

Invitation to Bid

ITB/JOR/2015/1

Date: 4 June 2015

Dear Sir/Madam,

Subject: **Provision of Sewing Materials to be used and delivered to Zaatari Camp, Mafraq Governorate.**

UN Women, Country Office for Jordan issues this Invitation to Bid (ITB) to enter into Long Term Agreement (LTA) with Provider(s) to guarantee provision of **Sewing Materials** to be used and delivered to UN Women's Oasis (1 and 2) in Zaatari Refugee Camp, Al Mafraq Governorate

(a) BACKGROUND AND OBJECTIVE:

The purpose of this present tender is to conclude a LTA with successful Provider(s) for a period of 3 (three) years. The successful provider(s) shall be contracted for an initial period of 1 (one) year, with the contract renewable on an annual basis for up to 3 (three) years, subject to satisfactory contract performance and the continuing need of the services.

Through this process UN Women intends to establish a LTA. There is no fixed committed contract amount and UN Women reserves the right to utilize other sources at its discretion to assure value for money.

Once the contract is established with the winning provider(s), UN Women will coordinate directly the placing of orders and payment with the selected provider(s). The UN Women General Conditions of Contract for Services and Goods will be in force.

(b) SCOPE OF SERVICES AND EXPECTED OUTPUTS:

The selected Provider(s) should be able to accept and comply with the below:

- Deliver the required item(s) within one week of placing the order to the UN Women Oasis 1 or 2 in Za'atari Camp.
- Provide consistently high quality items;
- Show flexibility and responsiveness to changing customer requirements.

All proposed prices must be valid and fixed throughout the duration of the LTA. Revisions of Rates/Prices will be agreed based on standard market criteria applicable to this type of service.

(c) CRITICAL CONDITIONS OF SERVICE:

- Materials must be **delivered** to the identified UN Women Oasis in Za'atari Camp.
- Prices must be valid and fixed throughout the duration of the LTA.

(d) LIST OF ITEMS AND MATERIALS:

Samples or catalogs must be delivered along with the Bid to specify the quality of items.

Item	Description and Specification	Unit of Measures (UoM)	Quantity
Girl uniform fabric	cotton (width of 1.5 meters) *Blue and Green	M	1500+
Boys uniform fabric	cotton (width of 1.5 meters) *Blue and Beige	M	1500+
UN Women logo for school uniforms (to be place on pocket of uniforms)	-UNWOMEMN logo size (4CM*3CM) printed)	cm	1250+
Boys socks	cotton (0-3 months)	item	850+
Baby gloves	cotton (0-3 months)	item	850+
Ttron fabric	(colors) (width of 1.5 meters)	M	1500+
Ttron fabric	printed with toys (width of 2.4 cm)	m	2500+
Zipper Roll + Zipper machine	width (1.5 m)	roll	15+
Vaseline roll	without adhesive width (90 cm)	roll	2+
Baby cover	cotton size (110*140 cm)	cm	900+
Soft tall	Soft White tall perforated roll (50M*1.8CM)	roll	18+
Fabric	colored roll, soft/fluffy (width of 1.5 meters)	roll	80+
Cotton Lycra fabric	Cotton lycra fabric printed roll (Width of 1.5 meters)	roll	45+
Cotton fabric roll	White single (width of 1.5 meters)	roll	75+
Bathrobe fabric	Cotton/colored (1.8 meters width)	roll	4+
Baby Wrap fabric	Cotton/(Width 90cm)	roll	8+

Sew seam	(5 sews = 1 kilo/ 1 sew=(5000Y))	kilo	150+
Stitch	thread colored	kilo	125+
Sponge	(1.5 m width X 2 meters)	item	1000+
Dantil	Fabric roll (half kilo)	item	4+
Wire	Fabric plastic wire	meter	400+
Elastic	(width 1cm)	roll	18+
Snap ring	(dozen=2000 snaps) *No.9	dozen	10+
Sticker	(dozen=10 items)	dozen	10+
Needle	for S/N machine-(Size11-14-16) *(dozen=100 needles)	dozen	4+
Needle	for O/L MACHINE-s 14-11 (dozen=100 needles)	dozen	4+
Plastic Bag	for baby cot *Roll (10 kilos)	roll	4+
soapstone markers	colors *(dozen=12 soapstone)	dozen	12+
Finishing scissor	By hand/length (12cm)	item	40+
Fabric Scissor	By hand/(7 inch)	item	40+
Buttonhole opener	(8cm)	item	50+
Zipper	For boys uniform (20 CM) *(dozen=100 zippers)	dozen	10+
Oil for swing machines	Capacity of the tank is One liter	liter	25+
Bobbin	For S/N * (dozen=24 bobbins)	dozen	2+
Baby Towel	Cotton/ (70*70cm)	item	900+
Polyester roll	*Roll(20m* 1 meter width)	roll	15+
Buttons	For girls and boys uniform (1.5 Cm) per item	item	1000+
Round knife cutter machine	4.5 inch/ 220V	Item	2+

1. To enable you to submit a bid, please find enclosed:

Annex I.	Instructions to Bidders
Annex II.	Bid Data Sheet
Annex III.	General Terms and Conditions
Annex IV.	Special Conditions
Annex V.	Schedule of Requirements
Annex VI.	Technical Specifications
Annex VII.	Bid Submission Form
Annex VIII.	Price Schedule
Annex IX.	Contract to be Signed

2. Interested Bidders may obtain further information or clarification at the following address:

Contact Person: Nidal Al-Hajaj or Mahasin Quza
 Name of Office: UN Women Country Office for Jordan
 Telephone & Fax: +962 6 5200060 / +962 6 5515716
 E-Mail (ONLY for Clarification): jordan.procurement@unwomen.org.

* This Email Address is for clarifications ONLY. DO NOT SEND OR COPY YOUR BIDS TO THIS E-MAIL ADDRESS, DOING SO WILL DISQUALIFY YOUR PROPOSAL.

3. The bids must be securely sealed and submitted to the below address in accordance with the below instructions on or before **18 June 2015 at 16:00. (Amman, Jordan), local time** (for local time ref, see www.greenwichmeantime.com).

Bids should be dropped off on weekdays (Sun-Thu) between 08:00-16:00. Any bid received after this date and time will be rejected.

Mail/courier/personal delivery: The bid must be securely sealed, delivered to and clearly marked on the outside as follows:

Address:

**UN Women
 Country Office for Jordan
 Jordan, Amman, Um Uthaina, Jeddah Street, Villa No. 6, behind the Ministry of Environment.
 P.O Box 830896. Jordan, Amman 11814**

To be marked on the outside as:

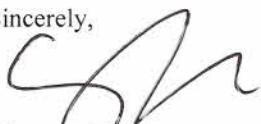
****** NOT TO BE OPENED BY REGISTRY ******

**UN Women Country Office for Jordan
 To the attention of: Bid Opening Committee
 "Procurement of Sewing Materials to be used and delivered to Za'atari Camp, Al Mafraq"**

4. Bids will be opened in the presence of Bidders' Representatives, who chose to attend at the address, date and time indicated in the Bidding Documents.

5. This letter is not to be construed in any way as an offer to contract with your firm.

Sincerely,



Giuseppe Belsito
 Representative
 UN WOMEN
 Country Office for Jordan



Annex I

INSTRUCTIONS TO BIDDERS

A. Introduction

1. **General:** The Purchaser invites Sealed Bids for the supply of goods to the UN system.
2. **Eligible Bidders:** Bidders should 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 the Purchaser to provide consulting services for the preparation of the design specifications, and other documents to be used for the procurement of goods to be purchased under this Invitation to Bids.

2.2 In the event that prequalification of potential bidders has been undertaken, only bids from prequalified bidders shall be considered for award of Contract.

2.3 If UN Women has not undertaken prequalification of potential bidders, all bidders shall include the information and documents specified in clause 9 of this Instruction to Bidders.
3. **Cost of Bid:** The Bidder shall bear all costs associated with the preparation and submission of the Bid, and the procuring UN entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. Solicitation Documents

4. **Examination of Solicitation Documents:** The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to 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 prospective Bidder requiring any clarification of the Solicitation Documents may notify the procuring entity in writing. The response will be made in writing to any request for clarification of the Solicitation Documents that it receives earlier than **one week** prior to 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 sent to all prospective Bidders that received the Solicitation Documents.
6. **Amendments of Solicitation Documents:** No later than one week prior to the Deadline for Submission of Bids, the procuring entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Solicitation Documents. All prospective Bidders that have received the Solicitation Documents will be notified in writing of any amendments. In order to afford prospective Bidders reasonable time in which to take the amendments into account in preparing their offers, the procuring entity may, at its discretion, extend the Deadline for the Submission of Bids.

C. Preparation of Bids

7. **Language of the Bid:** The Bid prepared by the Bidder and all correspondence and documents relating to the Bid exchanged by the Bidder and the procuring entity shall be written in the language indicated on the Bid Data Sheet.

8. Documents Comprising the Bid:

The Bid must comprise of the following documents:

- (a) Bid Submission form;
- (b) Price Schedule completed in accordance with the Annexures V, VI and VIII and clause 11 of Instructions to Bidders;
- (c) Documentary evidence established in accordance with clause 9 of Instructions to Bidders that the Bidder is eligible to and is qualified to perform the contract if its Bid is accepted,
- (d) Documentary evidence established in accordance with clause 10 of Instructions to Bidders that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the Bidding Documents;

9. Documents Establishing Bidder's Eligibility and Qualifications:

The Bidder shall furnish evidence of its status as qualified Supplier. The documentary evidence of the Bidder's qualifications to perform the contract if its Bid is accepted shall be established to the Purchaser's satisfaction:

- (a) That, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination.
- (b) That the Bidder has the financial, technical, and production capability necessary to perform the contract.

10. Export License:

All bidders/vendors must aware that the goods and services are for the benefit of the Government under UN WOMEN's development assistance framework and goods purchased will normally be transferred to the national partners, or to an entity nominated by it, in accordance with UN WOMEN's policies and procedures.

The bidder/vendor shall include in their proposal:

- (a) A statement whether any import or export licenses are required with respect to the goods to be purchased or service to be rendered including any restrictions on the country of origin, use/dual use nature of goods or services, including distribution to end users;
- (b) Confirmation that he has obtained licenses of this nature in the past and have an expectation of obtaining all the necessary licenses should their bid be successful.

11. Documents Establishing Goods' Conformity to Bidding Documents:

The Bidder shall also furnish as part of its Bid, documents establishing the conformity of all goods and related services which the Bidder proposes to supply under the contract to the Bidding Documents.

The documentary evidence of conformity to the Bidding Documents may be in the form of literature, drawings, and data, and shall consist of:

- (a) A detailed description of the essential technical and performance characteristics of the goods;
- (b) A list giving full particulars, including available sources and current prices of spare parts, special tools, etc, necessary for the proper and continuing functioning of the goods for a period to be specified in the Bid Data Sheet, following commencement of the use of the goods.

12. Bid Currencies/Bid Prices: All prices shall be quoted in US dollars. The Bidder shall indicate the unit prices on the appropriate Price Schedule (where applicable) and total Bid Price of the goods it proposes to supply under the contract.

13. Period of Validity of Bids: Bids shall remain valid for 120 days after the date of Bid Submission prescribed by the procuring UN entity pursuant to clause 16 of Instructions to Bidders. A Bid valid for a shorter period may be rejected as non-responsive pursuant to clause 20 of Instructions to Bidders. In exceptional circumstances, the

procuring UN entity 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. Bidders granting the request will not be required nor permitted to modify their Bids.

D. Submission of Bids

15. Format and Signing of Bid: The Technical Bid and the Price Schedule must be submitted together in one and the same envelope. The envelope must be securely sealed and clearly marked on the outside as "Procurement of Sewing Materials to be used and delivered to Za'atari Camp, Al Mafrq". The sealed envelope shall be submitted as indicated.

The Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. 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 initialed by the person or persons signing the bid.

16. Sealing and Marking of Bids:

16.1 The Bidder shall seal the Bid in the envelope

16.2 The envelope shall:

- (a) Be addressed to the Purchaser at the address given in section I of these Solicitation Documents; and
- (b) Make reference to the "subject" indicated in section I of these Solicitation Documents, and a statement: "NOT TO BE OPENED BY REGISTRY", to be completed with the time and the date specified in section I of these Solicitation Documents for Bid Opening pursuant to clause 17 of Instructions to Bidders.

16.3 The envelope shall also indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared "late".

16.4 If the envelope is not sealed and marked as required by clause 16.2 of Instructions to Bidders, the Purchaser will assume no responsibility for the Bid's misplacement or premature opening.

17. Deadline for Submission of Bids/Late Bids:

17.1 Bids must be delivered to the office on or before the date and time specified in Section I of these Solicitation Documents.

17.2 The Purchaser may, at its discretion, extend this deadline for the submission of the bids by amending the Bidding Documents in accordance with clause 6 of Instructions to Bidders, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

17.3 Any Bid received by the Purchaser after the Deadline for Submission of Bids will be rejected and returned unopened to the Bidder.

18. Modification and Withdrawal of Bids:

The Bidder may withdraw its Bid after submission, provided that written notice of the withdrawal is received by the procuring UN entity prior to the deadline for submission. No Bid may be modified after passing of 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.

E. Opening and Evaluation of Bids

19. Opening of Bids:

19.1 The Purchaser will open all Bids in the presence of Bidders' Representatives who choose to attend, at the time, on the date, and at the place specified in section I of this Solicitation Document. The Bidders' Representatives who are present shall sign a register evidencing their attendance.

19.2 The bidders' names, Bid Modifications or withdrawals, bid Prices, discounts, and the presence or absence of requisite Bid Security and such other details as the purchaser, at its discretion, may consider appropriate, will be announced at the opening. No Bid shall be rejected at Bid Opening, except for Late Bids, which shall be returned unopened to the Bidder pursuant to clause 16.3 of Instructions to Bidders.

19.3 Bids (and modifications sent pursuant to clause 18 of Instructions to Bidders) that are not opened and read out at Bid Opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn Bids will be returned unopened to the Bidders.

19.4 The Purchaser will prepare minutes of the Bid Opening.

20. Clarification of Bids:

To assist in the examination, evaluation and comparison of Bids the procuring UN entity may at its discretion ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing and no change in price or substance of the Bid shall be sought, offered or permitted.

21. Preliminary Examination:

21.1 Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Bid to the Invitation to Bid (ITB). A substantially responsive Bid is one which conforms to all the terms and conditions of the ITB without material deviations.

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

21.3 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, its Bid will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

21.4 A Bid determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

22. Conversion to Single Currency:

To facilitate evaluation and comparison, the Purchaser will convert all Bid Prices expressed in the amounts in various currencies in which the Bid Prices are payable to US dollars at the official UN exchange rate on the last day for Submission of Bids.

23. Evaluation of Bids:

Determination of compliance with the Solicitation Documents is based on the content of the Bid itself without recourse to extrinsic evidence.

Evaluation Criteria	
1.1	Compliance with pricing conditions set in the ITB.
1.2	Compliance with requirements relating to technical design features or the product's ability to satisfy functional requirements.
1.3	Compliance with Special and General Conditions specified by these Solicitation Documents.
1.4	Compliance with start-up, delivery or installation deadlines set by the procuring entity.
1.5	Demonstrated ability to comply with critical provisions such as execution of the Purchase Order by honoring the tax-free status of the UN.
1.6	Demonstrated ability to honor important responsibilities and liabilities allocated to Supplier in this ITB (e.g. performance guarantees, stock availability upon order, delivery, warranties, or insurance coverage, etc).
1.7	Proof of after-sales service capacity and appropriateness of service network.

F. Award of Contract

24. Award Criteria:

The procuring UN entity will Issue the Purchase Order to the lowest priced technically qualified Bidder. The Purchaser reserves the right to accept or reject any Bid, to annul the solicitation process and reject all Bids at any time prior to award of purchase order, without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information on the grounds for the purchaser's action.

25. Purchaser's Right to Vary Requirements at Time of Award:

The Purchaser reserves the right at the time of making the award of contract to increase or decrease by up to 15 % the quantity of goods specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

26. Notification of Award:

Prior to the expiration of the period of Bid Validity, the Purchaser will send the successful Bidder the Purchase Order. The Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this purchase order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the parties under which the rights and obligations of the parties shall be governed solely by the terms and conditions of this purchase order.

27. Signing of the Purchase Order:

Within 14 days of receipt of the Purchase Order the successful Bidder shall sign, date and return it to the purchaser.

28. Vendor Protest:

Our vendor protest procedure is intended to afford an opportunity to appeal to persons or firms not awarded a purchase order or contract in a competitive procurement process. **It is not available to non-responsive or non-timely proposers/bidders or when all proposals/bids are rejected. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:** <http://www.unwomen.org/en/about-us/procurement/vendor-protest-procedure>

Annex II

BID DATA SHEET

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instruction to Bidders. Whenever there is a conflict, the provisions herein shall prevail over those in the Instructions to Bidders.

Relevant clause(s) of Instruction to Bidders	Specific data complementing, supplementing, or amending instructions to Bidders		
Language of the Bid	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> If others, specify.....		
Bid Price	The prices quoted shall be as per following INCOTERMS 2010 and place: <input type="checkbox"/> CIP <input type="checkbox"/> FCA <input type="checkbox"/> CPT <input type="checkbox"/> DAP <input checked="" type="checkbox"/> Other DDP Place: <u>Zatari Refugee Camp, Magraq Governate, Jordan</u>		
Documents Establishing Bidder's Eligibility & Qualifications	<input checked="" type="checkbox"/> <u>Required.</u> <input type="checkbox"/> Not required.		
Bid Validity Period.	<input checked="" type="checkbox"/> <u>120 days</u> <input type="checkbox"/> If different, please specify.....		
Preliminary Examination – completeness of bid.	<input type="checkbox"/> <u>Partial bids permitted.</u> <input checked="" type="checkbox"/> Partial bids not permitted.		
Purchaser's Right to Vary Requirements at Time of Award	<input checked="" type="checkbox"/> <u>15 percent, increase or decrease. remain unchanged.</u>	<input type="checkbox"/> Condition waived	<input type="checkbox"/> Condition applies but change limit to percent.
Compliance with any other clause required?	<input checked="" type="checkbox"/> <u>No.</u> <input type="checkbox"/> If yes, specify:		

Annex III

General Terms and Conditions

<http://www.unwomen.org/~media/commoncontent/procurement/unwomen-generalconditionsofcontract-goods-en.pdf>

Annex IV

Special Conditions

The following Special Conditions shall complement, supplement, or amend the General Conditions. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions.

Warranty/Guarantee		
<input checked="" type="checkbox"/> <u>Applies</u>	<input type="checkbox"/> Does not apply	If, within 12 months after the goods have been put into service, any defects are discovered or arise in the normal course of usage, the Supplier shall remedy the defect either by replacement or by repair.
Liquidated damages		
<input checked="" type="checkbox"/> <u>Applies</u>	<input type="checkbox"/> Does not apply	If the Supplier fails to supply the specified goods within the time period(s) stipulated by the purchase order, the Purchaser shall, without prejudice to its other remedies under the contract, deduct from the Purchase Order price, as liquidated damages, a sum equivalent to 0.5 percent of the delivered price of the delayed goods for each week of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed goods Purchase Order price. Once the maximum is reached, the Purchaser may consider termination of the Purchase Order
Compliance with any other condition (s) required?		
<input checked="" type="checkbox"/> <u>Applies</u>	<input type="checkbox"/> Does not apply	<ul style="list-style-type: none"> - Materials must be delivered to the identified Oasis in Zatari Camp. - Prices must be valid and fixed throughout the duration of the LTA.

Annex V.

SCHEDULE OF REQUIREMENTS

Orders will be placed as required by UN Women.

The supplier must deliver the goods/materials to the identified Oasis in Zatari Camp within **one week** of placing the order.

Any product shipped to UN-Women that does not meet the agreed quality and specifications outlined in the LTA shall be replaced promptly by the Supplier inclusive of all inland or air/sea freight and any destruction costs at no charge to UN Women.

Proposed prices must be valid and fixed throughout the duration of the LTA.

Annex VI.

TECHNICAL SPECIFICATIONS

LIST OF ITEMS AND MATERIALS:

Samples or Catalogs must be delivered along with the Bid to specify the quality of items.

Item	Description and Specification	Unit of Measures (UoM)	Quantity
Girl uniform fabric	cotton (width of 1.5 meters) *Blue and Green	M	1500+
Boys uniform fabric	cotton (width of 1.5 meters) *Blue and Beige	M	1500+
UN Women logo for school uniforms (to be place on pocket of uniforms)	-UNWOMEMN logo size (4CM*3CM) printed)	cm	1250+
Boys socks	cotton (0-3 months)	item	850+
Baby gloves	cotton (0-3 months)	item	850+
Ttron fabric	(colors) (width of 1.5 meters)	M	1500+
Ttron fabric	printed with toys (width of 2.4 cm)	m	2500+
Zipper Roll + Zipper machine	width (1.5 m)	roll	15+
Vaseline roll	without adhesive width (90 cm)	roll	2+
Baby cover	cotton size (110*140 cm)	cm	900+
Soft tall	Soft White tall perforated roll (50M*1.8CM)	roll	18+
Fabric	colored roll, soft/fluffy (width of 1.5 meters)	roll	80+
Cotton Lycra fabric	Cotton lycra fabric printed roll (Width of 1.5 meters)	roll	45+

Cotton fabric roll	White single (width of 1.5 meters)	roll	75+
Bathrobe fabric	Cotton/colored (1.8 meters width)	roll	4+
Baby Wrap fabric	Cotton/(Width 90cm)	roll	8+
Sew seam	(5 sews = 1 kilo/ 1 sew=(5000Y))	kilo	150+
Stitch	thread colored	kilo	125+
Sponge	(1.5 m width X 2 meters)	item	1000+
Dantil	Fabric roll (half kilo)	item	4+
Wire	Fabric plastic wire	meter	400+
Elastic	(width 1cm)	roll	18+
Snap ring	(dozen=2000 snaps) *No.9	dozen	10+
Sticker	(dozen=10 items)	dozen	10+
Needle	for S/N machine-(Size11-14-16) *(dozen=100 needles)	dozen	4+
Needle	for O/L MACHINE-s 14-11 (dozen=100 needles)	dozen	4+
Plastic Bag	for baby cot *Roll (10 kilos)	roll	4+
soapstone markers	colors *(dozen=12 soapstone)	dozen	12+
Finishing scissor	By hand/length (12cm)	item	40+
Fabric Scissor	By hand/(7 inch)	item	40+
Buttonhole opener	(8cm)	item	50+
Zipper	For boys uniform (20 CM) *(dozen=100 zippers)	dozen	10+
Oil for swing machines	Capacity of the tank is One liter	liter	25+
Bobbin	For S/N * (dozen=24 bobbins)	dozen	2+
Baby Towel	Cotton/ (70*70cm)	item	900+
Polyester roll	*Roll(20m* 1 meter width)	roll	15+
Buttons	For girls and boys uniform (1.5 Cm) per item	item	1000+
Round knife cutter machine	4.5 inch/ 220V	Item	2+

Annex VII.

BID/PROPOSAL SUBMISSION FORM

To: The procuring entity

Dear Sir / Madam,

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver [*Sewing Materials to Zatari Camp, Mafraq Governorate*] in conformity with the said bidding documents for the sum of [*total bid amount in words and figures*] as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to abide by this Bid for a period of [number] days from the date fixed for opening of Bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Bid you may receive.

Dated this day of [year].

.....
Signature

.....
[in the capacity of]

Duly authorized to sign the Bid for and on behalf of

Annex VIII.

PRICE SCHEDULE

1. The Price Schedule must provide a detailed cost breakdown for each item.
2. **Technical descriptions** for each proposed item must provide sufficient detail to allow the Purchaser to determine compliance of Bid with specifications as per Schedule of Requirements and Technical Specifications of this ITB.
3. The unit price of items should include the supply of the best quality materials, transportation, manpower, instruments and temporary installation, purchase or hired machines and equipment used in execution, and all other necessary measures required to provide the best quality workmanship for the item.
4. Estimated weight/volume of the consignment must be part of the documentation submitted.
5. The Bidder shall indicate the all-inclusive price separately for each item.
6. Where there is a discrepancy between the unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted shall govern. If there is an obvious gross misplacement of the decimal point in the unit price, the total amount as quoted shall govern and the unit price shall be corrected accordingly.
7. Bidders are expected to submit realistic prices. Any gross deviations from the prevailing market prices or unethical manipulations to take advantage of the bidding system may cause the bid to be disqualified.
8. All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.
9. The format shown on the following pages should be used in preparing the Price Schedule. The format uses a specific structure which may or may not be applicable but are indicated to serve as examples.

Name of Bidder:.....					
Item	Description	Unit	Unit Price *	Quantity Required	Total Price per item
GRAND TOTAL					

* Unit price should be based on Incoterms 2010 used i.e. CIP/FCA/CPT//DAP as the case may be.

Signature of Bidder

Annex IX.

CONTRACT

Attached a sample of the type of agreement (LTA) that will be used