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SECTION 3: DATA SHEET

The following specific data shall complement, supplement or amend the Provisions in Section 2: Instructions to Bidders. In case there is a conflict, the provisions herein shall prevail over those in Section 2: Instructions to Bidders.

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| **Ref. Article in Section 2** |  | **Specific Instructions / Requirements** |
| 1. | Scope | The reference number of this Invitation to Bid (ITB) is The goods include the supply for Ukraine to the selected port in Romania or Poland as further described in Section 5 of this ITB. |
| 4. | Eligible bidders | Bidders from all countries are eligible to bid. |
| 5. | Eligible goods, works and services | Goods, works and/or services with origin in all countries are eligible in this bidding process. |
| 8. | Clarification of solicitation documents | Bidder must send their inquiries and request for clarifications using the messaging functionality in the portal.  **ATTENTION: BIDS SHALL NOT BE SUBMITTED TO ANY EMAIL ADDRESS BUT ONLY THROUGH THE SYSTEM.** |
| Deadline for submitting requests for clarifications / questions:  Date: 15 December 2022  Time:11 AM  Time zone: Ukraine time |
| supplemental information to the ITB and responses / clarifications to queries will be disseminated directly in the system. |
| 11. | Language | All bids, information, documents and correspondence shall be in English. All the documentation including catalogues, instructions and operating manuals should be in English and Ukrainian |
| 15. | Price adjustment | The price quoted by the Bidder shall not be subject to adjustment during the performance of the contract. |
| 15. | Partial bids (per Item) | Not allowed |
| 16. | Bid currencies | Prices shall be quoted in USD. |
| 17. | Duties and taxes | All prices shall:  Include DPU port of Constanza, Romania or Gdansk, Poland  Be exclusive of VAT and other applicable indirect taxes. |
| 18. | Bid validity period | 90 days |
| 19. | Bid security | Required in the amount of USD 120,000 |
| 22. | Alternative bids | Shall not be considered. |
| 23. | Pre-bid conference | Will be conducted online **on 13 December 2022 at 11AM Ukraine time**. |
| 24. | Site inspection | A site inspection will not be held. |
| 28. | Instruction for bid submission | Bids must be submitted directly in the system following: <https://supplier.quantum.partneragencies.org>   * File Format: PDF, Word, Excel * All files must be free of viruses and not corrupted*.* * Documents which are required in original (e.g. bid security) should be sent to the below address with a PDF copy submitted as part of the electronic submission: * It is recommended that bidders organize and name the files according the requirements and structure of the bid to facilitate their review. * The bidder should receive an email acknowledging email receipt from the system. |
| 29. | Deadline for bid submission | Deadline is indicated in the supplier portal. In case of discrepancies between the deadline indicated in the portal and the deadline indicated elsewhere, the deadline in the portal will prevail. It is the responsibility of the bidder to be informed on the tender deadline. |
| 32. | Bid opening | Public bid opening will not be held  A Public bid opening report will be sent automatically from the system to all bidders who have submitted a bid for this tender. |
|  | Expected date for commencement of contract | 30 December 2022 |
| 47. | Right to vary requirement at time of award | N/A |
|  | Contract award to one or more bidder | UNDP will award a contract to:  One bidder |
| 52. | Type of contract to be awarded | UNDP General Terms and Conditions for Contracts  See Section 6: for sample contract.  http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html |
| 52. | Conditions of contract to apply | UNDP General Terms and Conditions for Contracts  See Section 6  http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html |
| 53. | Performance security | Required in the amount of 10% of the contract for the Contract exceeded USD500,000  The performance security will be in the same currency as stipulated in Article 16: Bid currencies.  The Performance Security shall be in the form of a Bank Guarantee as set out in Section 6 for template |
|  | Advance payment | Not allowed |
| 54. | Bank guarantee for advance payment |  |
| 55. | Liquidated Damages | Will be imposed as follows:  If the Contractor fails to complete/supply the specified Works/Goods within the time period(s) stipulated in the Contract, UNDP may without prejudice to its other remedies under the contract, deduct 0.5% of the total amount for each day of delay until actual completion, up to maximum deduction of 10% of the value of the Contract. Once the maximum is reached, UNDP may consider termination of the Contract. |
| 56 | Delivery timeline | Goods to be manufactured and shipped to the port of loading by mid February, upon that 6 weeks to deliver and unload at the port of Constanza, Romania or Gdansk, Poland (please advise name of ports of loading and unloading) by end of March 2023. Incoterms DPU |
|  | Other information related to the ITB | Bidder must send their inquiries and request for clarifications related to TOR/Specification/bidding documents using the messaging functionality in the portal. |
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