



Date: 2 February 2023

Invitation to Bid (ITB) No. 7000006059

Dear Sir/Madam,

The United Nations Industrial Development Organization (UNIDO) hereby invites you to submit a written bid for the supply and delivery of the below stated goods/equipment/works in accordance with the requirements and instructions outlined in this ITB and in the Technical Specifications and related documents attached hereto.

UNIDO Terms of Reference

Supply, delivery, installation, and commissioning of laboratory equipment for measuring light sources in three EAC and SADC regional reference laboratories.
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UNIDO Contact Details

UNIDO official dealing with this request: Jochen Kraus
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e-mail: J.Kraus@unido.org
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Address: UNIDO HQ, Vienna, Austria

To ensure consideration, your complete, detailed bid should be submitted via the UNIDO eProcurement portal by **2023-03-02 17:00:00 CET (UTC +1)** at the latest. **Bids received after the submission deadline will be invalidated.**

It is your sole responsibility of the vendor to ensure that the bid is submitted via the UNIDO eProcurement portal in compliance with the terms and conditions of this ITB and by the submission deadline indicated above.

In order to enable you to submit a bid, this ITB contains the following sections:

Section I: Instructions to Bidders

Section II: Technical Specifications

Section III: Bid Submission Form(s) (UNIDO Financial Statement Form and online fields to be completed in the system)

Section IV: Model Purchase Order

Annex A: UNIDO General Conditions of Contract

This ITB is for the provision of a complete package of technical services and supply with necessary supervision, backstopping and training. It covers total organizational responsibility as required by the Terms of Reference, dated 1 February 2022, which are attached hereto as Section II.

The terms and conditions set forth in this ITB will form a part of any contract should UNIDO accept your bid. Any such contract will require compliance with all factual statements and representations made in the bid, subject to any modifications to the bid agreed to by UNIDO in the context of negotiations, if negotiations have been entered into.

Your bid must be comprehensive and detailed. It must include information in sufficient scope and detail to allow UNIDO to consider whether your company/organization has the necessary capability, experience, knowledge, expertise, financial strength, and capacity to perform the specified services satisfactorily. Your bid shall clearly and concisely respond to all points set out in this ITB. Any bid which does not fully and comprehensively address this ITB may be rejected.

You should strictly adhere to all requirements of this ITB. No changes, substitutions, or other alterations to the technical specifications or to the requirements stipulated in this ITB will be accepted unless approved in writing by UNIDO.

Nothing in or relating to this ITB shall be deemed a waiver, express or implied, of any of the privileges and immunities of UNIDO.

You are invited, immediately after downloading the ITB, to advise UNIDO whether you intend to submit a bid under this ITB.

In case you have any queries or comments (“requests for clarification”) about this ITB, please upload your requests directly in the eProcurement portal for consideration by UNIDO. In case you have been informed via UNIDO's eProcurement portal of your intention to submit a bid, you will be kept informed throughout the bid submission period of any clarification or amendment notes issued in respect of this ITB.

If you receive information about this ITB from any other source than UNIDO's eProcurement portal, your bid may be disqualified.

This ITB is not to be construed in any way as an offer to contract with your company/organization.

In this project, time is of the essence. Your ability to commence the services and complete them strictly in accordance with the time frame contained in this ITB will be an important factor in awarding a contract.

We look forward to receiving your bid.

With kind regards

UNIDO Procurement Services
Atsushi Isoyama

SECTION I - INSTRUCTIONS TO BIDDERS

1. UNIDO'S EPROCUREMENT SYSTEM GUIDANCE

A step-by-step system guide (“UNIDO eProcurement system guide”) for the preparation and submission of bids by bidders can be downloaded from UNIDO's procurement web site at www.unido.org/procurement. Bidders are strongly encouraged to use UNIDO's eProcurement portal for the preparation and submission of bids. If a bidder nevertheless wishes to prepare and submit his bid in hard-copy documents, the provisions of Section I, Instructions to Bidders, shall also apply mutatis mutandis in such cases. Please also refer to www.unido.org/procurement.

2. SCOPE OF SERVICES

In response to this ITB, UNIDO invites bids for the provision of the following services further described in detail in the Terms of Reference, Section II:

UNSPSC Code	Item Description	Unit of Measure	Quantity
41113700	Goniometer system	PC	3
41113700	AC/DC power analyser	PC	3
41113700	Goniometer AC/DC power supply for DUT	PC	3
41113700	WiFi router for connecting to smart lighting DUT	PC	3
41113700	Self-leveling laser for DUT alignment	PC	3
41113700	Reference Lamp AC or DC, powered by goniometer power supply	PC	3
41113700	Flicker meter	PC	3
41113700	Handheld contact free temperature measurement tool	PC	3
41113700	Computer for goniometer	PC	3
41113700	Screen for computer	PC	3
41113700	Color Laser Printer/copier/scanner - Three in one	PC	3
41113700	Desk for the computer	PC	3
41113700	AC/DC power supplies for aging room	PC	3
41113700	PV Hybrid grid and battery connected inverter	PC	3
41113700	Battery backup	PC	3
41113700	PV array (optional)	PC	3
78141501	Transportation and insurance	AU	3

78141501	Training	AU	3
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3. **ACKNOWLEDGING PARTICIPATION BY THE BIDDER**

Prospective bidders are kindly requested to inform UNIDO whether their company/organization intends to submit a bid before the deadline specified in the cover letter of this ITB. For this purpose, please follow the steps described in the UNIDO eProcurement system guide.

4. **ITB DOCUMENTS**

4.1 Bidders are expected to examine all corresponding instructions, forms, terms and specifications contained in the ITB documents. Failure to comply with these documents will be at the bidders' risk and may affect the evaluation of their bids.

4.2 A prospective bidder requiring any clarification of the ITB documents may notify UNIDO by uploading his request for clarification in UNIDO's eProcurement portal. UNIDO shall endeavor to reply via the portal to any request for clarification that UNIDO receives not later than one (1) week before the deadline for the submission of bids. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be made available in the portal to all prospective bidders that acknowledged their intention to participate in the ITB.

4.3 No later than one week prior to the deadline for submission of bids, UNIDO may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, amend the ITB documents. All prospective bidders that have received the ITB documents will be notified in writing of any amendments. In order to afford prospective bidders reasonable time to take the amendments into account in preparing their bids, UNIDO may, at its discretion, extend the deadline for the submission of bids.

5. **GENERAL ELIGIBILITY, EXCLUSION CRITERIA AND QUALIFICATION REQUIREMENTS**

5.1 UNIDO requires that bidders provide professional, objective, and impartial advice and technical assistance, and at all times hold UNIDO 's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Bidders shall not be hired for any assignment that would be in conflict with their prior or current obligations to UNIDO, or that may place them in a position of not being able to carry out the assignment in the best interest of UNIDO. All bidders found to have a conflict of interest may be disqualified.

5.2 Without limitation on the generality of the above paragraph, a bidder shall not be eligible to participate in this procurement or be considered for any eventual contract if the bidder, or any employee, executive, manager or director thereof, is associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNIDO to provide consulting services for the preparation of the technical specifications, terms of reference or any other substantive documents to be used for the procurement of the services under this ITB.

5.3. Bidders may be requested to provide such evidence of their continued eligibility to UNIDO, as and when UNIDO shall reasonably request.

5.4. Eligibility and qualification will also be based on the bidder meeting the below stated minimum qualification requirements regarding the bidder's general and particular experience, personnel and equipment capabilities, and financial position, as demonstrated by the bidder on relevant forms and templates attached to his bid:

Qualification Requirements [should be read and completed in conjunction with the requirements specified in the

terms of reference and on the "Questions" tab in the system].

Operational	
ABILITY & READINESS	Please confirm your company/organization's ability and readiness to execute an eventual PO in accordance with this tender requirement. Any deviation shall be clearly expressed in your offer.
CERTIFICATE OF INCORPORATION	Please confirm that: a) you are registered as a legal entity in accordance with the laws of your country b) you have attached the Certificate to the offer.
COMPANY DESCRIPTION/ STRUCTURE	Please confirm that you have included a short company description if available, the organizational structure.
LANGUAGE	Please confirm availability of manual in the language required in the Technical Specifications.
LICENSES /AUTHORISATIONS	Please confirm that you have the relevant licence/authorisations enabling your company to perform the required services (please attach to bid).
LOCAL REPRESENTATIVE	Please confirm availability of local sales and technical representative (well established) to provide maintenance, repairs and spare parts.
CAPACITY OF OPERATIONS	Please confirm your company/organization's capacity of provision of goods similar to the ones described under this tender.
STATEMENT OF CONFIRMATION	Please confirm that you have attached a signed Statement of Confirmation, in the form provided as part of the bidding documents.
Experience	
EXPERIENCE	Please confirm that your company/organization pursues the required experience in the Technical Specifications.
Ethics	
CONFLICT OF INTEREST	Please confirm that none of the bidder's key personnel is associated - financial, family, employment wise - with concerned UNIDO officials, UNIDO experts/ consultants recruited under the relevant project or with UNIDO's counterparts.
CONFLICT OF INTEREST STATEMENT	Please confirm that your Company/organization has no conflict of interest as defined in the UNIDO Procurement Manual, sub-chapter 8.3.1, para. 184.
POLICY EXCLUSION FROM FUNDING	The Declarant accepts to abide by the terms of the UNIDO Policy on Exclusion from Funding and represents and warrants that Declarant is not and has not been the subject of any of the exclusion criteria stated in said Policy.
Financial	
FINANCIAL STATEMENTS	Please confirm that you have enclosed a certified copy of the financial statement for the last 2-3 years of business.
FINANCIAL STATEMENT FORM	Please confirm that your company has attached the UNIDO Financial Statement Form duly completed and signed.

6. PREPARATION OF BIDS

6.1 Cost

The bidder shall bear any and all costs related to the preparation and/or submission of the bid, regardless of whether his bid was selected or not. UNIDO shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

6.2 Language of the Bid

Unless otherwise specified, the bid prepared by the bidder and all correspondence and relevant documents exchange with UNIDO relating to the ITB shall be written in English language. Any printed literature furnished by the bidder may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the bid, the English translation shall govern.

6.3 Documents Comprising the bid

The bid shall comprise the following information documents:

- (a) Responses to all qualification requirements directly submitted via UNIDO's eProcurement portal;
- (b) Substantive evidence that the bidder meets all requirements of the ITB. For this purpose, the bidder shall upload duly completed and signed bid submission form(s) (Section III) in UNIDO's eProcurement portal, including documentation to demonstrate that the bidder meets all requirements of the ITB;
- (c) Bid price(s) and/or rate(s) directly uploaded in UNIDO's eProcurement portal.

The bidder shall upload in UNIDO's eProcurement portal both the electronic and pdf versions of all duly completed, stamped and signed bid submission form(s) and the cost-breakdown template. All signatures shall be effected by a duly authorized representative of the bidder.

6.4 Bid Submission Form(s)

Subject to the detailed Terms of Reference contained in each ITB, the bidder shall structure the technical part of his bid by following the specific guidance contained in the attached bid submission form(s), which have been uploaded in UNIDO's eProcurement portal.

The operational and technical part of the bid should not contain any pricing information on the services offered.

It is advisable that the bidder's bid numbering system corresponds with the numbering system used in the Terms of Reference, Section II of the ITB, as well as the price schedule numbering in UNIDO's eProcurement portal. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as separate attachments uploaded in the portal.

Information which the bidder considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and all efforts will be made to treat it accordingly.

When the bidder intends to obtain from sub-contractors highly specialized and substantive inputs essential for the execution of the contract under consideration, all details required from the bidder shall also be provided for each such proposed sub-contractor.

Other information/documentation requested in this ITB or which the bidder deems relevant for submission may be uploaded as an attachment to his bid in UNIDO's eProcurement portal.

6.5 Bid Price(s)

The bidder must upload s eProcurement portal his proposed price(s) and/or fee(s) in the relevant price fields which have been designated for this ITB. Depending on the ITB, a separate price schedule or cost-breakdown template may be attached in the portal for completion by bidders.

All price(s) and fee(s) shall be quoted in EUR.

By uploading commercial and/or price related information on UNIDO's eProcurement portal, the bidder agrees and accepts the following terms and conditions:

- a As total consideration for the services offered, the bidder's best firm fixed price in EUR to complete the proposed services (please refer to UNIDO's eProcurement system guide). Discounts, if any, which the bidder may wish to grant to UNIDO and the terms of such discounts shall be indicated separately in the appropriate field in the portal.
- b A detailed cost breakdown of the firm, fixed price referred to in sub paragraph a) above, highlighting the costs foreseen to perform the different activities, divided by main categories (e.g. personnel, travel and local costs, materials, other related costs broken down by items, etc.) in accordance with the below instructions and the attached cost breakdown template (excel format).

In addition to the cost breakdown template, the bidder shall, in good faith, submit any additional data, supporting document and information, which are reasonably required in order to allow UNIDO to perform a proper examination and evaluation of all proposed prices. Failure to furnish all information requested on the cost breakdown template may render a bid non-responsive.

If a cost is included in a particular item, do not duplicate the cost or any portion thereof in another item on the form.

For professional services please state the names and position titles of each proposed member of key professional staff who is expected to perform substantive part(s) under the contract, the number of man-months, man-weeks or man-days each will perform and the proposed unit and total costs. For each member, the assignment should be segregated into work performed within the relevant project area (work to be performed in the area covered by the project and/or outside the contractor's office; if applicable) and at the home office (work performed in the contractor's office; if applicable). All costs relating to social security, taxation, overhead, travel, profit, etc. should be included in the unit and total costs figures.

Travel costs (if applicable), in connection with the execution of the services shall include information such as: round or one way trip; origin and destinations; mode of transportation (air, train, car, etc.); cost per trip including airfare amounts. Air travel shall be shown at economy class rates and/or similar.

6.6 Validity

Bids shall remain valid for sixty (60) days after the deadline for submission of bids. A bid valid for a shorter period may be rejected by UNIDO on the grounds that it is non-responsive.

In exceptional circumstances, UNIDO may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A bidder granting the request will not be required nor permitted to modify his bid.

7. WITHDRAWAL AND MODIFICATION OF BIDS

The bidder may withdraw his bid after the bid's submission, provided that written notice of the withdrawal is received by UNIDO prior to the deadline prescribed for submission of bids. Please refer to the UNIDO eProcurement system guide for guidance.

No bid may be modified subsequent to the deadline for submission of bids.

No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidder in his bid.

8. FORMAT AND SIGNING OF BID

The bid must be submitted directly via the UNIDO eProcurement portal.

By uploading the bid in UNIDO's eProcurement portal, the bidder (i) confirms that his bid has been approved by a duly authorized representative of the bidder and (ii) agrees and acknowledges to be bound by the terms and conditions of the ITB.

9. OPENING AND EVALUATION OF BIDS

9.1 Opening of Bids

All bids submitted prior to the prescribed deadline for submission of bids will be opened for access by UNIDO'S authorized staff at a preset opening date specified in UNIDO'S eProcurement portal.

Any bid received by UNIDO after the deadline may be rejected and returned unopened to the bidder.

9.2 Clarification of Bids

To assist in the examination, evaluation and comparison of bids, UNIDO may at its discretion ask the bidder for clarification of his bid. The request for clarification and the response thereto shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted. Failure of any bidder to timely and duly respond to a request for clarification may result in the rejection of his bid.

9.3 Preliminary Examination

UNIDO will examine the bids to determine whether they are complete, whether any computational/arithmetical errors have been made, whether the documents have been properly signed, and whether the bids are generally in order.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the bidder does not accept the correction of errors, his bid will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

Prior to the detailed evaluation, UNIDO will determine the substantial responsiveness of each bid to the qualification requirements and mandatory technical and commercial evaluation criteria specified for this ITB. For the purpose of this clause, a substantially responsive bid is one which conforms to all the terms and conditions of the ITB without material deviations. UNIDO's determination of a bid's responsiveness is based on the contents of the bid itself without recourse to extrinsic evidence.

A bid determined as not substantially responsive will be rejected by UNIDO and may not subsequently be made responsive by correction of the non-conformity.

9.4 Evaluation and Comparison of Bids

A two-stage procedure is utilised in evaluating the bids, with evaluation of the technical parts of the bids being completed prior to the price-related parts of the bids being reviewed.

In the first stage, UNIDO will evaluate the technical parts of the bids on the basis of their responsiveness to the Terms of Reference in particular and the ITB in general, applying the following evaluation criteria:

Technical Evaluation Criteria [should be read and completed in conjunction with the requirements specified in the Terms of Reference and on the "Questions" tab in the system].	
TIMELINE	Please confirm your ability to provide the goods in accordance with the timeline indicated in the bidding documents.
TECHNICAL REQUIREMENTS	Please confirm compliance with and understanding of the Technical Specifications.
WARRANTY	Please confirm that minimum warranty is twelve (12) months starting from the date of final acceptance of goods and/or services.
AFTER SALES	Please confirm availability of after sales services as indicated in the Technical Specifications.
MAINTENANCE AND SPARE PARTS	Please confirm that you have indicated spare parts and their cost breakdown.
TECHNICAL DOCUMENTATION	Please indicate if you have attached supporting technical documentation (e.g. catalogs, leaflets, manuals, etc.). If technical documentation is on a website, please indicate so.

Commercial Evaluation Criteria [should be read and completed in conjunction with the requirements specified in the Terms of Reference and on the "Questions" tab in the system].	
MODEL CONTRACT & GCC	Please confirm that you have read and agree to the UNIDO Model Contract including its General Conditions of Contract.
INSURANCE	Please confirm that insurance will cover the full price of the goods, including freight costs plus ten (10) per cent, and shall be in the currency of the purchase order.
TOTAL COSTS	Please confirm that you have stated total price and unit prices in EUR in your cost breakdown as requested.

As part of the evaluation process, UNIDO reserves the right to waive minor deviations from the requirements and criteria, if they do not materially affect the capability and/or capacity of a bidder to perform the contract under consideration.

In the first stage, each responsive bid will be technically evaluated. A bid shall be rejected at this stage if it fails to meet the technical requirements.

In the second stage, the price-related parts of all bids, which were found to be substantially responsive and technically acceptable, will be compared.

10. SELECTION CRITERIA

In due consideration of UNIDO's procurement principles namely, best interest of the organization and best value for money, the contract shall be awarded to the qualified bidder whose bid has been found substantially responsive, technically acceptable and offering the lowest cost to UNIDO.

11. CONTRACT AWARD

The contract will be awarded subject to (i) where relevant, successful negotiations of the contract, and (ii) approval of contract award by the relevant authorized official of UNIDO.

UNIDO will notify the successful bidder in writing that his bid has been accepted. Following the signature of the contract with the successful bidder, UNIDO will notify unsuccessful bidders.

12. NOTIFICATION OF AWARD

The Procurement Official will send a notification of award to the successful bidder(s) and, notification(s) of rejection to the unsuccessful bidder(s) within 5 days from the date of approval of the statement of award. The notification(s) of rejection to the unsuccessful bidder(s) shall include the procedures and deadlines to protest the award.

13. PROTEST PROCEDURES

A bidder who believes that it has been unjustly treated in connection with a procurement process may lodge a protest within 10 days upon receipt of the notification of rejection of its bid. The requirements and process to lodge protests can be found on www.unido.org/unido-procurement.

Receivability of protests shall be made by UNIDO. UNIDO shall have the discretion to request additional information from the bidder, if deemed appropriate. Unsupported allegations and assertions are not sufficient for the process to continue. A decision rejecting the receivability of the protest by UNIDO is final and shall be communicated in writing to the protesting bidder.

14. REVIEW OF THE MERITS AND CONCLUSION OF PROTEST

Upon review of a protest, UNIDO shall decide on the merits of the protest. The relevant Procurement Official shall notify the protester of the final decision on the merits of the protest.

The contract(s) will be concluded with the successful bidder(s), unless UNIDO determines either to suspend the process until the merits of the protest have been decided upon, or, if the totality of the circumstances militate, cancel the procurement process and start a bidding process.

Nothing in the above procedures or in any procedure or action by or relating to UNIDO with respect to or in connection with a protest procedure shall be deemed in any way to constitute a waiver of any of the privileges and immunities of UNIDO.

15. PUBLICATION OF AWARD

Within 14 days from the date of receipt of the countersigned contract, the relevant Procurement Official will publish, subject to applicable thresholds and other conditions required by relevant funding partners, the award notice. The award notice should, at a minimum, contain the following information:

- Contractor name and address;
- Description of procurement notice;
- Awarded currency and amount;
- Award date;
- Location/country;
- Funding partner.

The award notice shall, at a minimum, be published on the websites of UNIDO and UNGM, in addition to other relevant websites as required by the funding partner(s).

The award notice shall be published on the above-referenced websites no later than 30 June of the year following the financial year in which the awarded funds were legally committed.

16. RETENTION OF BIDS

Following submission of the bids and final evaluation, UNIDO will retain the bids of both the successful and unsuccessful bidders.

17. TYPE OF CONTRACT

A firm, fixed price is contemplated for the contract under consideration, covering all inputs required by the contractor as stated in the Terms of Reference (Section II) and the model contract (Section IV) of the ITB.

18. NO COMMITMENT

This ITB does not commit UNIDO to award a contract. UNIDO reserves the right to accept or reject any bid(s), or to annul this ITB and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the reasons for UNIDO action.

UNIDO also reserves the right to negotiate and award only a portion of the requirement; to negotiate and award separate or multiple contracts for the elements covered by this ITB in any combination it may deem appropriate, in its sole discretion; to add new considerations, information or requirements at any stage of the procurement process, including during negotiation with bidders; and reject the bid submitted by any bidder that has previously failed to perform properly or on time contracts of a similar nature, or of a vendor that, in the opinion of UNIDO, is not in a position or is not sufficiently qualified to perform the contract.

This ITB contains no contractual bid of any kind; any bid submitted will be regarded as a bid by the bidder and not as an acceptance by the bidder of any bid by UNIDO. No contractual relationship will exist except pursuant to a written contract document signed by the authorized official of UNIDO and by the successful bidder(s) chosen by UNIDO.

19. SIGNING OF CONTRACT

After the successful bidder's acceptance of the UNIDO contract award, UNIDO will send the bidder the contract documents incorporating all agreements between the parties. The successful bidder shall sign and date the contract and return one original set of the contract documents to UNIDO no later than two (2) weeks of the receipt of the contract documents.

20. CONTRACT BASIC TERMS AND CONDITIONS

Except as otherwise required by the circumstances of the case, the contract for the proposed services will be based upon the terms and conditions of the attached Model Contract, Section IV, of the ITB.

21. PAYMENT

Payment will normally be made in accordance with the terms specified in the Model Contract. The Financial Regulations and Rules of UNIDO preclude payment by letters of credit. Such provision in a bid will be prejudicial to its evaluation by UNIDO. The normal terms of payment by UNIDO are 30 days upon satisfactory delivery of goods or performance of services and the acceptance thereof by UNIDO, whichever is later. Progress payments may be allowed upon agreement between the parties. Bidders must therefore clearly specify in their bids if they offer payment terms different from those specified by UNIDO.

22. CONFIDENTIALITY

It is understood that this ITB is confidential and proprietary to UNIDO, contains privileged information, part of which may be copyrighted, and is received by bidders on the condition that no part thereof or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of UNIDO. This condition may be exempted to the extent that the bidder may exhibit part or parts of the ITB to prospective sub-contractors for the sole purpose of obtaining bids from them. Notwithstanding any other provisions in this ITB, bidders will be bound by the contents of this Article whether or not their company submits a bid or responds in any other way to this ITB.

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.

Any effort by a bidder to influence UNIDO in the examination, evaluation and comparison of the bids or contract award decisions may result in the rejection of his bid.

From the time the bids are opened to the time the contract is awarded, if any bidder wishes to contact UNIDO on any matter related to his bid, he should do so in writing to the address indicated in the cover note of this ITB.

23. EXTENDED DESCRIPTION

UNIDO will notify the successful bidder in writing that his [bid/proposal] has been accepted. Upon signature of the [purchase order/LTA] with the successful bidder, UNIDO will notify each unsuccessful bidder of the outcome of the [ITB/RFP]. For awards exceeding EUR 200,000 (or equivalent) in value, award notices will be published on the UNGM (www.ungm.org) and UNIDO (www.unido.org) websites, providing information on the [ITB/RFP] number, brief description of the services/goods procured, date and amount of the award, name of the contractor, and beneficiary country.