**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: 20th Dec 2014

Requests for clarifications due

Date: 15th Jan 2015

Time: 1600 Hours East African Time

UNOPS clarifications to Bidders due

Date: 10th Jan 2015

Time: 1200 Hours East African Time

Bid due

BIDDERS ARE RESPONSIBLE FOR THE TIMELY SUBMISSION OF THEIR BID.

Bid due Date: 19th Jan 2015

Time: 1200 Hours East African Time

Planned award date

Date: 20th Feb 2015

Planned contract start date delivery date (on or before)

Date: 01st Mar 2015

ANNEX A

Invitation To Bid (goods)

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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:

1. We have examined and have no reservations to the bidding documents, including amendment No.: (Insert the number and issuing date of each amendment)*;*
2. 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);
3. 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);
4. 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);

1. 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;
2. 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;
3. 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;
4. 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;
5. We embrace the principles of the [United Nations Supplier Code of Conduct](http://www.un.org/Depts/ptd/sites/dr7.un.org.Depts.ptd/files/files/attachment/page/2014/February%202014/conduct_english.pdf) and adhere to the principles of the [United Nations Global Compact](http://www.unglobalcompact.org/);
6. 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;
7. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;
8. 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)

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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](http://www.un.org/Depts/ptd/sites/dr7.un.org.Depts.ptd/files/files/attachment/page/2014/February%202014/conduct_english.pdf). UNOPS also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](http://www.unglobalcompact.org/) and strongly encourages them to subscribe to it.

ANNEX E

Invitation To Bid (goods)

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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):

* 1. 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.
  2. 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\_\_\_\_\_\_\_

**UNOPS Headquarters**

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Denmark**

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Fax: +45 45 33 75 01**