

**International Labour Office (ILO)**  
4, route des Morillons  
1211 Geneva 22  
Switzerland



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**International Labour Office (ILO)**  
**Invitation to Bid (ITB)**  
**N° 39/2010-3**

***Supply of Pedestrian Rollers***

**for QUIEP Project**

**in Sierra Leone**

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Dear Sir / Madam,

On behalf of the International Labour Office (hereinafter the “ILO”), I would like to invite your company to submit a bid to provide the goods described in the attached annexes. This solicitation letter together with its attachments form an integral part of the present Invitation to Bid (ITB).

**Please note that the equipment should preferably be delivered by the end of 2010 in Freetown (Sierra Leone).**

In your offer, it is essential that you strictly comply with this ITB and, particularly:

Annex 1	Technical Specifications
Annex 2	ILO Terms and Conditions for the Purchase of Goods
Annex 3	Technical and Commercial Bid Form <i>(to be filled by bidder)</i>
Annex 4	Declaration of Conflict of Interest to serve for Bidders <i>(to be filled by bidder)</i>
Annex 5	Sample Purchase Order

**Your bid must reach us on or before 20 September 2010 (16:00 CET)**

You may submit an offer to the ILO provided your company is qualified, able and willing to supply the goods specified in the ITB. Participation in this ITB indicates acceptance of the terms and conditions provided. Failure to comply with the provisions of this ITB and its attachments may render a proposal ineligible for consideration.

When preparing your bid, please use the attached “Bid Form” and observe the instructions in the attached ILO “Terms and Conditions for the Purchase of Goods”. These and any supplementary conditions that may be attached hereto will become part of the contract to be concluded with the successful bidder.

**If your offer is accepted**, you will receive a formal Purchase Order (as per enclosed model under Annex 5 – “Sample Purchase Order”).

You will be informed in due course of time whether your bid has been selected. The ILO however is not obliged to provide explanations or reasons for its selection.

### **How to submit bids**

One original, signed by the organization’s legal representative and bearing the official organization stamp, and two copies of the offer shall be submitted in a sealed envelope. Offers by fax or by e-mail are not admissible. The outside of the envelope should be clearly marked as follows:

International Labour Office

REGISTRY

4, route des Morillons

CH-1211 Geneva 22 (Switzerland)

**ITB N° 39-2010-3 - Supply of Pedestrian Rollers for QUIEP Project in Sierra Leone**

**DO NOT OPEN BEFORE 20 SEPTEMBER 2010 (16:00 CET)**



**Important:** Place the identification label visibly on the outer envelope of your package, to avoid that it is opened by mistake.

It is the exclusive responsibility of the Bidder that the sealed envelope/package reaches the above address before the closing date of this ITB. No excuses or extenuating circumstances will be accepted. Any offer received after the official closing time and date will be rejected and will be returned unopened to sender.

A prospective Bidder requiring any clarification of the Bid document may notify the ILO in writing at [procurement@ilo.org](mailto:procurement@ilo.org) quoting reference ITB N° 39-2010-3. The ILO will strive to respond in writing via e-mail to any requests received for clarification of the ITB document for any questions received by **3 September 2010 (17:00 CET)**.

Written copies of the ILO's response (including an explanation of the query but without identifying the source of inquiry) will be sent to potential bidders.

We would be grateful to receive a facsimile or e-mail acknowledging receipt of this invitation indicating whether you intend to submit an offer or not.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'V. Pasca'.

A handwritten signature in black ink, appearing to be 'V. Pasca'.

24/08/2010

Ms Vittoria Pasca  
Lead Buyer ITB N° 39/2010-3  
ILO/PROCUREMENT



## ANNEX 1

### TECHNICAL SPECIFICATIONS

These specifications are the minimum requirements for the products. Products offered must meet or exceed all requirements herein. The products shall conform in strength, quality and workmanship to the accepted standards of the relevant industry. Modifications of or additions to basic standard products of less size or capability to meet these requirements will not be acceptable.

The equipment will be used in Sierra Leone for for labour-based road works.

<b>Our minimum requirements</b>
<b>Requested Specifications</b>
<b>Walk-behind Twin Drum Vibrating Rollers</b>
<b>Engine:</b> <ul style="list-style-type: none"> <li>Both drum driving, gravity sprinkler system mechanical drive;</li> <li>Minimum vibrating power 30KN</li> <li>Diesel, water or air cooled, automated &amp; manual start, rated output minimum 5kw (ISO9249) continuous rating at manufacturer's speed. (Please provide us with a copy of the ISO 9249 certification).</li> </ul>
<b>Weight and dimension:</b> <ul style="list-style-type: none"> <li>Smooth drum, minimum working width 900mm, 2 scrapers fitted to each drum;</li> <li>Minimum weight 1200kg.</li> </ul>
<b>Exciter and brake system</b> <ul style="list-style-type: none"> <li>Mechanical drive, with brakes capable of holding the machine safely on 30% grades.</li> </ul>
<b>Fast moving spares for the requested numbers of rollers for one year</b> (oil/fuel filters etc)
<b>Warranty period</b> <ul style="list-style-type: none"> <li>Minimum 12 months.</li> </ul>
<b>Spare parts availability</b> <ul style="list-style-type: none"> <li>Minimum 5 (five) years</li> </ul>
<b>Documentation: English Language</b> <ul style="list-style-type: none"> <li>For each roller, one copy of: <ul style="list-style-type: none"> <li>Maintenance and Operation Manual,</li> </ul> </li> </ul>



<b>Our minimum requirements</b>	
<b><u>Requested Specifications</u></b>	
<ul style="list-style-type: none"> <li>- Parts Book,</li> <li>- Workshop Book.</li> </ul>	
<b>OPTIONAL</b>	
<b>Local representative for maintenance and after-sales services</b> <ul style="list-style-type: none"> <li>• The supplier should have local representation in Sierra Leone or at least in West Africa and should provide after sales service (please provide detailed address and contact name).</li> </ul>	
<b>Training for operating the equipment on-site</b> <ul style="list-style-type: none"> <li>• Required language of the training: English;</li> <li>• Number of participants: 14 trainees;</li> <li>• Location of the training: Makeni, Bombali district (Sierra Leone);</li> <li>• Material to be provided during the training: Practical training + reference booklet/sheet.</li> </ul>	



## ANNEX 2

### **TERMS AND CONDITIONS FOR THE PURCHASE OF GOODS** **GENERAL CONDITIONS OF CONTRACT**

#### **1. CONSTITUTION OF CONTRACT**

- 1.1 The submission of any bid and the signature of the duplicate attached to the purchase order marked Acknowledgement of Order shall constitute acceptance of the ILO Terms and Conditions for the Purchase of Goods, except to the extent that they may be modified by special conditions attached to the contract.
- 1.2 Upon timely receipt by the ILO of the countersigned acknowledgement, the contract is concluded. No additional or inconsistent provisions and no variations in or modifications of that contract made by the Supplier shall be binding unless agreed to in writing by the ILO. If the goods have not been delivered in accordance with the terms of the purchase order or the acknowledgement is not received within 21 working days from date of issue, the ILO may consider the purchase order as null and void.

#### **2. PRICES AND PAYMENT**

- 2.1 Prices *and currency* indicated in the Supplier's bid shall, at all times, be deemed to be firm and not subject to revision. ILO's financial liability under the contract shall be restricted to the contract price.
- 2.2 Payment will normally be effected by **cheque payment within 30 days after receipt by ILO of the following documents:**
  - a) Signed original invoice with 2 copies indicating bank address and account number, unit price per item, agreed additional costs, total price, make, model and serial or part number of goods supplied; the full name and address of the manufacturer's representative closest to the consignee, who can provide after-sales service, spare-parts and warranty services;
  - b) Copies of the detailed packing list, original of the Forwarders Certificate of Receipt and any document relating to the property and/or right of use of the goods;
  - c) Transport documents (AWB, B/L, postal receipt) and the Insurance Certificate, if delivery CIF/CIP.
- 2.3 The ILO does not pay by Letters of Credit, bankdraft or in advance of delivery. An invoice may only refer to one purchase order. Rounding of currency decimals is not accepted.
- 2.4 Irrespective of their nature, all claims of the contractual parties, other than warranty claims, arising from or in any way connected with the contract, shall be asserted within 6 months after its termination.



### **3. TAX EXEMPTION**

- 3.1 Section 9 of the Convention on the Privileges and Immunities of the Specialized Agencies provides, inter alia, that the ILO is exempt from all direct taxes, except charges for utility services, and is exempt from customs duties and charges of similar nature in respect of articles imported or exported for its official use. In the event any government authority refuses to recognize ILO=s exemption from such taxes, duties or charges, the Supplier shall immediately consult with the ILO to determine a mutually acceptable procedure.
- 3.2 Accordingly, the Supplier authorizes ILO to deduct from the Suppliers invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UN before the payment thereof and ILO has in each instance specifically authorized the Supplier to pay such taxes. In that event, the Supplier shall provide ILO with written evidence that payment of such taxes, duties or charges has been made.

### **4. PRIVILEGES AND IMMUNITIES**

- 4.1 Nothing in or related to these General Conditions or this purchase order shall be deemed a waiver of any of the privileges and immunities of the International Labour Organization.

### **5. PERFORMANCE OF CONTRACT**

- 5.1 The Supplier shall not, except after obtaining the written consent of the ILO, assign transfer or make other dispositions of any part of a purchase order or any of the Supplier=s rights or obligations under the purchase order. He shall be solely responsible for the performance of the contract in every respect.
- 5.2 The Supplier shall indicate the purchase order number on all correspondence to ILO. The Supplier shall immediately report to the ILO in writing any problems encountered which may endanger the performance of the contract.
- 5.3 The Supplier and the ILO are only bound by those commercial customs to which they have agreed and by those commercial practices which they have established between themselves. Trade terms shall have the meanings assigned to them in the latest edition, in force at the time of conclusion of the contract, of INCOTERMS, issued by the International Chamber of Commerce, Paris.
- 5.4 The Supplier shall be responsible for obtaining and renewing at his own cost and in good time all licences and other official authorizations which are required to perform the contract.

### **6. INSURANCE**

- 6.1 In the case delivery conditions are CIF/CIP, and notwithstanding the INCOTERMS, risk of loss, damage or destruction of the goods shall be borne by the Supplier until physical delivery into the custody of the Consignee has been completed. The Supplier shall therefore insure the goods up to final destination against All Risks including war, strike and riot. The coverage shall extend to sixty (60) days after arrival of the goods at final destination. The value of the goods shall be calculated C + F plus 10 percent. A duplicate of the Insurance Certificate shall be sent to the ILO and the original to the consignee.

### **7. DOCUMENTS**



7.1 The Supplier shall furnish all documents and technical information which the ILO may deem necessary for the performance of the contract. He shall, in the language requested, attach to each unit of the goods any documentation necessary for their maintenance and operation.

7.2 Upon delivery, the Supplier shall provide the following documents:

- a) 3 copies of the commercial invoice(s) and of the packing list(s);
- b) If required, export licence, certificate(s) of origin and a copy of the Inspection Certificate.

## **8. CHANGES**

8.1 The ILO may by written order make changes to the contract or any part thereof, provided the stage reached in the performance of the contract so allows.

8.2 If any such change increases or decreases the cost of and/or the time required for the performance of any part of the contract, an equitable adjustment shall be made in the contract price or time schedule, or both, and the contract shall accordingly be amended. Any claim for adjustment under this clause shall be asserted within 30 working days from the date of receipt of ILO's change order.

## **9. LABOUR CLAUSE**

9.1 The Supplier shall:

- a) Respects the prohibition of employment of children below 14 years of age or the minimum age for employment permitted by law or the age of the end of compulsory schooling in the area in question, whichever is the higher;
- b) Respects the prohibition of forced or compulsory labour in all its forms
- c) Respects the freely exercised right of workers, without distinction, to organize, to further and defend their interest as well as the protection of those workers who exercise their right to organize;
- d) Ensure equality of opportunity and treatment in respect of employment and occupation;
- e) Ensure fair and reasonable conditions of safety, health and welfare.

9.2 The Supplier guarantees that neither the Supplier's company, nor any of its affiliates, nor any subsidiaries controlled by its company, is engaged in the sale or manufacture of anti-personnel mines or of components primarily utilized for the manufacture of anti-personnel mines.

9.3 Any breach of these obligations and warranties shall entitle ILO to terminate the purchase order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of the ILO.

## **10. INSPECTION**

10.1 The ILO will beforehand notify the Supplier its intention to carry out, through a representative of its choice, any reasonable check or inspection it may consider desirable. The exercise of this right or payment for the goods shall in no way prejudice ILO's decision when taking delivery or accepting any goods and shall in no circumstances release the Supplier from any warranty or other obligation under the contract. Any re-inspection due to Supplier's default shall be at the Supplier's expense.





- 10.2 The Supplier shall take all necessary measures to permit the representative of the ILO, at any reasonable time and at a place to be agreed upon in writing, to make such checks or inspections that the ILO may consider necessary. The Supplier shall furnish all reasonable facilities and assistance to the representative, including the provision of a copy of the purchase order, at no charge to the ILO.

## **11. WARRANTY**

- 11.1 The warranty period for all goods shall be at least 12 months from the date of delivery of the goods at the final destination. The Supplier shall carry out all work, such as modifications and repairs, necessary to comply with the terms of the contract, or replace all or any part of the goods which turn out not to comply with these terms during the warranty period. He shall meet all costs arising in connection with his obligations under the warranty, including those of transport.
- 11.2 If the Supplier fails to comply with the above requirements, the ILO may, after serving due notice on the Supplier, take the necessary action on his behalf and at his expense.
- 11.3 The Supplier also warrants that all goods supplied under the contract are:
- a) New and unused and fully compatible with the conditions prevailing in the country of destination;
  - b) In conformity with national or international technical, safety, health and environmental protection standards or recommendations, in particular the ILO Conventions on safety and health;
  - c) Free from any defect in design, workmanship or materials.

## **12. SUSPENSION**

- 12.1 The ILO may at any time suspend the performance of the contract or any part thereof for its convenience by a written notice specifying the part to be suspended, the effective date and the anticipated period of suspension. The ILO shall not be liable for the cost of the Supplier's further performance of the suspended part after the Supplier has been directed to suspend performance. Suspension of the contract shall not prejudice or affect the accrued rights or claims and liabilities of either party to this contract.

## **13. TERMINATION OF CONTRACT**

- 13.1 The ILO may, by written notice, without the authorization of a court or any other authorization and without prejudice to any other remedy, terminate the contract in whole or in part, if the Supplier:
- a) Fails to perform any of his contractual obligations and does not immediately rectify such failure after receipt of a written notice by the ILO;
  - b) Becomes bankrupt or otherwise insolvent;
  - c) Is declared undesirable by the government of the recipient or the donor country, or
  - d) If the project is terminated before the foreseen date.
- 13.2 Termination of the contract in whole or in part by the ILO is not limited to a fundamental breach of contract and shall not prejudice or affect the accrued rights or claims and liabilities of either party to this contract.



13.3 If the ILO terminates the contract pursuant to paragraph 13.1 (a) to (b), the ILO may procure, upon such terms and in such manner as it deems appropriate, goods similar to those not delivered and the Supplier shall be liable for any excess costs or damage caused to the ILO by the Supplier's default. The ILO reserves the right to offset costs incurred by it in relation to the termination of the contract, from any monies due. In cases of partial termination of the contract, the Supplier shall continue performance of the contract to the extent not terminated.

#### **14. LIQUIDATED DAMAGES**

14.1 If the Supplier fails to perform the contract or any part thereof within the specified time, the ILO may, without prejudice to any other remedy under the contract, deduct from the contract price a sum equal to 0.4 per cent of the price of the delayed part for each day of delay until actual performance, up to a maximum deduction of 25 per cent of the price of the delayed part.

#### **15. LIABILITY**

15.1 The Supplier shall be liable for all damages arising from his action or that of his agents, of which he or his agents could be rendered responsible under the applicable laws.

15.2 The Supplier shall bear the full financial consequences of any material damage or personal injuries, including death which, through his action or that of his agents, may be suffered by himself, his agents, the ILO or its agents, or any third party.

#### **16. INTELLECTUAL PROPERTY AND CONFIDENTIALITY**

16.1 The Supplier undertakes to indemnify and hold the ILO and its agents and principals harmless against any claim for infringement of industrial property or any other intellectual property by the transfer or use of any of the goods or components thereof supplied by the Supplier to the ILO.

16.2 The Supplier shall be liable for all the consequences, in particular legal and financial, of the exercise of his rights by the ILO, and shall guarantee the ILO against any claim.

16.3 The Supplier shall not, while performing the contract or at any time thereafter, utilise in any manner prejudicial to or incompatible with the interest of the ILO any information of a restricted or confidential nature which may come to his knowledge in connection with the performance of this contract.

16.4 The Supplier shall not advertise or otherwise make public the fact that he is a Supplier to the ILO, nor shall the Supplier use the name or any abbreviation of it or, in any way whatsoever, the emblem or the official seal of the ILO in connection with its business or otherwise.

#### **17. RESOLUTION OF DISPUTES**

17.1 The ILO and the Supplier shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract. Any dispute or controversy which cannot be resolved by mutual agreement within 60 days or any claim arising out of or relating to the contract, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the



prevailing UNCITRAL Arbitration Rules (United Nations Commission on International Trade Law).

17.2 The place of arbitration shall be Geneva and the language to be used shall be English. The number of arbitrators shall be 3 (three). Each party shall appoint 1 (one) arbitrator. The two arbitrators thus appointed shall choose the third arbitrator. If the two arbitrators cannot agree on the choice of the presiding arbitrator, the International Chamber of Commerce in Paris shall appoint the presiding arbitrator.

17.3 The arbitral tribunal shall have no authority to award punitive damages. Any arbitration award shall bind the parties as the final adjudication.

## **18. BENEFITS OR GIFTS**

18.1 The bidder or Supplier shall neither give nor offer any direct or indirect benefit to any official or representative of the ILO. The Supplier agrees that breach of this provision is a breach of an essential term of the purchase order.

## **19 GENERAL PACKING SPECIFICATIONS**

19.1 The Supplier shall pack and mark all goods, whether they will be sent directly by him or by a forwarder, in accordance with these minimum specifications. Partial shipment is not allowed, unless otherwise agreed upon in writing. Any cost for rectifying packing or marking deficiencies will be charged to the Supplier. Forwarders are instructed by ILO not to accept deficiently packed goods.

19.2 The Supplier shall, to the extent possible, only use environmentally neutral material for packing purposes. For theft protection, outside marking shall not indicate the contents of the box. The Supplier shall strictly respect all existing rules and regulations governing the acceptance of cargo for transportation by sea, rail, road or air. Dangerous or combustible goods shall be packed separately, applying the strictest safety measures. The forwarder should be notified, at the first contact, about the nature of the consignment.

19.3 All boxes shall be sufficiently strapped and shall withstand normal stacking pressures and other vertical, horizontal and/or combined forces without distortion or breaking open.

19.4 Goods supplied against different purchase orders to the same consignee may only be packed together after specific case-by-case agreements.

19.5 Addresses and markings shall only be made with waterproof ink or paint applied directly on the boxes. Letters shall be clearly legible and their size shall be determined by the size of the box. Addresses and markings shall appear on, at least, two neighbouring sides of all boxes. Boxes shall be marked with consecutive numbers over the total number of boxes being shipped per purchase order (i.e. 1/5, 2/5, etc.).

19.6 Packing lists (see para.7) shall state complete shipping marks, number of boxes, contents, gross and net weights in kilos of each box, measurements and volume in cubic meters. A packing slip should be placed inside each box with all details of its contents.

19.7 For goods consigned to developing countries, the packing shall be sufficient to withstand without limitation rough handling, exposure to extreme climate conditions and dusty environments during inland transport and open storage. Mechanical equipment for loading



and offloading is frequently not available. To enable manual handling, the weight of each box should, if technically possible, not exceed 100 kg.

- 19.8 Goods may not be unpacked for several months after arrival and therefore surfaces must be treated by appropriate protection to remain free from corrosion. Goods sensitive to moisture have to be sealed off from the atmosphere and shall be packed in moisture/vapour proof sealed packages with a suitable desiccators. Boxes shall be lined with polythene weatherproof sheeting or with any other environmentally neutral material.
- 19.9 For goods to be transported in steel containers (TEU), the Supplier's standard outside packing is acceptable, provided they comply with the provisions above. All other goods, including airfreight consignments, shall be packed in wooden boxes, reinforced as appropriate. Crates are not acceptable.

## **20. FRAUD OR CORRUPTION**

The Office expects participants in its bidding procedures to observe the very highest ethical standards during the process of adjudication and/or execution of contracts.

To this end, the Office:

- (a) has provided definitions of the following terms:
  - (i) "corrupt practices" are understood to be the offering, giving, receiving or solicitation, directly or indirectly, of any advantage, in order to influence the actions of an official during the process of adjudication and/or execution of a contract;
  - (ii) "fraudulent practices" are understood to be the false presentation of the facts, or the failure to mention certain facts, in order to influence the process of adjudication and/or execution of a contract;
  - (iii) "collusive practices" are understood to be any conduct or agreement between two or more bidders, the purpose of which is to set prices at an artificial level or in a non-competitive manner;
  - (iv) "coercive practices" are understood to be the use or threat of coercion, directly or indirectly, with regard to individuals or their property, in order to influence the outcome of the process of adjudication and/or execution of a contract;
- (b) shall reject any bid, if it is shown that the supplier who submitted the winning bid has, directly or indirectly, employed corrupt, fraudulent, collusive or coercive practices with regard to the bid concerned;
- (c) shall penalize an enterprise or an individual, by disqualifying them for a specified or indefinite period from participating in the bidding procedures of the Office, if it is shown that the enterprise or individual has, directly or indirectly, employed corrupt, fraudulent, collusive or coercive practices with regard to bidding procedures or the adjudication of a contract;
- (d) reserves the right to request participants in bidding procedures, and their contractors, suppliers and consultants, to authorize access to their accounts, records and other documents related to the submission of the bids, as well as to the contracts, so that they may, if necessary, be examined by one or more auditors duly appointed by the Office.



## 21. HOW TO PREPARE QUOTATIONS

- a) Quotations shall, unless otherwise requested, be made on the BID FORM and signed. If specifically mentioned in the invitation to bid, the bidder is allowed to submit the quotation by E-mail or facsimile. In this case the complete original quotation shall be mailed to ILO the same day. The bidder shall bear all costs associated with his quotation.
- b) Quotations shall give a detailed description of the proposed items, clearly indicating name, model, make, etc. and be accompanied by comprehensive technical information in the language required, such as leaflets, brochures or catalogue pages. If proposed items do not comply exactly with the technical specifications and descriptions provided by ILO, the nearest better functional equivalent or closest standard should be offered as an alternative. The Supplier shall state in his bid the full name and address of the manufacturer's representative closest to the consignee, who can provide after-sales service, spare-parts and warranty services.
- c) Any deviation from the requested specifications shall be highlighted and explained. When comparative specification tables or other tables are provided by ILO, such tables shall be completed and ILO's item reference numbers shall be referred to. The country of origin, as defined for EUR 1 certificates, shall be specified for each item offered.
- d) All prices shall, unless otherwise stated, be expressed in the bidder's national currency. Unless otherwise stipulated, quotations shall remain valid for 2 months after the closing date. Quotations must specify delivery time. Delivery time offered shall be firm and calculated in calendar days from receipt of order to delivery.
- e) The ILO will not acknowledge the receipt of offers and is not bound to inform unsuccessful bidders.
- f) ILO reserves the right to accept or reject any bid prior to the award of contract, and to annul the bidding process at any time without giving reasons therefore.



**ANNEX 3**  
**TECHNICAL AND COMMERCIAL BID FORM**

*Detailed address of the supplier:*

**The following tables should be completed by the Supplier:**

**Ref.: ITB N° 39-2010 – 3: Supply of Pedestrian Rollers for QUIEP Project in Sierra Leone**

**Date :** .....

**Closing Date:** 20 Sept. 2010 (16:00 CET)

**Reply Via:** sealed mail

**Ship-to country** : Sierra Leone

**Mode of Transport:** .....

**Delivery Term** : CIF Freetown (INCOTERMS 2000)

Your Bid Reference	Date	Bid Validity Date	Currency
Total Amount EXW	Place of Collection	Delivery Time (In Calendar Days)	Total Weight, Kg & Total Volume, M <sup>3</sup>
Total Amount FCA (port of shipment)	Place of Collection	Delivery Time (In Calendar Days)	Total Weight, Kg & Total Volume, M <sup>3</sup>
Total Amount CIF Freetown (Sierra Leone)	Place of Collection	Delivery Time <sup>1</sup> (In Calendar Days)	Total Weight, Kg & Total Volume, M <sup>3</sup>

The undersigned hereby certifies that the Bidder's company (both parent company and/or any subsidiaries):

- is not identified on, or associated with any company or individual identified on, the list established pursuant to UN Security Council resolution 1267 (1999) (found at website

<sup>1</sup> Please note that the minimum warranty period required is 12 months.



[www.un.org/sc/committees/1267/consolist.shtml](http://www.un.org/sc/committees/1267/consolist.shtml));

- is not the subject of any form of sanction imposed by an organization or body within the United Nations System, including the World Bank.

**Responsible for sale:**

**Signature:**

This Quotation has been prepared in accordance with  
**“ILO Terms and Conditions for the Purchase of Goods”**







**ANNEX 3**  
**TECHNICAL AND COMMERCIAL BID FORM**

No	Item	UOM	QTY	Preferred Delivery Date	Proposed Delivery Time (Calendar days)	Weight kg/ Volume m3	Currency	Unit Price	Total Price
1	Walk-behind Roller	Each	12	End of 2010					
2	Fast moving spares kits for one year	Each	12	End of 2010					
<b>Optional:</b>									
3	Training for operating the equipment on-site	Amount	1	End of 2010					



Bidders are required to complete the following with “Yes”, “No” or specific information requested for the items being supplied. Answers such as “see specifications attached” are unacceptable. Your bid may be considered non-compliant unless all questions are answered thoroughly. Bidders are NOT allowed to make any change in the “Our minimum requirements” columns of the comparative data tables below. Such changes might disqualify your bid.

Bidders shall include with their bid any other pertinent information that the ILO should know in order to evaluate the bid properly.

**Requested Specifications for the Supply of Walk-behind Twin Drum Vibrating Rollers for QUIEP Project in Sierra Leone:**

<b>Our minimum requirements</b>		<b>Your offer (please fill in)</b>	
<b>Requested Specifications</b>	<b>Yes /No</b>	<b>Description of the proposed equipment</b>	
<b>Engine:</b> <ul style="list-style-type: none"> <li>Both drum driving, gravity sprinkler system mechanical drive;</li> <li>Minimum vibrating power 30KN</li> <li>Diesel, water or air cooled, automated &amp; manual start, rated output minimum 5kw (ISO9249) continuous rating at manufacturer's speed. (Please provide us with a copy of the ISO 9249 certification).</li> </ul>			
<b>Weight and dimension:</b> <ul style="list-style-type: none"> <li>Smooth drum, minimum working width 900mm, 2 scrapers fitted to each drum;</li> <li>Minimum weight 1200kg.</li> </ul>			
<b>Exciter and brake system</b> <ul style="list-style-type: none"> <li>Mechanical drive, with brakes capable of holding the machine safely on 30% grades.</li> </ul>			
<b>Fast moving spares for the requested numbers of rollers for one year</b>			



<b>Our minimum requirements</b>		<b>Your offer (please fill in)</b>	
<b><u>Requested Specifications</u></b>		<b>Yes /No</b>	<b>Description of the proposed equipment</b>
(oil/fuel filters etc)			
<b>Warranty period</b>			
<ul style="list-style-type: none"> <li>Minimum 12 months.</li> </ul>			
<b>Spare parts availability</b>			
<ul style="list-style-type: none"> <li>Minimum 5 (five) years</li> </ul>			
<b>Documentation: English Language</b>			
<ul style="list-style-type: none"> <li>For each roller, one copy of:                             <ul style="list-style-type: none"> <li>Maintenance and Operation Manual,</li> <li>Parts Book,</li> <li>Workshop Book.</li> </ul> </li> </ul>			
<b>OPTIONAL</b>			
<b>Local representative for maintenance and after-sales services</b>			
<ul style="list-style-type: none"> <li>The supplier should have local representation in Sierra Leone or at least in West Africa and should provide after sales service (please provide detailed address and contact name).</li> </ul>			
<b>Training for operating the equipment on-site</b>			
<ul style="list-style-type: none"> <li>Required language of the training: English;</li> <li>Number of participants: 14 trainees;</li> <li>Location of the training: Makeni, Bombali district (Sierra Leone);</li> <li>Material to be provided during the training:</li> </ul>			



<b>Our minimum requirements</b>		<b>Your offer (<i>please fill in</i>)</b>	
<b><u>Requested Specifications</u></b>		<b>Yes /No</b>	<b>Description of the proposed equipment</b>
Practical training + reference booklet/sheet.			

Please provide at least three references for similar size and type of equipment undertaken by the company (please provide Names and E-mails of references);



## ANNEX 4

### DECLARATION OF CONFIDENTIALITY AND CONFLICT OF INTEREST TO SERVE FOR BIDDERS

The ILO expects all participants in its procurement process to adhere to the very highest standard of moral and ethical conduct and transparency, to respect confidentiality, to prevent any conflict of interest and not to engage in any form of coercive, collusive, corrupt, or fraudulent practices.

With respect to proposals submitted, or to be submitted, in response to the ILO's solicitation for this Invitation to Bid/Request for Proposal, the undersigned hereby agree/s, and/or certify/ies, to the following:

1. I/we certify that I/we will use the solicitation documents, and all information contained in them, other than information otherwise available to the public without restriction, for the preparation of my/our proposal only.
2. I/we will safeguard the solicitation documents and will not disclose them, or any information contained in them (other than information otherwise available to the public without restriction) without the prior written consent of the ILO Procurement Bureau except in the case where technical specifications are required to be shown to my/our prospective suppliers or subcontractors for the sole purpose of obtaining offers relative to aspects of my/our proposal.
3. I/we agree not to offer, solicit or accept, directly or indirectly, any gratuity, gift, favour, entertainment, promises of future employment or other benefits to or from anyone in the ILO.

#### Definitions of terms used in this declaration:

“coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, another or the property of another to influence improperly the actions of another.

“collusive practice” is any conduct or arrangement between two or more bidders or contractors, designed to achieve an improper purpose, including to influence improperly the actions of another or to set prices at an artificial level or in a non-competitive manner;

“conflict of interest” is a situation that gives rise to an actual, potential or perceived conflict between the interests of one party and another;

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“corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of any advantage, in order to influence improperly the actions of another;

“fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, another to obtain a financial or other benefit or to avoid an obligation;

The undersigned certify to be duly authorized to sign this Declaration on behalf of the Bidder.

Name and Position

Signature

Date

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**ANNEX 5**

**- SAMPLE PURCHASE ORDER**

No. ....

International Labour Office Route des Morillons 4  
CH-1211 Geneva 22  
Switzerland

*(Supplier name and full address)*

Contact Name: *(name of buyer)*  
Tel : *(tel of buyer)*  
Fax : *(fax of buyer)*  
Tel : *(E-mail of buyer)*

**Date:**

**Our Reference:**

**Your Reference:**

**Consignee:**

**Final Destination:**

International Labour Office  
Route des Morillons 4  
CH-1211 Geneva 22  
Switzerland

**Currency and Order Value :**

**Delivery Terms :**

**Payment Terms :**

**Delivery Mode :**

The attached "ILO Terms and Conditions for the Purchase of Goods" form an integral part of this order.

**Please countersign and date one original and return as evidence of your acceptance of this order and ILO Terms and Conditions**

**Supplier :**

*(supplier's name)*

Signature:

**International Labour Office:**

*(approver's name & title)*

Signature:

**The above PO/Rev.Number must appear in all correspondence**

**ILO PO Form for the purchase of Goods**

**- SAMPLE PURCHASE ORDER**

No. ....

International Labour Office

No.	Item	UOM	Qty	Delivery Date	Unit Price	Total Price
1	(description)					
2	(description)					
3	(description)					

<b>Total Amount</b>	.....
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**Note to the Supplier :**

- All correspondence should be addressed to the contact person named above.
- This order incorporates the ILO Terms and Conditions for the purchase of Goods.  
This order is firm provided we receive the attached order duplicate with your countersignature.
- All documents should be in English.

(add any information/instruction that is important for the supplier to know)

The Contractor will submit invoice(s) for payment, in accordance with the payment schedule of the contract. The invoice(s) must make reference to the goods or services delivered, and **quote the Purchase Order number**.  
Invoices must be addressed to:

International Labour Office  
Route des Morillons 4  
Ch-1211 Geneva 22  
Switzerland

**The above PO/Rev.Number must appear in all correspondence**  
ILO PO Form for the purchase of Goods





**Shipping Instructions :**

- Marking : *(address of delivery)*  
PO Number/Rev. No:
- Forwarder:
- Received by:

**The above PO/Rev. Number must appear in all correspondence**  
ILO PO Form for the purchase of Goods

