	26,000	pcs		
	3.10	Fasteners	1,600	pcs		
	3.11	Steel Magnetic Nut Driver	4,700	pcs		
	3.12	Lumber for rafters, 2" x 4" x 10'	22,000	pcs		

LOT	ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST
LOT 3: LOCAL MATERIALS						
	3.13	Box Sill for roof	6,300	pcs		
	3.14	Post for Structure	4,000	pcs		
	3.15	For Anchor Posts	5,200	pcs		
	3.16	Coarse Sand	2,000	cu.m		
	3.17	Gravel, 3/4	3,300	cu.m		
	3.18	10mm Ø deformed Reinf. steel bar	17,000	pcs		
	3.19	Tie Wire, #16 @ 25kgs per roll	40	rolls		
	3.20	Concrete Hollow Blocks, 4"thk	65,000	pcs		
MATERIALS COST						
TRANSPORTATION / DELIVERY COST						
MODE OF TRANSPORTATION						
BID TOTAL DAP – MAJURO, RMI (INCOTERMS 2020)						
AFTER SALES						
<u>LOT 3: TOTAL AMOUNT</u>						

Name of Bidder: _____

Authorised signature: _____

Name of authorised signatory: _____

Functional Title: _____