INVITATION TO BID

PROVISION OF CLEANING SERVICES AT UN HOUSE

ITB No.: ITB/UNDP/TT/03/2022
Project: COMMON SERVICES
Country: TRINIDAD AND TOBAGO
Issued on: 15 February 2022
Contents

Section 1. Letter of Invitation ................................................................. 4
Section 2. Instruction to Bidders ........................................................... 5

GENERAL PROVISIONS ........................................................................... 5
1. Introduction ...................................................................................... 5
2. Fraud & Corruption, Gifts and Hospitality ........................................ 5
3. Eligibility ......................................................................................... 5
4. Conflict of Interests ......................................................................... 6
B. PREPARATION OF BIDS .................................................................... 6
5. General Considerations ................................................................... 6
6. Cost of Preparation of Bid .............................................................. 7
7. Language ......................................................................................... 7
8. Documents Comprising the Bid ....................................................... 7
9. Documents Establishing the Eligibility and Qualifications of the Bidder .................................................................................. 7
10. Technical Bid Format and Content ............................................... 7
11. Price Schedule ............................................................................... 7
12. Bid Security ................................................................................... 7
13. Currencies ..................................................................................... 8
14. Joint Venture, Consortium or Association ....................................... 8
15. Only One Bid ................................................................................ 9
16. Bid Validity Period ....................................................................... 9
17. Extension of Bid Validity Period ................................................... 9
18. Clarification of Bid (from the Bidders) ......................................... 10
19. Amendment of Bids ..................................................................... 10
20. Alternative Bids ........................................................................... 10
21. Pre-Bid Conference .................................................................... 10
C. SUBMISSION AND OPENING OF BIDS .......................................... 11
22. Submission .................................................................................. 11

Hard copy (manual) submission .......................................................... 11
Email and eTendering submissions .................................................... 11

Deadline for Submission of Bids and Late Bids ................................... 11
23. Withdrawal, Substitution, and Modification of Bids .................... 12
24. Bid Opening ................................................................................ 12

D. EVALUATION OF BIDS ................................................................. 12
25. Confidentiality ............................................................................. 12
26. Evaluation of Bids ....................................................................... 12
27. Preliminary Examination .............................................................. 13
28. Evaluation of Eligibility and Qualification ................................... 13
29. Evaluation of Technical Bid and prices ....................................... 13
30. Due diligence ................................................................................ 13
31. Clarification of Bids .................................................................... 14
32. Responsiveness of Bid ................................................................ 14
33. Nonconformities, Reparable Errors and Omissions ................. 14
E. AWARD OF CONTRACT ................................................................. 15
34. Right to Accept, Reject, Any or All Bids .................................... 15
35. Award Criteria ............................................................................ 15
36. Debriefing .................................................................................... 15
37. Right to Vary Requirements at the Time of Award ..................... 15
38. Contract Signature ....................................................................... 15
39. Contract Type and General Terms and Conditions .................. 15
40. Performance Security .................................................................... 15
41. Bank Guarantee for Advanced Payment .................................... 15
42. Liquidated Damages .................................................................... 16
44. Payment Provisions ................................................................. 16
45. Vendor Protest ........................................................................ 16
46. Other Provisions ...................................................................... 16

Section 3. Bid Data Sheet ................................................................ 17
Section 4. Evaluation Criteria............................................................ 21
Section 5a: Schedule of Requirements and Technical Specifications/Bill of Quantities .... 24
Section 6: Returnable Bidding Forms / Checklist ................................. 32
   Form A: Bid Submission Form ..................................................... 33
   Form B: Bidder Information Form ................................................ 34
   Form C: Joint Venture/Consortium/Association Information Form .... 36
   Form D: Eligibility and Qualification Form ................................. 37
   Form E: Format of Technical Bid .................................................. 39
   Form F: Price Schedule Form ...................................................... 44
   Form G: Form of Bid Security ....................................................... 35
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 provision of Cleaning Services at UN House.

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

1. Section 1: This Letter of Invitation
2. Section 2: Instruction to Bidders
3. Section 3: Bid Data Sheet (BDS)
4. Section 4: Evaluation Criteria
5. Section 5: Schedule of Requirements and Technical Specifications
6. 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.tt@undp.org, indicating whether you intend to submit a Bid or otherwise. 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

[Signature]

Name: Candice Brereton
Title: Procurement Associate
Date: February 15, 2022

Approved by:

[Signature]

Name: for Beverly Charles
Title: Operations Manager
Date: February 15, 2022