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INVITATION TO BID

LTA FOR THE SUPPLY OF FURNITURE AND ICT EQUIPMENT IN CABO DELGADO (12 MONTHS)

ITB No.: ITB/MOZ10/2022/022

Project: STABILIZATION PROGRAMME IN CABO DELGADO, 00117637

Country: Republic of Mozambique

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SECTION 1. LETTER OF INVITATION

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

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

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

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

<https://etendering.partneragencies.org>

BU: **MOZ10**

Event ID: **ITB222022**

For eTendering guidance please, consult Resources for Bidders:

<https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html>

<https://www.youtube.com/watch?v=IhtEkSXqMBs> **video instruction "How to register"**

<https://www.youtube.com/watch?v=TAoir7afaAo> **video instruction "How to bid"**

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

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

Issued by

Approved by:

Name: Mauro Salia

Title: Procurement Associate

Date: **October 3, 2022**

Name: Hanan Al-Ali

Title: Head of Procurement, ai

Date **October 3, 2022**

SECTION 2. INSTRUCTION TO BIDDERS

GENERAL PROVISIONS

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

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

B. PREPARATION OF BIDS

5. General Considerations	<p>5.1 In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify</p>
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	the UNDP accordingly.
6. Cost of Preparation of Bid	6.1 The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	7.1 The Bid, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
8. Documents Comprising the Bid	8.1 The Bid shall comprise of the following documents and related forms which details are provided in the BDS: <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Bid; c) Price Schedule; d) Bid Security, if required by BDS; e) Any attachments and/or appendices to the Bid.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Bid Format and Content	<p>10.1 The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB.</p> <p>10.2 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by the Purchaser, at no expense to the UNDP. If not destroyed by testing, samples will be returned at Bidder's request and expense, unless otherwise specified.</p> <p>10.3 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall certify the availability of spare parts for a period of at least five (5) years from date of delivery, or as otherwise specified in this ITB.</p>
11. Price Schedule	<p>11.1 The Price Schedule shall be prepared using the Form provided in Section 6 of the ITB and taking into consideration the requirements in the ITB.</p> <p>11.2 Any requirement described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p>
12. Bid Security	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"> a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or; b) In the event the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or ii. to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Bids are quoted in different currencies, for the purposes of comparison of all Bids:</p> <ul style="list-style-type: none"> a) UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bids; and b) In the event that UNDP selects a Bid for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one Bid.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or</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"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Bid	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>15.2 Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this ITB; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of another Bidder regarding this ITB process; e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
16. Bid Validity Period	<p>16.1 Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Bid Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing, and shall be considered integral to the Bid.</p> <p>17.2 If the Bidder agrees to extend the validity of its Bid, it shall be done without any</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>
18. Clarification of Bid (from the Bidders)	<p>18.1 Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Bids, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Bids	<p>19.1 At any time prior to the deadline of Bid submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
20. Alternative Bids	<p>20.1 Unless otherwise specified in the BDS, alternative Bids shall not be considered. If submission of alternative Bid is allowed by BDS, a Bidder may submit an alternative Bid, but only if it also submits a Bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative Bid.</p> <p>20.2 If multiple/alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid"</p>
21. Pre-Bid Conference	<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

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

Bids and Late Bids	23.2 UNDP shall not consider any Bid that is received after the deadline for the submission of Bids.
24. Withdrawal, Substitution, and Modification of Bids	<p>24.1 A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Bid by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Bid by Cancelling, Editing, and re-submitting the Bid directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Bid as needed. Detailed instructions on how to cancel or modify a Bid directly in the system are provided in the Bidder User Guide and Instructional videos.</p> <p>24.4 Bids requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened.</p>
25. Bid Opening	<p>25.1 UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members.</p> <p>25.2 The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.</p> <p>25.3 In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened.</p>
D. EVALUATION OF BIDS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Bids or contract award decisions may, at UNDP's decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Bids	<p>27.1 UNDP will conduct the evaluation solely on the basis of the Bids received.</p> <p>27.2 Evaluation of Bids shall be undertaken in the following steps:</p> <ul style="list-style-type: none"> a) Preliminary Examination including Eligibility b) Arithmetical check and ranking of bidders who passed preliminary

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

	<ul style="list-style-type: none"> d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Bids	<p>32.1 To assist in the examination, evaluation and comparison of Bids, UNDP may, at its discretion, request any Bidder for a clarification of its Bid.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Bids, in accordance with the ITB.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bids.</p>
33. Responsiveness of Bid	<p>33.1 UNDP's determination of a Bid's responsiveness will be based on the contents of the bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, specifications and other requirements of the ITB without material deviation, reservation, or omission.</p> <p>33.2 If a bid is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Bid is substantially responsive, UNDP may waive any non-conformities or omissions in the Bid that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</p> <p>34.3 For the bids that have passed the preliminary examination, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an

	arithmetic error, in which case the amount in figures shall prevail.
34.4	If the Bidder does not accept the correction of errors made by UNDP, its Bid shall be rejected.

E. AWARD OF CONTRACT

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

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

SECTION 3. BID DATA SHEET

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Bid	Portuguese or English
2		Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	Allowed, partial bidding can be allowed per item and award also] IMPORTANT NOTE TO BIDDERS <ul style="list-style-type: none"> Award will be done by line item.
3	20	Alternative Bids	Shall not be considered
4	21	Pre-Bid conference	Will not be conducted
5	16	Bid Validity Period	90 days
6	13	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per day of delay: 0.33% for every day of delay up to a maximum number of 30 calendar days, after which UNDP may terminate the contract.
9	40	Performance Security	Not required.
10	12	Currency of Bid	Local currency MZN or United States Dollar USD
11	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline.

12	31	Contact Details for submitting clarifications/questions	<p>Focal Person in UNDP: Procurement Unit Mozambique CO Address: N/A E-mail address: procurement.mozambique@undp.org</p> <p>Only requests for clarifications should be sent to this email address. Bids submitted to this email address will be disqualified. Bids must be submitted through e-Tendering only as provided in BDS No.15 below.</p> <p>Any delay in UNDPs response shall not be used as a reason for extending the submission deadline, unless UNDP determines that such an extension is necessary and communicates a new submission deadline in writing to Bidder</p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	<p>Posting on the website: https://procurement-notices.undp.org/index.cfm and directly in https://etendering.partneragencies.org</p>
14	23	Deadline for Submission	<p>Date and Time: 14/10/2022 16:30 (Maputo Time)</p> <p>For eTendering submission - as indicated in eTendering system, please note that system time zone is in EST/EDT (New York) time zone.</p>
14	22	Allowable Manner of Submitting Bids	<p><input checked="" type="checkbox"/> e-Tendering</p>
15	22	Bid Submission Address	<p>https://etendering.partneragencies.org</p> <p>BU: MOZ10 Event ID: <u>ITB222022</u></p>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Only electronic submission in the e-tendering module. ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 50 MB <p>Bidders are encouraged to check the attachment formats prior to submission as UNDP will not be responsible if attachments are in other formats that cannot be opened without additional software.</p> <p>For eTendering guidance please, consult Resources for Bidders: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html</p>

			https://www.youtube.com/watch?v=lhtEkSXqMBs video instruction "How to register" https://www.youtube.com/watch?v=TAoir7afaAo video instruction "How to bid"
	25	Date, time and venue for the opening of bid	This is an e-Tendering submission, all bidders who have registered and submitted their bids for this tender will receive an automatic notification of a bid opening report.
18	27, 36	Evaluation Method for the Award of Contract	<p>Lowest priced technically responsive, eligible and qualified bid.</p> <ul style="list-style-type: none"> UNDP Mozambique will undertake the technical evaluation per item against the technical specifications and delivery time <p>Vendors will be awarded per line item..</p>
19		Expected date for commencement of Contract	<i>October 28, 2022</i>
20		Maximum expected duration of contract	12 Months
21	35	UNDP will award the contract to:	<p>One or more Proposers, depending on the following factors : Award will be per line item. LTA(s) will be awarded to the lowest Priced bidder deemed Technically Responsive, following mandatory Eligibility, Qualification and Delivery assessment, per line item.</p>
22	39	Type of Contract	<p>LTA Contract for Goods and/or Services to UNDP</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
23	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Contracts</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
24		Other Information Related to the ITB	<p>Post Qualification Actions:</p> <p>UNDP may at its discretion conduct post qualification actions using one or more, or all the actions indicated below:</p> <ul style="list-style-type: none"> Verification of accuracy, correctness and authenticity of the information provided by the Bidder on the legal, technical and financial documents submitted. Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or any other entity that might have done business with the Bidder, Site inspection of goods. Bidders need to be aware that UNDP may request these items at anytime during the 12 months, to be delivered to different locations.

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
ELIGIBILITY		
Legal Status (Mandatory)	Vendor is a legally registered entity. Bidders are required to fill Form B. Additionally; bidders must also include the following documents: - A company profile of at least 3 pages but not exceeding 7 pages. - A proof of registration with the Conservatory of Legal Entities Registration (CREL); or such other entity as may be prescribed by the national regulations. - A valid Certificate of Business Registration - A valid certificate of discharge from the Tax Administration - Valid license/permit to trade in Mozambique. - Valid declaration issued by the institution responsible for the national social security system.	Form B: Bidder Information Form
Eligibility (Mandatory)	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. Bidders are required to fill Form A. Additionally: - Bidders must not be debarred from participating in procurement proceeding by any legal authority in Mozambique.	Form A: Bid Submission Form
Conflict of Interest (Mandatory)	No conflicts of interest in accordance with ITB clause 4. Bidders are required to fill Form A.	Form A: Bid Submission Form
Bankruptcy (Mandatory)	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	Form A: Bid Submission Form

	foreseeable future. Bidders are required to fill Form A. Additionally: Certificate issued by Ministry of Justice (Republic of Mozambique), stating that company never filled for bankruptcy.	
Certificates and Licenses (Mandatory)	Bidders are required to fill Form B, including: <ul style="list-style-type: none"> ▪ Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer. ▪ Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country. ▪ Export/Import Licenses, if applicable. 	Form B: Bidder Information Form
QUALIFICATION		
History of Non-Performing Contracts¹ (Mandatory)	Non-performance of a contract did not occur as a result of contractor default for the last 2 fiscal years (from January 2020 onwards).	Form D: Qualification Form
Litigation History (Mandatory)	No consistent history of court/arbitral award decisions against the Bidder for the last 2 fiscal years (from January 2020 onwards).	Form D: Qualification Form
Previous Experience (Mandatory)	Minimum documented 3 years of general experience in supplying furniture with storage capacity to withhold consignment stock. Specific experience in supplying furniture to education and health facilities is an added value. (For JV/Consortium/Association, all Parties cumulatively should meet requirement).	Form D: Qualification Form
	Minimum 3 contracts of similar value, nature and complexity implemented over the last 5 (five) years. - Bidders are required to include a copy of two (2) Certificates of Practical Completion of their latest two (2) contracts over the past 3 (three) years. (For JV/Consortium/Association, all Parties cumulatively should meet requirement).	Form D: Qualification Form
Financial Standing (Mandatory)	For each Lot: Average annual turnover of at least US\$ 150,000.00 USD within the past three (2) years (2020 onwards). (For JV/Consortium/Association, all Parties cumulatively should meet requirement).	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability by	Form D: Qualification

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

	<p>submitting audited financial reports covering the past two (2) years 2020-2021.</p> <p>Bidders are required to include their companies audited accounts for the past two (2) years (mandatory)</p> <p>Please do not submit audited financial statements beyond the required years.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p> <p>Note: UNDP reserves the right to verify the bidder financial capacity and seek references from the concerned parties & banks on the bidder's financial standing.</p> <p>UNDP reserves the right to reject any whom investigations reveal is not financially capable and/ or has serious financial problems.</p>	Form
Technical Evaluation	<p>The technical bids will be evaluated for ALL LOTS on a pass/fail basis for compliance against the following main criteria:</p> <p>Main criterion 1: Compliance with technical specifications</p> <p>Main criterion 2: Storage capacity to withhold consignment stock</p> <p>Main criterion 3: Capacity to deliver in different location as stated in distribution plan</p> <p>Bidders need to comply with the requirements under each criterion as listed below to be considered technically responsive.</p>	Form E: Technical Bid Form
Criteria 1: Compliance with technical specifications	<p>The Bidder shall enclose in the bid a table comparing their provided offer specifications and UNDP's required technical specifications.</p> <p>The Bidder shall also enclose catalogues of their offered items as well as images on each item.</p>	
Criteria 2: Storage capacity to withhold consignment stock	<p>The Bidder shall enclose in the bid a statement confirming their capacity to withhold consignment stock on behalf of UNDP, under this contract, without any storage fee being charged to UNDP.</p> <p>The bidder must also specify a delivery time required from each call off order.</p> <p>C) SUBCONTRACTING:</p> <p>The maximum percentage of the Contract value allowed to be Subcontracted under this ITB is fixed at 30% of Contract value, except for the preengineered steel buildings works, where the whole item (regardless of the percentage) can be Subcontracted and other specialist installations and equipment.</p> <p>At bid submission stage, if Bidder knows the share of works they will subcontract, Bidder shall disclose this information and provide the following:</p> <ul style="list-style-type: none"> • A signed agreement between the Contractor and the Subcontractor. • And where the Contractor is proposing to Subcontract more than 10% of the total value of the Contract, the following details shall be also enclosed in the bid submission (highlight cells in the BOQ attached in this ITB to indicate subcontracting details and include 	

	<p>a letter of confirmation):</p> <ul style="list-style-type: none"> • BOQ item number to be subcontracted ii) Value of item to be subcontracted iii) Name of Subcontractor(s) iv) Full qualifications and resources details for the proposed Subcontractor(s) for evaluation purposes. 	
Criteria 3: Capacity to deliver in different location as stated in distribution plan	<p>The Bidder shall enclose in the bid, proof of capacity to deliver in different locations as stated in the distribution plan enclosed.</p> <ul style="list-style-type: none"> • Proof of ownership of transport or service agreement with a third party logistics to ensure delivery. 	
Financial Evaluation	<p>Detailed analysis of the price schedule based on requirements listed in Section 6 and quoted for by the bidders in Form F.</p> <p>Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including installation on site)</p> <p>Comparison with budget/internal estimates.</p>	Form F: Price Schedule Form

SECTION 5A: SCOPE OF SUPPLY

Contents

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1 BACKGROUND

Following the terrorist attacks, many schools, health facilities and other government infrastructure in Cabo Delgado were destroyed or closed.

The Cabo Delgado Province is dealing with a rapid escalation and intensification of an armed insurgency. Since 2017, the NSAG has attacked rural villages and settlements, as well as symbols of the state - including schools, health centers, military barracks, police stations and headquarters of district administrations – as well as private buildings, small businesses, and subsistence farming communities of the region.

UNDP's stabilization engagement in Mozambique is part and parcels of the Government's priorities in Cabo Delgado, as embodied in the reconstruction plan (PRCD), and contributing to the Programme for the Resilience and Integrated Development of the North (PREDIN) as well as to the Recovery and Peacebuilding Assessments (RPBA).

Since 2021, UNDP has initiated stabilization interventions to assist the government of Mozambique in its efforts to re-establish the presence of the State in the reclaimed areas, paving the way for reconstruction and a subsequent safe and voluntary return of IDPs to their areas of origin. UNDP is already working in the districts of Macomia, Quissanga, Mocimboa da Praia and Palma. Benefiting from decades of experience in stabilization activities elsewhere on the continent and in the world, and with an office fully established in Pemba in 2021, UNDP is supporting the government in three interrelated and complementary Pillars as part of stabilization: (1) Community security is improved with a focus on Rule of Law and Access to Justice, creating the foundation for social cohesion, peace and development; (2) Basic services and infrastructure are rehabilitated, functional, and accessible and the capacity of local authorities are developed to improve access to service delivery; (3) Socio-economic support is provided to individuals and communities, including immediate livelihood support for affected populations.

UNDP is already supporting and will further support the Agency for the Integrated

Development in the North (ADIN) which provides the platform through which UNDP will work with the various line ministries. UNDP's programmes will be aligned with and support the implementation of the government's plan for the reconstruction of Cabo Delgado (PRCD), as a component of the Strategy for the Integrated Development of the North (PERDIN). Building on the recommendations of the UN Secretary General's High-Level Panel report on internal displacement, UNDP will work with all actors in providing ADIN with the capacity for quality data collection and management in support of its function to coordinate a whole of Government and evidence-based planning and monitoring of the implementation of both the PRCD and the PERDIN.

The violence has had deadly consequences in terms of lives lost, the destruction of human and physical capital, and in terms of a mounting humanitarian and displacement crisis. By end-January 2021, more than three years after the start of the insurgency, 766 incidents of conflict in Cabo Delgado and 3,800 fatalities have been recorded by the Armed Conflict Location and Event Data Project (ACLED). The attacks systematically targeted the symbols of the state and therefore systematically targeted all state infrastructures (such as police, birth registration, district office, education office, hospital, maternity center, etc.). (It should be noted that in this region the structures are also degraded following the numerous cyclones whose frequency is accelerating with climate change). Following attacks, over 170 schools had been destroyed and more than one third of Cabo Delgado's 130 health units had been destroyed or shut down. The increased violence in Cabo Delgado has caused unprecedented violations and abuses of the human rights and fundamental freedoms of civilians. There has been increasing reports of killings, injuries, destruction of property, sexual and gender-based violence, abductions as well as forced recruitment. Local governments are now increasingly being run by military personnel or police, given that public servants have also fled.

In this context, UNDP conceives stabilization as a time bound, integrated programme of activities in areas cleared and held through military action intended to create confidence in, and provide support to an ongoing peace process internationally recognized (including

through a security council mandate) while laying the building blocks for longer-term peace building and development by delivering a peace dividend to local communities and seeking to extend legitimate political authority. This definition and its application may vary depending on the country context.

2 PROJECT DESCRIPTION

The proposed project is the supply, install, test, commission of office furniture and ICT package for the six districts and surroundings of the UNDP intervention plan.

3 OBJECTIVE

Hiring a company specializing in the provision of service for the supply of goods for the purpose of meeting the needs of the local government.

4 SCOPE OF SUPPLY

The scope of work is the supply, delivery, and installation of all furniture, as described in the technical specifications. The scope of supply must be read in conjunction with the technical specifications.

The goods and stationery need to comply with applicable quality and safety standards, compliance with ASTM/ISO, REACH, LHAMA standards.

The supply will be carried out through the contract and recorded at defined prices, whenever requested by UNDP and immediately.

The price must include the transport, loading and unloading of materials as well as assembly and correct functioning of the ICT package.

4.1 THE CONTRACT DURATION

The contract has a duration of 12 months.

4.2 DELIVERY TIME

The goods, when requested, must be delivered already assembled at the district facilities indicated by UNDP engineers within a maximum period of 1 week, after receipt of the supply request.

Delivery of materials must be made to the duly identified UNDP official.

4.3 MATERIAL INSURANCE

Goods supplied under the Contract shall be fully insured against loss and damage arising from manufacture or acquisition, transport, storage.

4.4 WARRANTY

The warranty period is 6 months after the initial handing over.

4.5 SUPPLIER OBLIGATIONS

The supplier shall:

The supplier must deliver the good in accordance with the technical specifications, with no alternations being allowed without the prior knowledge and approval of UNDP.

Replace the item that is damaged as a result of transport, as well as arrange for their replacement within 48 hours, counted in the official notification that will be sent to you for this purpose.

The supplier will be responsible for any damages it may cause to third parties or to public property, repairing at its own expense the damages that may have occurred.

The contractor will be responsible for transporting the delivery of material to the facilities of the buildings indicated in the 6 districts and surroundings.

If, during the distribution of material supplied by the supplier, there is a deficiency in manufacturing quality, the contractor must replace the lots and/or pallets supplied within a maximum period of 42 hours, counted from the date of hourly notification of the occurrence.

In each delivery, the supplier must fill in a delivery note, specifying the quantity and description of the good supplied, the date, the legible name, and the signature of the receiver. This guide must be attached to the invoice to be sent for payment.


5 TECHNICAL QUALIFICATION




Proof of aptitude in carrying out activities relevant to the purpose of this SOS
Provide the requirement for previous experience providing similar services successfully completed to UN agencies, NGOs or to Government institutions



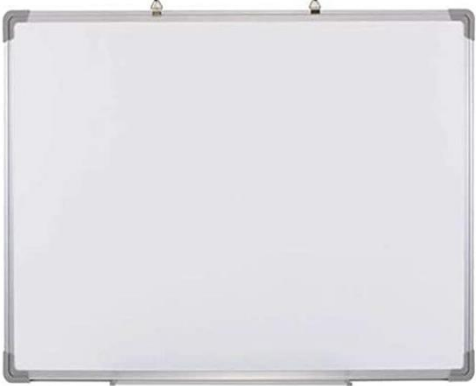
6 OTHERS




If the product has problems more than once, the contract may be terminated unilaterally.
Recycled, reconditioned, or pirated products will not be accepted under any circumstances.
For the electrical works the supplier shall provide all the necessary accessories, equipment, cables, power source to ensure the properly functioning.
The contractor MUST present a unified appearance across an extensive inventory of the referenced materials.

7 SPECIFICATIONS

OFFICE FURNITURE BILL OF QUANTITY AND COST ESTIMATE			
ITEM	DESCRIPTION	SPECIFICATION	QUANT.
1		3 seater slatted chair in silver chrome Brand: Nagano Fixed base, it has a seat and back with a perforated steel structure and an anatomically shaped chrome steel arm. Maximum recommended weight per seat 150 kg Height: 36 cm Width: 53cm Length: 74cm Weight: 27.76 Kg	116

		Cadeira Longarina 3 lugares cromado prata Marca: Nagano Base fixa, possui assento e encosto com estrutura em aço perfurado e braço em aço cromado com formato anatômico. Peso máximo recomendado por assento 150 Kg Altura: 36 cm Largura: 53 cm Comprimento: 74 cm Peso: 27.76 Kg	
2		Basic Fixed Office Chair Black Canvas with Chrome Base Dimensions Height: 93.00 Centimeters Width: 66.00 Centimeters Depth: 56.00 Centimeters Weight: 10.00 Kilos Cadeira Escritorio Basic Fixa Tela Preta com Base Cromada Dimensões Altura: 93,00 Centímetros Largura: 66,00 Centímetros Profundidade: 56,00 Centímetros Peso: 10,00 Kilos	454
3		Michigan Office Chair Mesh Screen Seat: Plywood, covered in D28 foam and polyester fabric Total height: (High) 103cm / (Low) 93 Height from Floor to Seat: (High) 55cm / (Low) 45cm Height From Floor To Arm: 73cm (High) / 63cm (Low) Width: 57cm Inner seat width: 47 cm Depth: 61cm Inner seat depth: 45 cm Supported Weight: 120 Kgs Nylon base Cadeira De Escritório Michigan Tela Mesh Assento: Em compensado, revestido em espuma D28 e tecido poliéster Altura total: (Alta) 103cm / (Baixa) 93 Altura do Chão Até o Assento: (Alta) 55cm / (Baixa) 45cm Altura Do Chão Até o Braço: 73cm (Alta) / 63cm (Baixa) Largura: 57cm Largura interna do assento: 47 cm Profundidade: 61 cm Profundida interna do assento: 45 cm Peso Suportado: 120 Kgs Base Nylon	166
4		Steel cabinet 4 shelves Height 1.98m; Width 0.90 m; Depth 0.40 m; Number of ports 02.	126

		Armário de aço 4 prateleiras Altura 1,98m; Largura 0,90 m; Profundidade 0,40 m; Número de portas 02.	
5		Office desk table Height: 75 cm Width: 1.20 M Depth: 60cm Net Weight: 17 kg color: walnut Material: MDP (Medium Density Particle Panel)	158
		Mesa secretaria para escritório Altura: 75 cm Largura: 1,20 M Profundidade: 60 cm Peso Líquido: 17 kg Cor: Nogueira Material: MDP (Painel de Partícula de Média Densidade)	
6		MEETING TABLE Shape: Rectangle Number of seats: 8 Basic Fixed Chair Dimension: W2800 X D1200 X H750 mm Max. load: 120 kg Color: Slate grey - nut brown Surface: Melamine Weight: 155,70 kg	40
		MESA DE REUNIÃO Forma: Retângulo Número de lugares: 8 Cadeira Fixa Básica Dimensão: W2800 X D1200 X H750 mm Máx. Carga: 120kg Cor: cinza ardósia - marrom noz Superfície: Melamina Peso: 155,70kg	
7		Magnetic Whiteboard Brand: Stalo Dimensions: 180X90cm Comes with fixing hooks For use with whiteboard marker aluminum structure Dual function magnetic: write and use with magnets Color: White	65
		Quadro Branco Magnético Marca: Stalo Dimensões: 180X90cm Acompanha ganchos para fixação Para uso com marcador de quadro branco Estrutura em alumínio Magnético dupla função: escrever e usar com imãs Cor: Branco	

8		Desktop computer HP ProDesk 600G1, Intel Quad Core i5, 500GB HDD, 8GB DDR3 RAM, Windows 10 Home, DVD, WIFI, 19-inch monitor, Keyboard and mouse UPS 750 with a 5-place triple plug	30
		Computador de mesa HP ProDesk 600G1, Intel Quad-Core i5, HDD de 500 GB, RAM DDR3 de 8 GB, Windows 10 Home, DVD, WIFI, Monitor de 19 polegadas, Teclado e mouse UPS 750 com uma ficha tripla de 5 lugares	
9		Printer HP Smart Tank 615 Wireless All-in-One Printer A4 Color Inkjet All-in-One Printer Print, Scan, Copy and Fax, ADF Print speed up to 11 ppm (black) and 5 ppm (color) USB, WiFi, Bluetooth	30
		Impressora HP Smart Tanque 615 Sem Fio Impressora tudo-em-um Jato de tinta colorido A4 Impressora tudo-em-um Impressão, Scan, Cópia e Fax, ADF Velocidade de impressão de até 11 ppm (preto) e 5 ppm (cor) USB, Wi-Fi, Bluetooth	
10		Ceiling Fan Brand Name: Seelux Flow (m³/h): 4500 / 3640 / 2540 Speed (m/s): 2.2 Discharge mouth diameter: 800 mm Weight: 4.80 kg Color: White Motor power (W): 45 Voltage: 1-230V-50Hz Frequency (Hz): 50 Motor phase: single phase	132

		Ventoinha de tecto Nome da marca: Seelux HTB-75 RC Caudal (m³/h): 4500 / 3640 / 2540 Velocidade (m/s): 2,2 Diâmetro da boca de Descarga: 800 mm Peso: 4,80 kg Cor: Branca Potencia motor (W): 45 Voltagem: 1-230V-50Hz Frequência (Hz): 50 Fase motor: monofásico	
12	Transport of furniture to the districts and Administrative Posts	Macomia Quissanga Palma Mocimboa da Praia Meluco	Ls

SECTION 5B: OTHER RELATED REQUIREMENTS

N/A

SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

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

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

Technical Bid:

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

Price Schedule:

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

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

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

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

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

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

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

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

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

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

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

	Email: [Complete]
<p>Please attach the following documents:</p>	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed (8) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any ▪ Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures ▪ Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder ▪ Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney. ▪ Export Licenses, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country

Form C: Joint Venture/Consortium/Association Information Form

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

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

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

Name of leading partner (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

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

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

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Form D: Eligibility and Qualification Form

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

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

History of Non- Performing Contracts

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

Litigation History (including pending litigation)

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

Previous Relevant Experience

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

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

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

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

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

Financial Standing

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

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

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

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
 - Historic financial statements must be audited by a certified public accountant;
 - Historic financial statements must correspond to accounting periods already completed and audited.
- No statements for partial periods shall be accepted.

FORM F: Price Schedule Form

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

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

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

Currency of the Bid: [Insert Currency]

Price Schedule

Item #	Description	UoM	Quantity	Unit Price	Total Price
1	3 seater slatted chair in silver chrome	Ea	116		
2	Basic Fixed Office Chair Black Canvas with Chrome Base	Ea	454		
3	Michigan Office Chair Mesh Screen	Ea	166		
4	Steel cabinet 4 shelves	Ea	126		
5	Office desk/Mesa de escritório	Ea	158		
6	Meeting table/Mesa de reunião	Ea	40		
7	Magnetic board/Quadro magnético	Ea	65		
8	Desktop computer/Computador de mesa	Ea	30		
9	Printer/Impressora	Ea	30		
10	Ceiling Fan/Ventoinha de tecto	Ea	132		
11	Transport and Delivery Macomia District	Ea	1		
12	Transport and Delivery Quissanga District	Ea	1		
13	Transport and Delivery Palma District	Ea	1		
14	Transport and Delivery Mocimboa da Praia District	Ea	1		
15	Transport and Delivery Meluco District	Ea	1		
SUB-TOTAL					
VAT					

	GRAND TOTAL	
--	--------------------	--

Name of Bidder: _____

Authorised signature: _____

Name of authorised signatory: _____

Functional Title: _____

FORM G: Form of Bid Security

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

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

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

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

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

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

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

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

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

[Stamp with official stamp of the Bank]

[insert: address and email address]



UNDP GENERAL CONDITIONS OF CONTRACT FOR GOODS AND SERVICES

See enclosed.