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## INVITATION TO BID

Provision of Sustainable Waste Removal, Recycling and Disposal for  
the UN City – Campus 1

**ITB No.:** ITB-UNDP-UNCITY CPH-2022-Waste Management

**Project:** Provision of Sustainable Waste Removal, Recycling and Disposal for the UN City Campus 1

**Country:** Denmark

**Issued on:** 15 March 2022

# Contents

Section 1. Letter of Invitation .....	4
Section 2. Instruction to Bidders .....	4
GENERAL PROVISIONS .....	5
1. Introduction.....	5
2. Fraud & Corruption, Gifts and Hospitality.....	5
3. Eligibility.....	5
4. Conflict of Interests.....	6
<b>B. PREPARATION OF BIDS</b> .....	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
<b>C. SUBMISSION AND OPENING OF BIDS</b> .....	10
22. Submission.....	11
Hard copy (manual) submission.....	11
Email and eTendering submissions .....	11
23. Deadline for Submission of Bids and Late Bids .....	11
24. Withdrawal, Substitution, and Modification of Bids.....	12
25. Bid Opening .....	12
<b>D. EVALUATION OF BIDS</b> .....	12
26. Confidentiality.....	12
27. Evaluation of Bids .....	12
28. Preliminary Examination .....	13
29. Evaluation of Eligibility and Qualification .....	13
30. Evaluation of Technical Bid and prices .....	13
31. Due diligence .....	13
32. Clarification of Bids .....	14
33. Responsiveness of Bid .....	14
34. Nonconformities, Reparable Errors and Omissions .....	14
<b>E. AWARD OF CONTRACT</b> .....	15
35. Right to Accept, Reject, Any or All Bids .....	15
36. Award Criteria .....	15
37. Debriefing .....	15
38. Right to Vary Requirements at the Time of Award .....	15
39. Contract Signature .....	15
40. Contract Type and General Terms and Conditions .....	15
41. Performance Security .....	15

42.	Bank Guarantee for Advanced Payment .....	15
43.	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.....		20
Section 5a: Schedule of Requirements and Technical Specifications/Bill of Quantities .....		23
Section 5b: Other Related Requirements.....		1
Section 6: Returnable Bidding Forms / Checklist .....		2
Form A: Bid Submission Form .....		3
Form B: Bidder Information Form .....		5
Form C: Joint Venture/Consortium/Association Information Form.....		7
Form D: Eligibility and Qualification Form .....		8
Form E: Format of Technical Bid.....		10
Form F: Price Schedule Form .....		13
Form G: Form of Bid Security.....		35

## Section 1. Letter of Invitation

March 15, 2022  
Copenhagen, Denmark

### ITB-UNDP-UNCITY CPH-2022-Waste Management

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 [cs.bidtender@undp.org](mailto:cs.bidtender@undp.org) indicating whether you intend to submit a Bid or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the ITB. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this ITB.

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

Yours sincerely,

Martin Christensson

UN City Common Services Manager

DocuSigned by:  
*Martin Christensson*  
85C06CD3AC834C7...

## Section 2. Instruction to Bidders

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

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

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

	<p>12.2 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>12.3 If the Bid Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Bid.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their bid and the original of the Bid Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Bid Security may be forfeited by UNDP, and the Bid rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or;</li> <li>b) In the event the successful Bidder fails: <ul style="list-style-type: none"> <li>i. to sign the Contract after UNDP has issued an award; or</li> <li>ii. to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</li> </ul> </li> </ul>
<p><b>13. Currencies</b></p>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Bids are quoted in different currencies, for the purposes of comparison of all Bids:</p> <ul style="list-style-type: none"> <li>a) UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bids; and</li> <li>b) In the event that UNDP selects a Bid for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</li> </ul>
<p><b>14. Joint Venture, Consortium or Association</b></p>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one Bid.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or</p>

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

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

### C. SUBMISSION AND OPENING OF BIDS

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

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

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

	<ul style="list-style-type: none"> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
<b>32. Clarification of Bids</b>	<p>32.1 To assist in the examination, evaluation and comparison of Bids, UNDP may, at its discretion, request any Bidder for a clarification of its Bid.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Bids, in accordance with the ITB.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bids.</p>
<b>33. Responsiveness of Bid</b>	<p>33.1 UNDP's determination of a Bid's responsiveness will be based on the contents of the bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, specifications and other requirements of the ITB without material deviation, reservation, or omission.</p> <p>33.2 If a bid is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<b>34. Nonconformities, Repairable Errors and Omissions</b>	<p>34.1 Provided that a Bid is substantially responsive, UNDP may waive any non-conformities or omissions in the Bid that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</p> <p>34.3 For the bids that have passed the preliminary examination, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>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;</li> <li>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</li> <li>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.</li> </ul> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall be rejected.</p>

## E. AWARD OF CONTRACT

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

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

## Section 3. Bid Data Sheet

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Bid	English
2		Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	Not Allowed
3	20	Alternative Bids	Shall not be considered
4	21	Pre-Bid conference	<p>Will be Conducted  Time: 10 :00 AM, CEWT  Date : March 24, 2022  Venue : UN City Campus 1, Marmorvej 51, 2100 Copenhagen East</p> <p>The UNDP focal point for the arrangement is:  UNDP CS Procurement  E-mail: cs.bidteneder@undp.org</p>
5	16	Bid Validity Period	120 days
6	13	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required

10	12	Currency of Bid	Local currency DKK
11	31	Deadline for submitting requests for clarifications/ questions	7 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Common Services Procurement  <b>E-mail address dedicated for this purpose:</b> <a href="mailto:cs.bidtender@undp.org">cs.bidtender@undp.org</a>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	12 April 2022 17:00 pm CEST For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Bids	<input checked="" type="checkbox"/> e-Tendering
15	22	Bid Submission Address	<a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a>  <u>Insert BU Code and Event ID number</u>  <u>Business Unit (BU):</u> H2810 <u>Event ID number:</u> 0000011886
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> <li>▪ Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 5 MB</li> <li>▪ Mandatory subject of email: ITB-UNDP-UNCITY CPH-2022-Waste Management</li> </ul>
17	25	Date, time and venue for the opening of bid	Date and Time: April 13, 2022, 10:00 AM Venue: UN City Marmorvej 51, 2100 Copenhagen

			In the case of e-Tendering submission, bidders will receive an automatic notification once their Bids are opened.
18	27, 36	Evaluation Method for the Award of Contract	Lowest priced technically responsive, eligible and qualified bid.
19		Expected date for commencement of Contract	<i>May 1, 2022</i>
20		Maximum expected duration of contract	Up to 36 months prior to satisfactory performance of supplier
21	35	UNDP will award the contract to:	One Proposer Only
22	39	Type of Contract	Choose an item. <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
23	39	UNDP Contract Terms and Conditions that will apply	Choose an item. <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
24		Other Information Related to the ITB	<i>[All other instructions and information not yet mentioned so far in this Data Sheet but are relevant to the ITB must be cited here, and any further entries that may be added below this table row]</i>

## Section 4. Evaluation Criteria

### Preliminary Examination Criteria

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

- Appropriate signatures
- Power of Attorney
- Minimum Bid documents provided
- Bid Validity
- Bid Security (if required) submitted as per ITB requirements with compliant validity period

### 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
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Bid Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with ITB clause 4.	Form A: Bid Submission Form
<b>Bankruptcy</b>	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Bid Submission Form
<b>Certificates and Licenses</b>	<ul style="list-style-type: none"> <li>▪ Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer</li> <li>▪ Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country</li> <li>▪ Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder</li> <li>▪ Export/Import Licenses, if applicable</li> </ul>	Form B: Bidder Information Form
	<input checked="" type="checkbox"/> Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured	

	<p><input checked="" type="checkbox"/> 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</p> <p><input checked="" type="checkbox"/> Local Government permit to locate and operate in the current location of office or factory</p> <p><input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any</p> <p><input checked="" type="checkbox"/> Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures</p> <p><input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 2 years.</p> <p><input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value the past 5 years.</p> <ul style="list-style-type: none"> <li>▪ <input checked="" type="checkbox"/> All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.</li> <li>▪ <input checked="" type="checkbox"/> ISO 14001 Environmental Management (EMS), the EU Eco-Management and Audit Scheme (EMAS) or equivalent is mandatory.</li> </ul>	
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 5 years.	Form D: Qualification Form
<b>Previous Experience</b>	Minimum 3 years of relevant experience.	Form D: Qualification Form
	Minimum 3 contracts of similar value, nature and complexity implemented over the last 3 years.	Form D: Qualification Form

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

	<i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	
<b>Financial Standing</b>	Minimum average annual turnover <sup>2</sup> of USD 200.000 for the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
<b>Technical Evaluation</b>	The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in the bid document.	Form E: Technical Bid Form
<b>Financial Evaluation</b>	Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F. Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable) Comparison with budget/internal estimates.	Form F: Price Schedule Form

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

## Section 5a: Schedule of Requirements and Technical Specifications/Bill of Quantities

### TERMS OF REFERENCE

#### FOR PROVISION OF SUSTAINABLE WASTE REMOVAL, RECYCLING AND DISPOSAL FOR THE UN CITY – CAMPUS 1

#### BACKGROUND AND SITE DESCRIPTION

The UN City in Copenhagen, Campus 1 is the office for some 1,700 persons. Sustainability is at the core of the UN, the building and its operations. UN City has a local climate strategy with ambitions above and beyond the Paris agreement.

In line with UNs ambitions to minimize climate and environmental impact of its operations, UN City requires provision of high standard sustainable waste management services and containers at the UN City Campus 1.

The waste produced are similar to other offices including paper, cardboard, waste related to internal food and beverages services. Waste sorting in the building follows Danish rules and regulations.

The waste management company UN City is looking forward, should preferably be an ambitious partner to help us change and improve our waste handling in terms of cost and emissions.

The ITB and related documentations covers the UN City Campus 1 premises

**The focal point for the campus will be as follows:**

#### **UN City Campus 1 - UN City Common Services**

UN City Common Services Procurement

email: [cs.bidtender@undp.org](mailto:cs.bidtender@undp.org)

**UN City Campus 1 premises** consists of:

One Main Administration building for office-based operations

Campus 1 is located at Marmorvej 51, 2100 Copenhagen Ø.

**Number of staff approximately 1,700 persons.**

Accessing the UN City Campus 1 depends on strict security rules that need to be observed at all

times. Description of these rules will be available on the work specifications.

The physical location of the containers in Campus 1 and access maps are available as Annexes 1.

## **DELIVERABLES**

The present specification shall be regarded as the technical basis for tender offering of sustainable waste management services at the UN City Campus 1.

**Deliverables** should include, but are not limited to:

- Collection and removal of waste containers, when necessary, this varies from ad hoc to 3 or more times per week, based on the estimated amount of generated waste per fraction.
- Provision of waste containers whose size adequately suits the estimated volume of the waste generated by Campus 1, in order to support on-site waste sorting by the cleaning company and the client;
- Assure regular cleaning and general maintenance of cardboard compressor and containers; ;
- Provision and collection of recycling containers for the following products: unsorted general waste; paper; cardboard and carton; plastics; metals and cans; glass; electronics; organic waste; hazardous/flammable waste and batteries; wood; oils, or others as necessary.
- Timely response to ad-hoc requests for waste collection for all above-mentioned waste categories, including rental and removal of relevant temporary containers;
- Collection and destruction of confidential papers (large scale paper shredding processes) on a frequent and/or ad-hoc basis.
- Constant guarantee that the waste streams are respected from the collection recycling/destruction processes;
- Compliance with the municipal, national and European rules and regulations on urban waste management; Clear compliance with the frameworks implemented by the City of Copenhagen;
- Continuous communications and dialogue on improving the services to reduce our impact on the climate and the environment, e.g. how we can help better waste sorting among staff, less transports;;
- Monthly reporting of waste volumes by waste type (overall and recycled waste).

Additionally, a service log should be maintained by the supervisor of the selected company to record the provided services. It should be made available to the Client on a regular basis for follow-up of

operations as per the present TOR, and should include, but not be limited to:

- Date and time of the waste removal operations in the UN City Campus 1;
- Name of the company's staff in charge of the operations on that day;
- Weight of waste removed and treated, by waste type;
- Any observation which may be relevant to the cleaning service team, staff and to the Client should be noted and brought to the awareness of the respective focal person. This includes, amongst others, concerns on maintenance, incidents within the UN City premises, incidents on the way to and in the waste, treatment premises that could compromise the quality of the waste management operations.

To support the UN City Sustainable Waste Management Programme assessment, a monthly summary of this service log can be requested to assess the level of office waste generated by the UN City Campus 1 premises and evaluate the recycling measures and activities in place.

### **KEY PERFORMANCE INDICATOR (KPI)**

#### **Timely Removal**

The Clients will perform weekly random checks. These will be to ensure that the regularly scheduled waste removal is being performed in a timely fashion and the containers cleaned as necessary.

### **WASTE MANAGEMENT SERVICES & ON-SITE SECURITY**

#### **General Security**

The UN City Campus 1 premises are subject to a number of security regulations which are maintained jointly by the Clients and the UN City Security Team.

To guarantee that security in the premises is ensured at all times during the waste management services, it is requested from the selected Company that any item used for the removal and cleaning of the waste containers is taken away and disposed when the waste management operations on Campus 1 are finished.

Smoking and the consumption of alcohol by the selected company's staff is strictly prohibited in all areas of UN City Campus 1.

## WORK SPECIFICATIONS

### Overall Waste Estimation

The tables below describe the estimated waste to be generated yearly by the UN City. These estimates have been calculated on a basis of approximately 1,700 personnel at Campus 1 on a permanent basis.

### CONTAINER TECHNICAL SPECIFICATIONS

- a) Each container should be clearly marked with the type of waste it stores to allow the Client to sort out waste accordingly and thus support on-site recycling activities.
- b) The containers should be adapted to the specific requirements of each of the products they will contain in order to ensure hygiene, health and environmental safety at all stages of the operations. They should be hermetically separated from each other to prevent any content contamination.
- c) The containers should respond to all security requirements of the selected company and, thus as per the codes and regulations in place for waste management:
  - prevent any security breach on-site as no one should be able to go into the containers (unless for specific and controlled reasons decided by the Client);
  - ensure that hygiene, health and environmental safety are maintained at all times in the premises;
  - guarantee the security conditions during the installation, removal and cleaning of the containers;
  - guarantee the security conditions during the transportation of the waste to the treatment plant.
- d) Any alteration to the containers' quality and safety needs to be noted in the Service Log and the containers should be replaced if the above-mentioned conditions cannot be met anymore.

**The technical characteristics of the proposed containers (size/volume, components, materials) needs to be included in the submission in order to ascertain that they are suitable to the above-mentioned requirements.**

The interested Companies should provide a detailed list of costs for the rental, cleaning, removal/disposal, and maintenance of waste containers.

### **Container's installation**

The selected Company should install the chosen containers at the locations indicated by the Client. Their installation should allow easy and safe access to the waste premises by the Client and the staff designated by the Company to ensure the removal, emptying, cleaning and maintenance of the containers. See annex 1 for maps of Campus 1 indicating the locations of the waste management sites.

The selected Company will also be fully in charge of the removal of the containers at the termination of the contract.

The selected Company should provide a relevant number of containers at a location to be indicated by the Client in order not to compromise regular waste management services. This location might vary based on the type of waste and the estimated volume to be removed.

The placement of temporary containers should allow easy and safe access to the waste premises by the Client and the staff designated by the Company to ensure the removal, emptying, cleaning and maintenance of the containers.

If no new containers are installed, it is then expected from the selected Company to remove the permanent containers and treat the respective waste on a more frequent basis.

The above-mentioned waste categories are indicative; the Client takes upon itself the right to select which containers will be installed.

In case some of the above-mentioned items are produced in a large quantity, it is highly possible that the selected Company is contacted by the Client for ad-hoc removal requests.

It is also expected that certain containers need to be emptied and treated on a more frequent basis than others, due indeed to these possible variations.

Specific waste removal and disposal services might occur during the contracting period, for instance in case of large-scale clean-up activities; it is not possible to provide a yearly schedule of when such activities might happen, however it is highly likely that requests are placed at least once a year.

As Campus 1 is located on an island and therefore only accessible from specific route, technical limitations apply and need to be taken into consideration.

#### **Traffic Restrictions and Working hours at Campus 1**

- Traffic to and from the UN island only allows for vehicles with:
  - **Maximum length of 9m**
  - **Axel load of maximum 10 t. (i.e., maximum wheel load of 5 t.)**

Waste collection should take place between 06:00 and 08:00 (am).

**Delivery of all items should be performed on the first day of the start of the contract.**

**Campus 1**

Items to be Rented/ Services to be Performed	Quantity	Description/Specifications of Goods	To be Emptied	Amount of waste generated per year in kg
General Waste container	1	14m <sup>3</sup> container to hold general waste of EAK 200301	3 / week	122,000
Integrated cardboard, carton, including packing carton packaging compactor	1	20m <sup>3</sup> to hold EAK 150101. Needs to use a CEE plug	4 / year (ad hoc)	10,000
Paper waste container	1	660L plastic 4-wheel container to hold paper of EAK 200101	1 / week	15,000
Paper waste container for paper shredding	1	660L plastic 4-wheel container to hold paper for shredding of EAK 200101	Ad hoc	15,000
Plastic waste container	2	600L Plastic 4-wheel container to hold plastics of EAK 170203 & 200139	2 / week	1,500
Cans and metal waste container	1	600L plastic 4-wheel container to hold cans and metals for EAK 170402 & 200140	2 / week	1,200
Container to hold Waste Electrical and Electronic Equipment (WEEE)	1	800L metal cage to hold Waste Electrical and Electronic Equipment (WEEE) EAK 200136	Ad hoc	1,500
Glass waste container	2	900L cubes to hold glass / bottles of EAK 150107	1 / week	9,000
Hazardous / flammable waste container	x	A plastic 4-wheel container of appropriate size to hold hazardous / flammable waste/items of EAK 140603	Ad hoc	20
Battery waste container	1	10L plastic 4-wheel container to hold batteries of EAK 1606XX	Ad hoc	20 kg
Printer toner waste container	x	A plastic 4-wheel container to hold toners for printers of EAK 200135	Ad hoc	100
Lightbulb waste container	1	800L plastic drum to hold lightbulb waste ok EAK 200121	Ad hoc	80
	1	100L plastic drum to hold lightbulb waste of EAK 200121		
Fluorescent Tube	1	Container to collect Fluorescent Tube	Ad hoc	140
Cardboard	1	1,100L container to hold cardboard from food	Ad hoc	500
Organic waste container	1	660L plastic 4-wheel container with plastic lining to hold organic waste of EAK 190809	Ad hoc	200

Medical waste container	1	110L plastic 2-wheel mini container to hold medical waste of EAK 180103	Ad hoc	20
Ceramic waste	1	240L plastic 2-wheel mini container for ceramic	Ad hoc	150

container		waste of EAK 191212		
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#### Services

Removal of organic waste from an ENVAC Tank		<p>UN City Owned ENVAC (Micro VAC product Nr. 180-0000) of 4,4m<sup>3</sup> must be emptied of organic waste generated by the canteen with the employment of a sewage suction equipment. The following technical specifications have been provided by ENVAC.</p> <ul style="list-style-type: none"> <li>- Connection, suction pipe: 2x50 mm 41</li> <li>- Connection, emptying pipe: 110 mm</li> <li>- Connection, ventilation: 110 mm</li> <li>- Water connection: Pipe 15 mm</li> <li>- Water Drainage connection &lt;25 mm</li> <li>- 240 VAC for the Drainage pump</li> </ul>	4 / year (Ad hoc)	20,000
Removal of wood		Removal of wood from the premises to be recycled where possible	Ad hoc	6,000
Removal of Bulky waste		Removal of bulky waste from the premises to be recycled where possible	Ad hoc	4,000
Removal of construction waste		Removal of construction waste from the premises	Ad hoc	20,000

#### Shredding On-Site

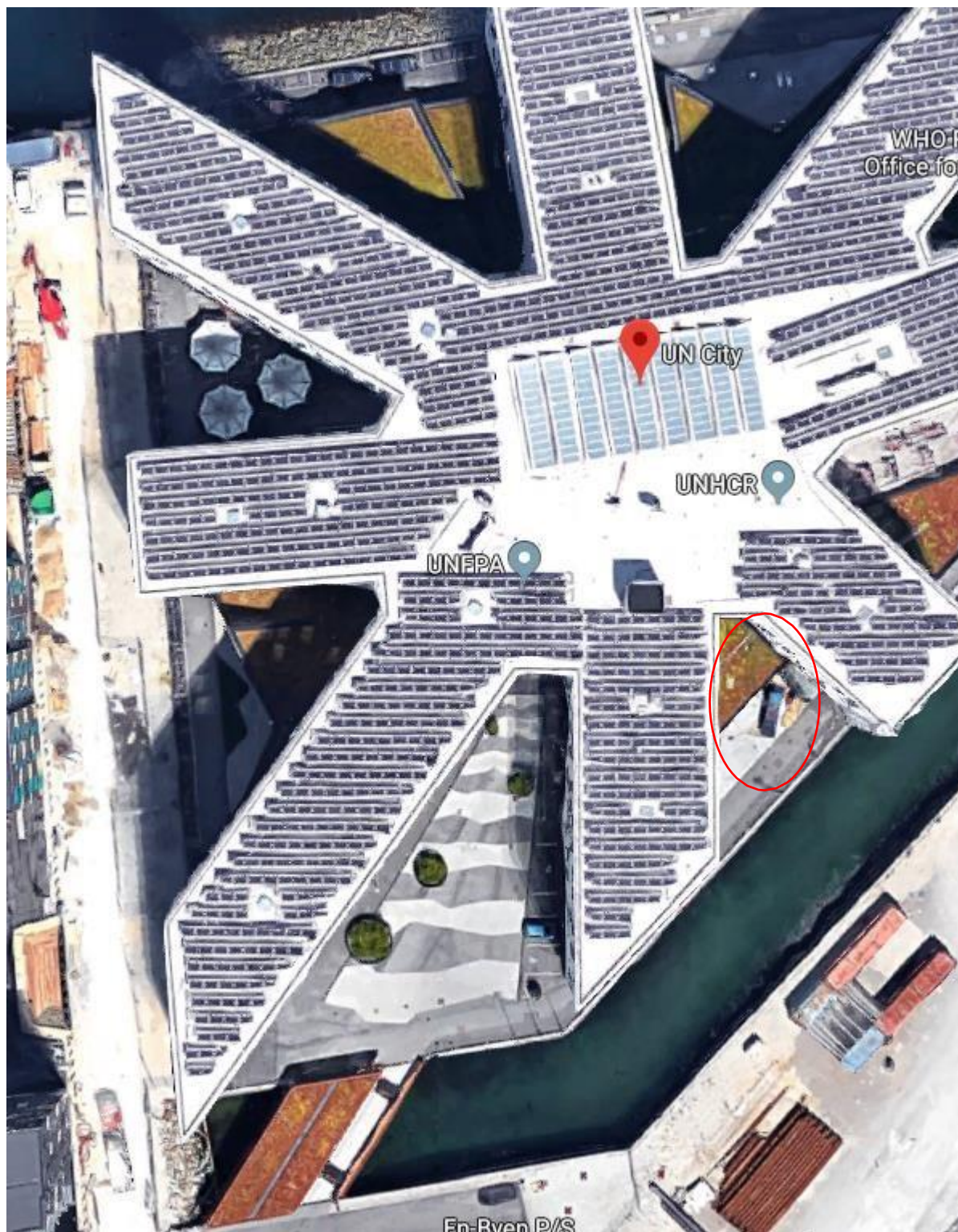
Paper	660L container	Mobile shredding of papers on-site	Ad hoc	950
With folders		Mobile shredding of papers on-site to be removed from folder first	Ad hoc	No estimate available
Hard drives	Locked container	Mobile shredding of hard drives on site to ensure the destruction of all information	Ad hoc	0

#### Shredding Off-Site

Paper	660L container	Shredding of papers at own facilities	Ad hoc	950
-With folders		Shredding of papers at own facilities to be removed from files first	Ad hoc	No estimate available
Hard drives	Locked container	Shredding of hard drives at own facilities to ensure the destruction of all information	Ad hoc	0

## ANNEX 1

### Campus 1 Waste container location





DISPONERING FOR AFFALDSHÅNDTERING:

- Mini-containerer for div. fraktioner i.h.t. kbh. kommunes anbefalinger
- Ekstra Mini-containerer
- Store container eller kompressor
- Tank for køkkenaffald fra affaldskurven i storkøkkenet.

B	1-0-5
A	1-0-5
Rev.	

FN-

- TOT
- ARKI
- INGE
- LANI
- ENT

20/9-2012/NAN

## **WASTE MANAGEMENT OPERATIONS ON THE UN CITY PREMISES**

**The selected Company will be in charge of removing waste from the different containers as per the mentioned frequencies as well as upon request.** This schedule will depend on the size of the provided containers and the actual waste generation from the buildings.

**Removal operations should systematically be followed by the cleaning of the containers if applicable/necessary, as well as by a systematic maintenance check.** Any observation which may be relevant to the cleaning service team and to the Client should be noted into the service log and brought to the awareness of the respective focal person.

### **a) Human health an environmental concern around sustainable waste management operations**

The selected Company should ensure that **transportation of waste from the UN City premises into the treatment plant and disposal facilities are carried out in a manner so as to avoid any possible hazard to human health and to the environment.** As such, special focus should be placed on hazardous, flammable, WEEE and clinical waste.

When applicable, the selected Company is required to engage in **recycling the above-mentioned waste categories as per the national and European regulations on sustainable waste management.** If recycling is not an available option, the waste should be disposed in the least harmful way to the environment and to human health. It is expected that the highest environmental and safety standards are applied throughout the waste management processes at all times.

**The interested Companies should provide a detailed list of their treatment and disposal methods. If some processes or activities are sub-contracted, details of the contracted companies should also be provided**

### **b) Specifications on WEEE, hazardous/flammable waste and batteries**

The selected Company should be able to handle and treat Waste Electrical and Electronic Equipment (WEEE), hazardous/flammable waste and batteries, applying the highest standards and precautions to guarantee that no harm is made to human health and the environment throughout the collection, transportation, and disposal processes.

These items can include, but not limited to:

- WEEE: office and kitchen appliances, electronic materials and IT (computers and related accessories).
- Hazardous/flammable waste: chemical products, paints, coatings, oils.
- Batteries: batteries for small office and kitchen appliances.
- Light sources

In case some of the above-mentioned items should be produced in a large quantity, it is highly possible that the selected Company is contacted by the Client for ad-hoc removal requests.

**For confidentiality reasons, it can be requested that the hard drives and any items that could contain confidential data are destroyed separately** (and thus through processes respecting the Danish and European regulations), using radical methods so that data cannot be retrieved anymore. **The interested Company should include in its submission a detailed description of its WEEE destruction operations and the costs related to such processes. During such process certificates of destruction can be requested for confirmation that certain items have been destroyed.**

**It is expected that the selected Company strictly respects the rules and regulations of the City of Copenhagen (See Resource and Waste Management Plan 2018) and the European Union on sustainable Waste Management for Hazardous products and WEEE (see Directive 2012/19/EU for further details).**

#### **c) Specifications on clinical waste**

The selected Company should be able to handle and treat clinical waste, applying the highest standards and precautions to guarantee that no harm is made to human health and the environment throughout the collection, transportation, and destruction processes. It should collect medical waste and take care of the subsequent destruction with certified partners in the most economical way depending on the type of medical waste.

The following points are therefore expected:

- A dedicated and well-marked bin with colored plastic bags should be made available to make sure that clinical waste is sorted correctly and that no waste contamination happens by the cleaning company and the Client.
- The cleaning company or the Client should be able to seal the bags hermetically when almost full (conventions on clinical waste suggest a capacity of maximum three quarters to prevent the bags from breaking).
- The staff in charge of waste removal and disposal should be provided with the necessary training and technical skills to manage clinical waste safely and be aware of emergency measures to be taken in case of incident.
- The staff in charge of waste removal and disposal should be provided with the necessary protection materials to be used when necessary (disposable aprons and latex-free gloves, paper towels, protection masks, etc.) by the selected Company.
- It is the responsibility of the selected Company to ensure that the team in charge of the removal and destruction of clinical waste is properly immunized against foreseeable diseases that can be transmitted by handling clinical waste. The Client should not be considered responsible of any incident on this matter.
- If the selected Company is already specialized in clinical waste management, it can be requested that it provides the Client with training sessions and instructions to ensure

safety and sorting.

**It is necessary that the selected Company strictly respects the rules and regulations of the City of Copenhagen and the European Union regarding the management and incineration of clinical and medical items/waste.**

**The supplier needs to ensure that all staff operating with the UN City waste management are appropriately equipped, qualified, and certified to perform their functions as necessary.**

DocuSigned by:  
*Martin Christensson*  
85C06CD3AC834C7...

## UN City Copenhagen - ITB-UNDP-UNCITY CPH-2022-Waste Management

## Section 5b: Other Related Requirements

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

Delivery Term <a href="#">[INCOTERMS 2020]</a> (Pls. link this to price schedule)	DAP
Exact Address of Delivery/Installation Location	UN City Campus 1 Marmorvej 51 2100 Copenhagen East
Mode of Transport Preferred	Land
UNDP Preferred Freight Forwarder, if any <sup>3</sup>	Click here to enter text.
Distribution of shipping documents (if using freight forwarder)	Click here to enter text.
Customs, if required, clearing shall be done by:	Choose an item.
Ex-factory / Pre-shipment inspection	Click here to enter text.
Inspection upon delivery	Click here to enter text.
Installation Requirements	Click here to enter text.
Testing Requirements	Click here to enter text.
Scope of Training on Operation and Maintenance	Click here to enter text.
Commissioning	Click here to enter text.
Warranty Period	Click here to enter text.
Local Service Support	Click here to enter text.
Technical Support Requirements	Click here to enter text.
After-sale services Requirements	<input type="checkbox"/> Warranty on Parts and Labor for minimum period of _____ <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance /repair <input type="checkbox"/> Others <i>[pls. specify]</i>

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

## UN City Copenhagen - ITB-UNDP-UNCITY CPH-2022-Waste Management

Payment Terms (max. advanced payment is 20% as per UNDP policy)	100% within 30 days upon UNDP's acceptance of the goods delivered as specified and receipt of invoice
Conditions for Release of Payment	See Terms of Reference
All documentations, including catalogues, instructions and operating manuals, shall be in this language	Choose an item.

## 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:**

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ 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"/>
▪ Form G: Form of Bid Security	
▪ [Add other forms as necessary]	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

**Price Schedule:**

▪ Form F: Price Schedule Form	<input type="checkbox"/>
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## UN City Copenhagen - ITB-UNDP-UNCITY CPH-2022-Waste Management

## FORM A: BID SUBMISSION FORM

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

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

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

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

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders 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: \_\_\_\_\_

## UN City Copenhagen - ITB-UNDP-UNCITY CPH-2022-Waste Management

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

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

*[Stamp with official stamp of the Bidder]*

## UN City Copenhagen - ITB-UNDP-UNCITY CPH-2022-Waste Management

## FORM B: BIDDER INFORMATION FORM

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

## UN City Copenhagen - ITB-UNDP-UNCITY CPH-2022-Waste Management

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

## UN City Copenhagen - ITB-UNDP-UNCITY CPH-2022-Waste Management

## FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM

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

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

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

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

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

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

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

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

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

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

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

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

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

## UN City Copenhagen - ITB-UNDP-UNCITY CPH-2022-Waste Management

## FORM D: ELIGIBILITY AND QUALIFICATION FORM

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

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

## History of Non- Performing Contracts

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

## Litigation History (including pending litigation)

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

## Previous Relevant Experience

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

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

## UN City Copenhagen - ITB-UNDP-UNCITY CPH-2022-Waste Management

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.

## UN City Copenhagen - ITB-UNDP-UNCITY CPH-2022-Waste Management

## FORM E: FORMAT OF TECHNICAL BID

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

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

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

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

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

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

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

## UN City Copenhagen - ITB-UNDP-UNCITY CPH-2022-Waste Management

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

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>	
e.g. Delivery Term			
Warranty			
Local Service Support			

**SECTION 3: Management Structure and Key Personnel**

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

**Format for CV of Proposed Key Personnel**

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i>

## UN City Copenhagen - ITB-UNDP-UNCITY CPH-2022-Waste Management

<b>Professional certifications</b>	<ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/ Experience</b>	<p><i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i></p> <p>[Insert]</p>
<b>References</b>	<p><i>[Provide names, addresses, phone and email contact information for two (2) references]</i></p> <p>Reference 1: [Insert]</p> <p>Reference 2: [Insert]</p>

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

\_\_\_\_\_  
Signature of Personnel

\_\_\_\_\_  
Date (Day/Month/Year)

## UN City Copenhagen - ITB-UNDP-UNCITY CPH-2022-Waste Management

## FORM F: PRICE SCHEDULE FORM

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

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

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

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

A. Cost Breakdown per Deliverable Items\*

**\*Only include the prices for the containers with estimate loads when filling out the column on the 'Total price/year for waste removal for full estimate'.**

**\*Only include the prices for the containers with estimate loads when filling out the column on the 'Total price/year for emptying'.**

SN	Deliverables <i>TOR as listed in RFP</i>	Year	Total price/year for container rental	Total price/year for emptying	Total price/Year for waste removal for full estimate	Total per Year
1	Waste Management of Campus I premises	Year 1	DKK	DKK	DKK	DKK
		Year 2	DKK	DKK	DKK	DKK
		Year 3	DKK	DKK	DKK	DKK

## UN City Copenhagen - ITB-UNDP-UNCITY CPH-2022-Waste Management

*\* This shall be the basis of payment tranches*

c) Cost Breakdown by Cost Component:

The Bidders are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed for additional set of goods and/or related services.

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<sup>7</sup> No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bids

Campus I – Year I

CONTAINER	DKK Rent / Month	DKK / Empty	DKK / TON	Estimate Waste / year
General Waste (14m <sup>3</sup> )	DKK	DKK	DKK	122,000
Cardboard, carton, including packing cartons (baler 20m <sup>3</sup> )	DKK	DKK	DKK	10,000
Paper (660 L)	DKK	DKK	DKK	15,000
Plastics (600 L)	DKK	DKK	DKK	1,500
Cans and Metals (600L)	DKK	DKK	DKK	1,200
Waste Electrical and Electronic Equipment (WEEE) (800 L)	DKK	DKK	DKK	1,500
Glass (900 L)	DKK	DKK	DKK	9,000

## UN City Copenhagen - ITB-UNDP-UNCITY CPH-2022-Waste Management

Hazardous / flammable items	DKK	DKK	DKK	20
Batteries (100 L)	DKK	DKK	DKK	20
Toners for Printers	DKK	DKK	DKK	100
Lightbulbs (800 L)	DKK	DKK	DKK	80
Lightbulbs (100 L)	DKK	DKK	DKK	
Organic Waste (660 L)	DKK	DKK	DKK	200
Wood	DKK	DKK	DKK	150
Ceramics	DKK	DKK	DKK	150
Construction Waste	DKK	DKK	DKK	No estimate available
Medical Waste (110 L)	DKK	DKK	DKK	20
Fluorescent Tube	DKK	DKK	DKK	140

FRACTION	DKK / Empty Per Hour	DKK / TON	Estimate Waste / year	
ENVAC (4.4m³)	DKK	DKK	1,500	
Bulky waste	DKK	DKK	4,000	
SHREDDING ON SITE	DKK Rent / Month	DKK / Empty Per Hour	DKK / KG	Estimate Waste / year
Paper (660 L)	DKK	DKK	DKK	950
- with folders	DKK	DKK	DKK	No estimate available
Hard drives (Locked container)	DKK	DKK	DKK	No estimate available

SHREDDING OFF SITE	DELIVERY OF CONTAINER	DKK Rent / DAY	DKK / Empty	DKK / KG	Estimate Waste / year
Paper (660 L)	DKK	DKK	DKK	DKK	950

## UN City Copenhagen - ITB-UNDP-UNCITY CPH-2022-Waste Management

- with folders	DKK	DKK	DKK	DKK	No estimate available
Hard drives (Locked container)	DKK	DKK	DKK	DKK	No estimate available

## UN City Copenhagen - ITB-UNDP-UNCITY CPH-2022-Waste Management

**Campus 1 – Year 2**

CONTAINER	DKK Rent / Month	DKK / Empty	DKK / TON	Estimate Waste / year
General Waste (14m <sup>3</sup> )	DKK	DKK	DKK	122,000
Cardboard, carton, including packing cartons (baler 20m <sup>3</sup> )	DKK	DKK	DKK	10,000
Paper (660 L)	DKK	DKK	DKK	15,000
Plastics (600 L)	DKK	DKK	DKK	1,500
Cans and Metals (600L)	DKK	DKK	DKK	1,200
Waste Electrical and Electronic Equipment (WEEE) (800 L)	DKK	DKK	DKK	1,500
Glass (900 L)	DKK	DKK	DKK	9,000
Hazardous / flammable items	DKK	DKK	DKK	20
Batteries (100 L)	DKK	DKK	DKK	20
Toners for Printers	DKK	DKK	DKK	100
Lightbulbs (800 L)	DKK	DKK	DKK	80
Lightbulbs (100 L)	DKK	DKK	DKK	
Organic Waste (660 L)	DKK	DKK	DKK	200
Wood	DKK	DKK	DKK	150
Ceramics	DKK	DKK	DKK	150
Construction Waste	DKK	DKK	DKK	No estimate available
Medical Waste (110 L)	DKK	DKK	DKK	20
Fluorescent Tube	DKK	DKK	DKK	140

## UN City Copenhagen - ITB-UNDP-UNCITY CPH-2022-Waste Management

FRACTION	DKK / Empty Per Hour	DKK / TON	Estimate Waste / year	
ENVAC (4.4m³)	DKK	DKK	20,000	
Bulky waste	DKK	DKK	4,000	
SHREDDING ON SITE	DKK Rent / Month	DKK / Empty Per Hour	DKK / KG	Estimate Waste / year
Paper (660 L)	DKK	DKK	DKK	950
- with folders	DKK	DKK	DKK	No estimate available
Hard drives (Locked container)	DKK	DKK	DKK	No estimate available

SHREDDING OFF SITE	DELIVERY OF CONTAINER	DKK Rent / DAY	DKK / Empty	DKK / KG	Estimate Waste / year
Paper (660 L)	DKK	DKK	DKK	DKK	950
- with folders	DKK	DKK	DKK	DKK	No estimate available
Hard drives (Locked container)	DKK	DKK	DKK	DKK	No estimate available

## UN City Copenhagen - ITB-UNDP-UNCITY CPH-2022-Waste Management

Campus I – Year 3

CONTAINER	DKK Rent / Month	DKK / Empty	DKK / TON	Estimate Waste / year
General Waste (14m <sup>3</sup> )	DKK	DKK	DKK	122,000
Cardboard, carton, including packing cartons (baler 20m <sup>3</sup> )	DKK	DKK	DKK	10,000
Paper (660 L)	DKK	DKK	DKK	15,000
Plastics (600 L)	DKK	DKK	DKK	1,500
Cans and Metals (600L)	DKK	DKK	DKK	1,200
Waste Electrical and Electronic Equipment (WEEE) (800 L)	DKK	DKK	DKK	1,500
Glass (900 L)	DKK	DKK	DKK	9,000
Hazardous / flammable items	DKK	DKK	DKK	20
Batteries (100 L)	DKK	DKK	DKK	20
Toners for Printers	DKK	DKK	DKK	100
Lightbulbs (800 L)	DKK	DKK	DKK	80
Lightbulbs (100 L)	DKK	DKK	DKK	
Organic Waste (660 L)	DKK	DKK	DKK	200
Wood	DKK	DKK	DKK	150
Ceramics	DKK	DKK	DKK	150
Construction Waste	DKK	DKK	DKK	20
Medical Waste (110 L)	DKK	DKK	DKK	140

## UN City Copenhagen - ITB-UNDP-UNCITY CPH-2022-Waste Management

FRACTION	DKK / Empty Per Hour	DKK / TON	Estimate Waste / year	
ENVAC (4.4m³)	DKK	DKK	1,500	
Bulky waste	DKK	DKK	4,000	
SHREDDING ON SITE	DKK Rent / Month	DKK / Empty Per Hour	DKK / KG	Estimate Waste / year
Paper (660 L)	DKK	DKK	DKK	950
- with folders	DKK	DKK	DKK	No estimate available
Hard drives (Locked container)	DKK	DKK	DKK	No estimate available

SHREDDING OFF SITE	DELIVERY OF CONTAINER	DKK Rent / DAY	DKK / Empty	DKK / KG	Estimate Waste / year
Paper (660 L)	DKK	DKK	DKK	DKK	950
- with folders	DKK	DKK	DKK	DKK	No estimate available
Hard drives (Locked container)	DKK	DKK	DKK	DKK	No estimate available

## UN City Copenhagen - ITB-UNDP-UNCITY CPH-2022-Waste Management

*[insert: address and email address]*