

Invitation to Bid (ITB) for goods

LTA for Supply of Plumbing Items

ITB No.

GPSO_PSC_ITB_00091180_SOM_14-
013

Date: 20th Dec 2014**Invitation To Bid (goods)**
LTA for Supply of Plumbing Items**ITB No. GPSO_PSC_ITB_00091180-SOM_14-013****Section 1: Bid data**

Bid number:	GPSO_PSC_ITB_00091180_SOM_14-013
Project:	00091180 – Mine Action in Support of AMISOM
Procurement official's name:	Subramani Senthil Kumar
Email:	senthils@unops.org
Issue date:	20 th Dec 2014

Requests for clarifications due

Date:	15 th Jan 2015
Time:	1600 Hours East African Time

UNOPS clarifications to Bidders due

Date:	10 th Jan 2015
Time:	1200 Hours East African Time

Bid due

BIDDERS ARE RESPONSIBLE FOR THE TIMELY SUBMISSION OF THEIR BID.

Bid due Date:	19 th Jan 2015
Time:	1200 Hours East African Time

Planned award date

Date:	20 th Feb 2015
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Planned contract start date delivery date (on or before)

Date:	01 st Mar 2015
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Section 2: ITB letter

UNOPS plans to engage in a three (3) year Long Term Agreement for the procurement of Plumbing items as defined in accordance with these documents. UNOPS now invites sealed bids from qualified Bidders for providing the requirements as defined in the UNOPS specification attached hereto. Bids must be received by UNOPS by mail or email at the address specified not later than **1200 Hours East African Time 19th Jan 2015**.

This ITB is conducted in accordance with the UNOPS Procurement Manual and all other relevant directives and issuances. These can be accessed by the link provided below. For clarification on specific issues, or to learn more details about procurement at UNOPS, Bidders are encouraged to consult the UNOPS Procurement Manual. In case of contradictions between this ITB and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

<http://www.unops.org/SiteCollectionDocuments/Procurement/UNOPS%20procurement%20manual%20EN.pdf>

This UNOPS ITB consists of six sections and a series of annexes which will be completed by Bidders and returned with their bid:

ITB Section 1: Bid data sheet
ITB Section 2: ITB letter (this document)
ITB Section 3: Instructions to Bidders
ITB Section 4: UNOPS technical specifications
ITB Section 5: UNOPS General Conditions of Contract goods
ITB Section 6: UNOPS sample contract for goods

Returnable ITB forms (mandatory):

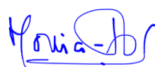
Annex A	Bid/No Bid Confirmation Form
Annex B	Check List Form
Annex C	Bid Submission, Technical and Price Schedule Offer Form
Annex D	UNGM Vendor registration form
Annex E	No adverse action conformation form

Interested Bidders may obtain further information by contacting this email address: senthils@unops.org

Pre-cleared by:

Date:

12/19/2014

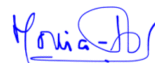


Monica SILES
Deputy Director, Support
UNOPS GPSO Peace & Security Cluster

Approved by:

Date:

12/19/2014



on behalf

Yoshiyuki Yamamoto
Director
UNOPS GPSO Peace & Security Cluster

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Section 3: Instructions to Bidders

1. Introduction

UNOPS means the United Nations Office for Project Services, Peace & Security Cluster Somalia Programme with offices located in more than 80 countries worldwide.

All communications regarding this ITB must be directed only to Senthil Kumar SUBRAMANI by email at senthils@unops.org. Bidders must not communicate with any other personnel of UNOPS regarding this ITB.

THE BIDDER ASSUMES FULL RESPONSIBILITY FOR THE TIMELY DELIVERY OF THE BID TO THE UNMAS CAMP, Mogadishu International Airport (MIA), Mogadishu Somalia. BIDS DELIVERED TO ANY OTHER OFFICE, LOCATION, OR EMAIL ADDRESS MAY BE REJECTED.

2. Eligibility and pre-qualification criteria

Bidders must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation To Bid.

Bidders must not be under a declaration of ineligibility for corrupt and fraudulent practices published by UNOPS on its website. Bidders must meet the eligibility criteria as published on the UNOPS website.

All suppliers are expected to embrace the principles of the United Nations Supplier Code of Conduct, given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the United Nations Global Compact.

UNOPS shall not accept partial bids from the bidders. Bidders are requested to submit offer all the items under Section 4.

The Bidder must have the required and relevant experience, financial, and production capability necessary to perform the contract, as specified in the UNOPS technical specifications/statement of work (section 4 of this ITB)

Bidders may be disqualified if they have made misleading or false representations in the forms, statements and attachments submitted as proof of the qualification requirements; and/or record of poor performance such as, not properly completing contracts, inordinate delays in completion, litigation history, financial failures etc.

3. Cost of bid

The Bidder shall bear all costs associated with the preparation and submission of its bid. UNOPS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation process.

4. Content of solicitation documents

The goods required, bid procedures and contract terms are prescribed in these solicitation documents, contents of which are listed in Section 2, ITB Letter.

Bids must offer goods for the total requirement, unless otherwise permitted in the solicitation document. Bids offering only part of the goods may be rejected unless permitted otherwise in the solicitation document. The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the solicitation documents. Failure to furnish all information required by these documents or submission of a bid that does not comply with these documents will be at the Bidder's risk and may affect the evaluation of the bid.

5. Clarification of solicitation documents

- a. A prospective Bidder requiring any clarification of the solicitation documents may notify UNOPS in writing at UNOPS mailing address or email address indicated in the ITB. UNOPS will respond in writing to any request for clarification of the solicitation documents that it receives by the due date outlined on section 1. Written copies of UNOPS response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that have received the solicitation documents.

6. Amendments of solicitation documents

At any time prior to the deadline for the submission of bids, UNOPS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the solicitation documents by amendment.

All prospective Bidders that have received the solicitation documents will be notified in writing of all amendments to the solicitation documents. For open competitions, all amendments will be posted on the UNOPS website in the tender notice.

In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, UNOPS may, at its discretion, extend the deadline for the submission of bid. UNOPS may, at its discretion, cancel the requirement in part or in whole.

7. Language of Bids

The bids prepared by the Bidder and all correspondence and documents relating to the bid exchanged by the Bidder and UNOPS, shall be written in English. Supporting documents and printed literature furnished by the Bidder may be in another language, provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the bid, the translation shall prevail. The sole responsibility for translation and the accuracy thereof, shall rest with the Bidder.

8. Documents comprising the bid

Bidders shall not submit more than one bid per Bidder in this ITB process, with the exception of alternative offers if so provided for in the ITB Section 4, UNOPS technical specifications/statement of work.

The bid prepared by the Bidder shall comprise the following components:

ITB Submission (on or before bid due date):

As a minimum, Bidders shall complete and return the documents listed below (annexes to this ITB) as an integral part of their bid. Bidders may add additional documentation to their bids as they deem appropriate.

Failure to complete and return the documents listed below as part of the bid, may result in bid rejection.

Part of bid	Check list form (Annex B hereto)
Part of bid	Signed Bid submission, technical and price schedule offer form (Annex C hereto)
Part of bid	UNGM Vendor Registration (Annex D hereto)
Part of bid	No Adverse Action form (Annex E hereto)

If after assessing this opportunity, you have made the determination not to submit your bid, we would appreciate if you could return this form indicating your reasons for non-participation.

Pre-submission:

Bidders are requested to complete and return the Bid/No Bid Confirmation Form prior to the submission deadline, indicating whether they do or do not intend to bid.

Stand-alone document	Bid/no bid confirmation form (Annex A hereto)
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9. Bid Prices

The Bidder shall indicate on the appropriate bid price sheet contained in these solicitation documents the prices of the goods it proposes to supply under the long-term agreement (LTA).

The price of the goods shall be quoted as per Incoterms detailed in the Price Schedule Form.

Fixed Price: Prices quoted under this ITB shall remain fixed for an initial 12 months period of the Long Term Agreement.

All reductions in market prices mandated by the supplier will be passed on in full to UNOPS. After the initial 12 months period, the supplier may make a request to UNOPS for an adjustment of the prices of the goods to reflect relevant changes.

10. Bid Currencies

All prices shall be quoted in United States Dollars (USD - \$).

UNOPS reserves the right not to reject any bids submitted in another currency than the mandatory bidding currency stated above. UNOPS may accept bids submitted in another currency than stated above, if the Bidder confirms during the clarification of bids (1.17) in writing that it will accept a contract issued in the mandatory bid currency, and that for conversion, the official United Nations operational rate of exchange of the day of the ITB deadline as stated in the ITB letter shall apply.

Regardless of the currency of bids received, the contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

11. Period of Validity of Bids

Bids shall remain valid for **90 (Ninety)** days after the date of bid submission prescribed by UNOPS, pursuant to the deadline clause. A bid valid for a shorter period may be rejected.

In exceptional circumstances, UNOPS 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. Bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security.

12. Format and Signing of Bids

The bid shall be typed and shall be signed in indelible ink by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the bid.

A bid shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the bid.

13. Sealing and Marking of Bids

The Bidder shall seal the bid in an envelope or send the submission email or emails, subject to size, as detailed below.

- Any envelope should be marked with ITB-GPSO_PSC_ITB_00091180-SOM-14-013 and be addressed as follows for mailing or hand deliveries:

UNOPS
Peace & Security Cluster
Somalia Programme
Mogadishu International Airport
Mogadishu, Somalia
Attention: Bid opening panel

If the envelope is not sealed and marked as per the instructions in this clause, UNOPS does not assume responsibility for the bid's misplacement or premature opening.

The bidder shall send the submission email to: **unsoma_procurement@unops.org**

Bids sent to any other email address shall result disqualification of the bid.

- Any email should have the subject line ITB-GPSO_PSC_ITB_00091180-SOM-14-013 and in the email body be addressed as follows:

UNOPS
Peace & Security Cluster
Somalia Programme
Mogadishu International Airport
Mogadishu, Somalia
Attention: Bid opening panel

In case of bid submission by email to UNOPS, the receipt time stamp shall be the date and time when the submission has been received in the dedicated UNOPS inbox. UNOPS is not responsible for any delays caused by network problems etc. It is the sole responsibility of Bidders to ensure that their bid is received by UNOPS in the dedicated inbox, on or before the prescribed tender deadline.

14. Deadline for Submission of Bids

Bids must be received by UNOPS at the email address/office address specified under clause 14 Sealing and Marking of Bids not later than **19th Jan 2015, 1200 Hours East Africa Time**. All bids will be opened shortly thereafter.

UNOPS may, at its discretion, extend this deadline for the submission of bids by amending the solicitation documents in accordance with clause Amendment of solicitation documents. In this case, all rights and obligations of UNOPS and Bidders previously subject to the deadline, will thereafter be subject to the new deadline as extended.

15. Late Bid

Any bids received by UNOPS after the deadline for the submission of bids prescribed by UNOPS, pursuant to clause "Deadline for submission of bids", will be rejected. Where a bid security was requested, any such bid security will be returned to the Bidder after the contract award has been made.

16. Modification and Withdrawal of Bids

The Bidder may withdraw their bid after the bid's submission, provided that written notice of the withdrawal is received by UNOPS prior to the deadline prescribed for the submission of bids.

The Bidder's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of the clause 'Deadline for submission of bids'. 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.

17. Clarification of Bids

To assist in the examination, evaluation and comparison of bids, UNOPS may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered or permitted. UNOPS will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents, in accordance with the [UNOPS Procurement Manual 8.9 Discussions with vendors](#).

18. Preliminary Screening

UNOPS will examine the bids to determine whether they are complete, the documents have been properly signed, the bids are generally in order, and there are no computational errors in the Price Schedule.

19. Determination of Compliance

Compliance refers to whether or not the bid substantially meets the quantitatively and qualitatively defined criteria, as per the requirements and other qualification criteria as stated in the solicitation documents. If the offer complies with all the criteria specified in the solicitation documents, such as pre-qualification and eligibility requirements, the offer is deemed substantially compliant.

20. Evaluation steps

All bids found substantially compliant with the formal criteria under 1.19 Preliminary Screening, will go through subsequent evaluation as follows:

- a. Pre-qualification and eligibility criteria as outlined in ITB Section 3, 2. Eligibility and Prequalification, are evaluated prior to technical and financial evaluation. Only bids meeting the minimum pre-qualification and eligibility criteria, will be evaluated further.
- b. Technical evaluation will be conducted to establish substantial compliance with the UNOPS technical specification as contained in Section 4 of this ITB. When the specifications of the item/s quoted vary in one or more significant aspect/s from the minimum required technical specifications, the bid will not be considered substantially compliant and will not be evaluated further.
- c. The prices of bids found to be substantially compliant, will be compared to identify the most substantially compliant bid which represents the lowest overall costs to UNOPS.

21. Award Criteria

Bidders must meet all the mandatory business criteria outlined in Annex C UNOPS technical specifications/statement of work. The qualifications will be evaluated by UNOPS, and Bidders determined to have met all mandatory requirements, will be considered for award.

UNOPS will award the Long Term Agreement to the responsible contractor whose bid substantially conforms to the requirements set forth in the solicitation documents, and offers the lowest overall cost to UNOPS. UNOPS shall compare prices of all bids received in response to this bid as per below;

- Unit price DAP for 1-100 units for all items x estimated total yearly quantities for all items for all four (04) locations. Discounts offered on quantities shall not be used for comparison purposes.

UNOPS reserves the right to conduct negotiations with the vendor regarding the contents of their offer. UNOPS reserves the right to accept or reject any bid, and to annul the solicitation process and reject all bids at any time prior to the award of contract, without thereby incurring any liability to the affected Bidder or Bidders, or any obligation to inform the affected Bidder or Bidders of the grounds for UNOPS action.

The Long Term Agreement will be valid for an initial period of 3 years with the possibility of an extension for an additional 24 months period subject to satisfactory supplier performance, continued requirement of the goods and services covered, and if the prices offered are within the current market range.

22. Notification of Award

Prior to the expiration of the period of bid validity, UNOPS will notify the successful Bidder in writing by email or post, that its bid has been accepted. The notifications of award will constitute the formation of the contract. Please note that the Bidder, if not already a registered vendor, will be required to complete a vendor registration process on the UNGM prior to the signature and finalization of the contract, if not registered already.

23. Signing of Contract

At the same time as UNOPS notifies a successful Bidder that its bid has been accepted, UNOPS will invite the Bidder, provided the Bidder is successfully registered on the UNGM, to sign the final version of the Contract Form provided in the solicitation documents, incorporating all agreements between the parties.

Timelines

24. The selected Contractor is expected to be awarded and issued a contract by approximately 15th February 2015. Upon contract signature, the Contractor is expected to be able to provide the services described in this ITB as of 1 March 2015.

25. The Contractor is expected to provide the services from 01st Mar 2015. LTA is valid for a period of one to three years. LTAs often provide that they may be extended for an additional period of up to 24 months, subject to satisfactory supplier performance and continued requirement of the goods and services covered, and if the prices offered are within the current market range.

Cost Structure and Payments

26. Prices quoted under this ITB shall remain fixed for an initial 12 months period of the Long Term Agreement. All reductions in market prices mandated by the supplier will be passed on in full to UNOPS. The Contractor shall have the right to review their prices every 12 months from commencement of the LTA, and shall notify UNOPS in writing 90 days prior to the 12-month period of a proposed price decrease or increase. The Contractor shall provide proper justification for any price increase. UNOPS shall be entitled to either accept the price decrease / increase or to cancel the LTA, and shall notify the Contractor in writing of its decision.

27. UNOPS has no legal obligation to order any minimum or maximum quantity during the entire contract period. The quantities specified in the Summary of Requirements may not be reached or may be exceeded during the period of the agreement. UNOPS will not be committed to purchase any minimum quantity of the Goods and Related Services, and purchases will be made only if and when there is an actual requirement. UNOPS shall not be liable for any cost in the event that no purchases are made under any resulting LTA. All reductions in market prices mandated by the provider will be passed on in full to UNOPS.

28. This paragraph describes the method of payment for goods supplied under the contract. Before the beginning of each month, UNOPS shall determine what items are required and provide confirmed order to the contractor for supply to final destination within the timeline stipulated under section 2. List of Related Services and Completion Schedule.

29. The quantities mentioned in the attached excel sheet are average consumption and only for estimate purposes. As this is intended as Long Term Agreement, there is no certainty that UNOPS shall procure the estimated quantities each year. However, the contract is expected to keep the prices for 12 months and revise prices as section 27.

Invitation To Bid (goods)

LTA for Supply of Plumbing Items

ITB No. GPSO_PSC_ITB_00091180-SOM_14-013

Section 4: UNOPS technical specifications

The complete technical specification including average yearly consumption by each location can be found in attached document named GPSO_PSC_ITB_00091180_SOM_14-013_Price_schedule.xls.

A. Summary of requirements

1. List of goods and delivery schedule				
Lot N°	Description of goods	Quantity	Unit	Delivery schedule from date of contract
01	Plumbing Items	As per attached Excel sheet named GPSO_PSC_ITB_00091180_SOM_13-010_Price_schedule.xls	As per attached Excel sheet named GPSO_PSC_ITB_00091180_SOM_13-010_Price_schedule.xls	Within 2 weeks from the date of confirmed Purchase order. Delivery location to be mentioned in the PO

Consignee address and consignee-wise quantity distribution

Lot N°	Consignee address	Quantity	Unit
01	Location 01 – UNMAS Camp Mogadishu Mogadishu International Airport, Mogadishu Somalia Location 02 – UNMAS Camp Kismayo Kismayo International Airport, Kismayo Somalia Location 03 – UNMAS Camp Baidoa Baidoa Airport, Baidoa Somalia Location 04 – UNMAS Camp Beledweyne Beledweyne Airport, Beledweyne Somalia	As per attached Excel sheet named GPSO_PSC_ITB_00091180_SOM_13-010_Price_schedule.xls	As per attached Excel sheet named GPSO_PSC_ITB_00091180_SOM_13-010_Price_schedule.xls

2. List of Related Services and Completion Schedule					
Service	Description of service	Quantity	Physical unit	Place where services will be performed	Final completion date(s) of services
01	Delivery of goods mentioned under Lot 1 as and when required upon receipt of approved Purchase Order from UNOPS	As mentioned in the excel sheet under various locations	As mentioned in the excel sheet	DAP Mogadishu UNMAS Camp	See Timelines under Section 3

02	Delivery of goods mentioned under Lot 1 as and when required upon receipt of approved Purchase Order from UNOPS	<u>As mentioned in the excel sheet under various locations</u>	<u>As mentioned in the excel sheet</u>	DAP Kismayo UNMAS Camp	See Timelines under Section 3
03	Delivery of goods mentioned under Lot 1 as and when required upon receipt of approved Purchase Order from UNOPS	<u>As mentioned in the excel sheet under various locations</u>	<u>As mentioned in the excel sheet</u>	DAP Beledweyne UNMAS Camp	See Timelines under Section 3
04	Delivery of goods mentioned under Lot 1 as and when required upon receipt of approved Purchase Order from UNOPS	<u>As mentioned in the excel sheet under various locations</u>	<u>As mentioned in the excel sheet</u>	DAP Baidoa UNMAS Camp	See Timelines under Section 3

Detailed technical specifications

See attached excel sheet named GPSO_PSC_ITB_00091180_SOM_14-013_Price_schedule.xls

Financial and Technical Capability documents

Bidders must include in their submission the following documents as specified in Annex B, Check list form:

- Financial capability related documents
- Experience and technical capacity related documents

These supporting documents must meet the following requirements:

(a) Financial Capability

The Bidder shall furnish documentary evidence that it meets the following financial requirement(s):

- Liquidity: the ratio Average Current assets / Current liabilities over the last 2 years must be equal or greater than 1. Bidders must include in their Bid audited balance sheets covering the last 2 exercises
- Profitability: the profit margin, i.e. Profit before interest and tax x 100 / Sales revenue (turnover) must be greater than 0. Bidders must include in their Bid audited profit and loss accounts covering the last 2 exercises

(b) Experience and Technical Capacity

The Bidder shall furnish documentary evidence to demonstrate that it meets the following experience requirement(s):

- Bidders shall furnish data to support that they have the production capacity to perform the Contract and complete delivery of the supplies within the stipulated delivery period.
- Bidder should be in continuous business of manufacturing / supplying the specific product as specified in the 'Summary of requirements' during the last 3 (three) years and similar products during the last 3 (three) years prior to bid opening.
- Details of experience and past performance of the Bidder on product offered and on those of similar nature within the past 3 (three) years and details of current contracts in hand and other commitments.
- Certification of incorporation of the Bidder and Manufacturer. Legal status, place of registration and principal place of business of the company or firm or partnership, etc.

Invitation To Bid (goods)
LTA for Supply of Plumbing Items
ITB No. GPSO_PSC_ITB_00091180-SOM_14-013

Section 5: UNOPS General Conditions of Contract

In the event of an order, the following contract will apply:

- [UNOPS General Conditions of Contract for goods](#)

The conditions are available at: <http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx>

Invitation To Bid (goods)
LTA for Supply of Plumbing Items
ITB No. GPSO_PSC_ITB_00091180-SOM_14-013

Section 6: UNOPS Contract

See attached Annex I hereto

ANNEX A**Invitation To Bid (goods)
LTA for Supply of Plumbing Items
ITB No. GPSO_PSC_ITB_00091180-SOM_14-013****Bid/No Bid confirmation form**

If after assessing this opportunity you have made the determination not to submit your bid, we would appreciate if you could return this form indicating your reasons for non-participation.

Date:

To: UNOPS GPSO PSC
Senthil Kumar SUBRAMANI

Email senthils@unops.org

From: _____

Subject GPSO_PSC_ITB_00091180_SOM_14-013

YES, we intend to submit an offer.

NO, we are unable to submit a bid in response to the above mentioned Invitation To Bid due to the reason(s) listed below:

- ☐ The requested products are not within our range of supply
- ☐ We are unable to submit a competitive offer for the requested products at the moment
- ☐ The requested products are not available at the moment
- ☐ We cannot meet the requested specifications
- ☐ We cannot offer the requested type of packing
- ☐ We can only offer FCA prices
- ☐ The information provided for quotation purposes is insufficient
- ☐ Your ITB is too complicated
- ☐ Insufficient time is allowed to prepare a bid
- ☐ We cannot meet the delivery requirements
- ☐ We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.)
- ☐ We do not export
- ☐ Our production capacity is currently full
- ☐ We are closed during the holiday season
- ☐ We had to give priority to other clients' requests
- ☐ We do not sell directly but through distributors
- ☐ We have no after-sales service available
- ☐ The person handling the bids is away from the office
- ☐ Other (please provide reasons) _____
- ☐ _____
- ☐ We would like to receive future ITBs for this type of goods
- ☐ We don't want to receive ITBs for this type of goods

If UNOPS has questions to the Bidder concerning this NO BID, UNOPS should contact Mr./Ms. _____, phone/email _____, who will be able to assist.

ANNEX B

Invitation To Bid (goods) LTA for Supply of Plumbing Items ITB No. GPSO_PSC_ITB_00091180-SOM_14-013

Check list form

Bidders are requested to complete this form and return it as part of their bid submission.

Activity	Yes/No/NA	Page # in your bid	Remark
Have you duly completed all the bidding forms provided in the Instructions to Bidders?			
• Bid/no bid confirmation			
• Bid submission, technical and price schedule offer form			
• UNGM Vendor registration			
• Adverse Action form			
Have you provided the required information for qualification purposes as contained in ITB document 4: UNOPS Technical specifications & statement of works? Including:			
• Financial capability related documents			
• Experience and technical capacity related documents			

ANNEX C

Invitation To Bid (goods) LTA for Supply of Plumbing Items ITB No. GPSO_PSC_ITB_00091180-SOM_14-013

Bid submission, technical and price schedule offer form Cover page

Bidders must complete this form and return it as part of their bid submission.

This cover page, the specification/statement of work form, and the price schedule, form are an integral part of the bid submission form. Bidders are expected to return signed as part of their bid. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Date: (Insert date (as day, month and year) of bid submission)
ITB No.: GPSO_PSC_ITB_00091180_SOM_14-013

To: Senthil Kumar SUBRAMANI

We, the undersigned, declare that:

- a. We have examined and have no reservations to the bidding documents, including amendment No.: (Insert the number and issuing date of each amendment);
- b. We offer to supply in conformity with the bidding documents and in accordance with the delivery schedules specified in the Schedule of Requirements the following goods and related services (Insert a brief description of the goods and related services);
- c. The total price of our bid, excluding any discounts offered in item (d) below, is: (Insert the total bid price in words and figures, indicating the various amounts and the respective currencies);
- d. The discounts offered and the methodology for their application are:
Discounts: If our bid is accepted, the following discounts shall apply. (Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies.)
Methodology of application of the discounts: The discounts shall be applied using the following method: (Specify in detail the method that shall be used to apply the discounts);
- e. Our bid shall be valid for the period of time specified in Instructions to Bidders Sub-Clause 12 Period of Validity of Bids, from the date fixed for the bid submission deadline as set out in the Invitation To Bid Section 1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- f. If our bid is accepted, we commit to obtain a performance security in accordance with Instructions to Bidders Sub-Clause 11 Bid Security and Terms and Conditions of the Contract;
- g. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS;
- h. Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
- i. We embrace the principles of the [United Nations Supplier Code of Conduct](#) and adhere to the principles of the [United Nations Global Compact](#);

- j. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UNOPS, in accordance with Instructions to Bidders Sub-Clause 2, Eligibility;
- k. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;
- l. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this ITB and will not engage in any such activity during the performance of any contract awarded.

I, _____ (name of signing official) _____, certify that I am
_____ (position) _____ of _____ (legal name of company) _____; that by
signing this ITB for and on behalf of _____ (legal name of company) _____ I am certifying that
all information contained herein is accurate and truthful and that the signing of this bid is within the scope
of my powers.

(Signature) _____ (Name) _____ (Title)

(Date)

Provide the name and contact information for the primary contact from your company for this quotation:

Name: _____ Title: _____

Mailing address (street name/number/city/town/province/state): _____

Tel. no: _____ Fax no: _____

Email address: _____

Offer valid until: _____ (date) _____ Must be at least ☒ (X) days

Currency of offer: (state currency) Payment terms 30 days accepted: ☐

Are you a UNOPS registered vendor? ☐ Yes ☐ No If yes, provide vendor number: _____

Bid submission, technical and price schedule offer form

This form must be completed and returned as part of their bid submission.

The Bidder assumes full responsibility for the timely submission of Bids . Bids delivered to any other office, location, or email address will not be considered.

Contractor agrees to supply all goods and/or perform all work as specified in this bid, and in accordance with the terms and conditions of this bid at the prices quoted on this form.

Bidders shall fill in the enclosed forms in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules**, shall reflect the list of goods and related services specified by UNOPS in the technical specifications/statement of work.

The Bidder shall indicate in the Price Schedule Form the unit prices and total bid prices of the goods it proposes to supply under the contract. To this end, Bidders may submit bids for any one or more lots specified in UNOPS technical specifications/SOW, and to offer discounts for combined lots. However, Bidders shall quote for the complete requirement of goods and services specified under each lot on a single responsibility basis, failing which such bids will not be taken into account for evaluation and will not be considered for award.

Alternate bids will not be acceptable.

Technical offer

Bidders are encouraged to include any additional information regarding the goods they offer in this section in form of free text.

Comparative data/compliance table

To establish compliance of their bid with the UNOPS technical specifications/statement of work, Bidders must complete the right column of the below table and the compliance confirmation statement:

Lot N°	Description of goods	Minimum Specifications	Quantities / Annum mentioned by each region	Bidders to fill in the details
01	Plumbing Items	As per attached Excel sheet named GPSO_PSC_ITB_00091180_SOM_13-010_Price_schedule.xls	As per attached Excel sheet named GPSO_PSC_ITB_00091180_SOM_13-010_Price_schedule.xls	To be filled in the excel sheet for evaluation

The offered products are in accordance with the required specifications and technical requirements:

YES

NO

Any deviations must be listed below:

Bid prices

Bidders to submit their financial bid by completing the price schedules.

Bidders shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules**, shall coincide with the List of Goods and Related Services specified by UNOPS in the technical specifications/statement of work.

CONTRACTOR AGREES TO SUPPLY ALL GOODS AND/OR PERFORM ALL WORK AS SPECIFIED IN THIS BID AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS BID AT THE PRICES QUOTED ON THIS FORM.

Bidder's prices for goods (price to be entered by Bidder):						
Lot	Description	Qty (a).	Currency: USD (United States Dollars)			
			Unit price FCA (b)	Unit price DAP each location in the excel sheet (c)	Total price FCA (a)x(b)	Total price DAP each location in the excel sheet (a)x(c)
01	Plumbing Items	As per attached Excel sheet named GPSO_PSC_ITB_00091180_SOM_13-010_Price_schedule.xls				

Bid summary

Bidder's total prices (price entered by Bidder):		
Total firm FCA price	USD	
Total firm DAP each location price, as mentioned in the	USD	
Freight cost per 20/40ft container	USD	
Clearance costs	USD	
Packing costs	USD	
Insurance costs	USD	

ANNEX D

Invitation To Bid (goods) LTA for Supply of Plumbing Items ITB No. GPSO_PSC_ITB_00091180-SOM_14-013

UNGM vendor registration form

As part of the bid, it is desired that the Bidder goes to the United Nations Global Marketplace (UNGM) registration website: <https://www.ungm.org/Registration/RegisterSupplier.aspx> and fills out the registration. If the Bidder is already registered with UNGM, please provide your UNGM registration number (_____). Please ensure that your firm's information on UNGM is current.

The Bidder may still 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.

All suppliers are required to adhere to the principles of the [United Nations Supplier Code of Conduct](#). UNOPS also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#) and strongly encourages them to subscribe to it.

ANNEX E

Invitation To Bid (goods) LTA for Supply of Plumbing Items ITB No. GPSO_PSC_ITB_00091180-SOM_14-013

No adverse action confirmation form

[Bidders are requested to complete this form and return it as part of their bid submission.]

This is to certify that (delete unwanted option):

- a. No adverse action has been taken against the Bidder (insert Bidder's name) and the manufacturers (insert manufacturer's names) whose products are being offered by the Bidder against this Invitation To Bid, in the last 5 (five) years.
- b. The following instances of previous past performance have resulted in adverse actions taken against the Bidder (insert Bidder's name) and the manufacturers (insert manufacturer's names) whose products are being offered by the Bidder, in the last 5 (five) years. Such adverse actions included:

(Indicate date and reasons for adverse actions and result of adverse actions; i.e. suspension or cancellation of manufacturing license by regulatory authorities, product recalls, blacklisting, debarment from bidding etc.)

Signature_____

Name_____

Designation with stamp_____

Date_____



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