

ADVERTISEMENT

INVITATION TO BID (ITB)

ITB NO. 2016/15 – Markets for Change (M4C) Fiji Project Procurement of Vegetable Seeds for Farming

UN Women Fiji Multi-country Office invites sealed bids from eligible and qualified bidders for the supply of vegetable seeds for farming. Details of the requirements and technical specifications is provided in the Invitation to Bid document and this can be downloaded from the UN Women website or upon request to the following email address: pacific.registry@unwomen.org. For Fiji residents this can be collected from the UN Women Office, Level 3 Kadavu House, Suva, Fiji.

Bidding will be conducted through a competitive process and is open to all and any bidders. Bids must be delivered or sent to the address below at or before **12.00pm Friday 30 September 2016**. Electronic bids can be submitted using the format detailed in the ITB Document. Late bids will be rejected. Bids will be opened physically in the presence of the bidders' representatives of those who choose to attend in person at the address stated below at **2.00pm Friday 30 September 2016**.

The contact address is: UN Women Fiji Multi-country Office,
Level 3 Kadavu House
Suva, Fiji

For any enquiries or information please email: joy.tonawai@unwomen.org or call (679) 3301178
Ext. 110.

Invitation to Bid ADVERTISEMENT

Date: 16 September 2016

Dear Sir/Madam,

Subject: Procurement of vegetable seeds for farming

1. We hereby solicit your bid for the supply of following goods.

	Item	Pack Size	Pack Qty
a.	Chinese cabbage	100grams	1580
b.	Tomatoe	45grams	1580
c.	Long bean	200grams	1580
d.	Watermelon	60grams	1580
e.	Cowpea	500grams	1580
f.	French bean	300grams	1580
g.	Cucumber	45grams	1580
h.	Okra	100grams	1580
i.	Eggplant	90grams	1580
j.	English cabbage	90grams	1580

2. 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.	Form for Performance Security (delete if not required)
Annex X.	Contract to be Signed

3. Interested Bidders may obtain further information at the following address:

Contact Person:	Anna Parini
Name of Office:	Project Manager, UN Women Fiji MCO
Telephone & Fax:	+679-3301178 Ext. 117
E-Mail:	anna.parini@unwomen.org or joy.tonawai@unwomen.org

4. The bids must be securely sealed or in case of electronic submission submitted to secure bid e-mail address in accordance with the below instructions on or before **30 September 2016 at 12.00pm (Fiji Time)**. Any bid received after this date and time will be rejected.

A. **Mail/courier/personal delivery:** The bid must be securely sealed and clearly marked on the outside as **"Procurement of Vegetable Seeds for Farming"** and to be delivered to and marked as follows:

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

UN WOMEN FIJI MCO

Attention: The Representative, UN Women Fiji Multi-country Office,

Address: Level 3 Kadavu House, Victoria Parade, Suva, Fiji

Bid Opening Committee

UN Women Fiji Multi-country Office, Suva, Fiji

- B. **E mail Submission:** Your bid (in PDF format, free from any form of virus or corrupted contents) must be signed and stamped in all relevant places and submitted to UN Women secure bid e-mail address at pacific.registry@unwomen.org with clear subject line as "Procurement of Vegetable Seeds for Farming"
5. **Bids will be opened in the presence of Bidders' Representatives, who chose to attend at the UN Women Fiji Multi-country Office, Level 3 Kadavu House, Suva, Fiji at 2.00pm Friday 30 September 2016.**
6. This letter is not to be construed in any way as an offer to contract with your firm.

Sincerely,

A handwritten signature in blue ink, appearing to be "Aliaksandr Chaliadzinski".

Aliaksandr Chaliadzinski
Operations Manager

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 two weeks 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 two weeks 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 Fiji dollars or any other convertible currency. 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.

14. Bid Security:

- (a) The Bidder shall furnish as part of its Bid a Bid Security to the Purchaser in the amount of 5 % of the Offer Value.
- (b) The Bid Security is to protect the Purchaser against the risk of the Bidder's conduct which would warrant the security's forfeiture, pursuant to Clause 14(g) below.
- (c) The Bid Security shall be denominated in the currency of the Purchase Order or in a freely convertible currency and shall be in one of the following forms:
 - i. Bank guarantee or irrevocable letter of credit, issued by a reputable bank located in the purchaser's country or abroad, and in the form provided in these Solicitation Documents, or,
 - ii. Cashier's cheque, or certified cheque.
- (d) Any Bid not secured in accordance with Clauses 14 a) and 14 c) above will be rejected by the Purchaser as non-responsive pursuant to clause 20 of Instructions to Bidders.
- (e) Unsuccessful Bidder Bid Security will be discharged or returned as promptly as possible within thirty (30) days after the expiration of the period of Bid Validity prescribed by the Purchaser pursuant to clause 13 of instructions to Bidders.
- (f) The successful Bidder's Bid Security will be discharged or returned upon the Bidder signing the Purchase Order, pursuant to clause 27 of Instructions to Bidders, and furnishing the Performance Security, pursuant to clause 28 of Instructions to Bidders.
- (g) The Bid Security may be forfeited:
 - 1) If a Bidder withdraws its offer during the period of the Bid Validity specified by the Bidder on the Bid Submission Form, or,
 - 2) In the case of a successful Bidder, if the Bidder fails:
 - i. to sign the Purchase Order in accordance with Clause 27 of Instructions to Bidders, or,
 - ii. to furnish Performance Security in accordance with Clause 28 of Instructions to Bidders.

D. Submission of Bids

15. Format and Signing of Bid: The Bidder shall prepare two copies of the Bid, clearly marking each "Original Bid" and "Copy of Bid" as appropriate. In the event of any discrepancy between them, the original shall govern. The two copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorised 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 original and each copy of the Bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY". The envelopes shall then be sealed in an outer envelope.

16.2 The inner and outer envelopes 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 inner and outer envelopes 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 outer 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, 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 2 (two) days of receipt of the Purchase Order the successful Bidder shall sign, date and return it to the purchaser.

28. Performance Security:

The successful Bidder shall provide the Performance Security on the Performance Security Form provided for in these Solicitation Documents, within 5 days of receipt of the Purchase Order from the purchaser.

Failure of the successful Bidder to comply with the requirement of clause 27 or clause 28 of Instructions to Bidders shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security, in which event the Purchaser may make the award to the next lowest evaluated Bidder or call for new Bids.

29. 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 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 type="checkbox"/> Applies <input checked="" 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"/> Applies <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
Performance security	
<input type="checkbox"/> Applies <input checked="" type="checkbox"/> Does not apply	a) Within 2 (two) days of receipt of the Purchase Order from the purchaser, the successful Bidder shall furnish a Performance Security to the Purchaser in the amount of 10% of the Purchase Order Value. b) The Performance Security shall be valid until a date 30 days from the date of Issue of a Satisfactory Certificate of Inspection and Testing by the procuring UN entity. c) The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the contract. d) The Performance Security shall be denominated in the currency of the Purchase Order and shall be in one of the following form of a bank guarantee or irrevocable letter of credit, issued by a reputable bank located in the purchaser's country or abroad in the form provided in these Solicitation Documents. e) The Security will be returned to the Supplier within 30 days of completion of the Purchase order, including any warranty obligation.
Compliance with any other condition (s) required?	
<input checked="" type="checkbox"/> Applies <input type="checkbox"/> Does not apply	

(This space is also used to enter a modified version of any of the above Special Conditions.)

Annex V.

SCHEDULE OF REQUIREMENTS

[Describe the required items, quantities and delivery periods and terms (INCOTERMS 2000).]

	Item	Pack Size	Pack Qty	Delivery Place	Delivery Time
a.	Chinese cabbage	100grams	1580	Suva, Fiji	Within 8 weeks of contract by 30 November 2016
b.	Tomatoe	45grams	1580	Suva, Fiji	Within 8 weeks by 30/11/16
c.	Long bean	200grams	1580	Suva, Fiji	Within 8 weeks by 30/11/16
d.	Watermelon	60grams	1580	Suva, Fiji	Within 8 weeks by 30/11/16
e.	Cowpea	500grams	1580	Suva, Fiji	Within 8 weeks by 30/11/16
f.	French bean	300grams	1580	Suva, Fiji	Within 8 weeks by 30/11/16
g.	Cucumber	45grams	1580	Suva, Fiji	Within 8 weeks by 30/11/16
h.	Okra	100grams	1580	Suva, Fiji	Within 8 weeks by 30/11/16
i.	Eggplant	90grams	1580	Suva, Fiji	Within 8 weeks by 30/11/16
j.	English cabbage	90grams	1580	Suva, Fiji	Within 8 weeks by 30/11/16

Note:

1. The items should be delivered in 1,580 packages for each of the following seeds:

- Chinese cabbage
- Tomatoe
- Long bean
- Watermelon
- Cowpea
- French bean
- Cucumber
- Okra
- Eggplant
- English cabbage

2. The items to be delivered in 1580 packages containing a pack of each of the vegetable seeds with name tag.
3. All items should be delivered by 30 November 2016 and once all packages are ready.
3. Items will be picked up by the purchaser (UN Women) from the bidder's nominated storage facility in Fiji.

Annex VI.

TECHNICAL SPECIFICATIONS

[The specifications should be drafted to permit the widest possible competition]

	Item	Pack Size	Pack Qty	Delivery Place	Sample
a.	Chinese cabbage	100grams	1580	Suva, Fiji	As attached
b.	Tomatoe	45grams	1580	Suva, Fiji	As attached
c.	Long bean	200grams	1580	Suva, Fiji	As attached
d.	Watermelon	60grams	1580	Suva, Fiji	As attached
e.	Cowpea	500grams	1580	Suva, Fiji	As attached
f.	French bean	300grams	1580	Suva, Fiji	As attached
g.	Cucumber	45grams	1580	Suva, Fiji	As attached
h.	Okra	100grams	1580	Suva, Fiji	As attached
i.	Eggplant	90grams	1580	Suva, Fiji	As attached
j.	English cabbage	90grams	1580	Suva, Fiji	As attached

Note:

1. The items should be delivered in 1,580 packages containing the following seeds:
 - Chinese cabbage
 - Tomatoe
 - Long bean
 - Watermelon
 - Cowpea
 - French bean
 - Cucumber
 - Okra
 - Eggplant
 - English cabbage

All items should be packed in a safe manner.

2. The items to be delivered by 30 November 2016 once all the packages are ready.
3. Items will be picked up by the purchaser (UN Women) from the bidder's nominated storage facility.

TENTATIVE TIME FRAME

Item	Activities	Indicative timelines
1.	Deadline for submission of Bid	12.00pm Friday 30 September 2016 fixed date.
2.	Sample of goods to be sent by bidders to arrive at the UN Women Fiji Office before submission deadline.	Any time before submission deadline.
3.	Opening of Bids	2.00pm Friday 30 September 2016 at the UN Women Fiji Multi-country Office.
4.	Contract to be signed by selected bidder	5-10 days after submission deadline.
5.	Ordered goods received by UN Women at the Fiji Office as indicated in the bid document.	5-10 days after signing the contract and receipt of the PO.
6.	UN Women inspect goods delivered by the contractor and compare with samples provided before releasing payment.	2 days after goods arrive at the Fiji Office.

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 [*description of goods*] 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 thisday of [year].

.....

Signature

[*in the capacity of*]

Duly authorised 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 VIII.

PERFORMANCE SECURITY FORM

To: UN WOMEN

WHEREAS [*name and address of Contractor*] (hereinafter called “the Contractor”) has undertaken, in pursuance of Contract No. dated, to execute Services

(hereinafter called “the Contract”):

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract:

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of [*amount of guarantee*] [*in words*], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of [*amount of guarantee as aforesaid*] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

The guarantee shall be valid until a date 30 days from the date of issue of a satisfactory certificate of inspection and testing by the procuring UN entity.

SIGNATURE AND SEAL OF THE GUARANTOR

Date

Name of Bank

Address

Annex IX.

CONTRACT

[PLEASE ATTACH THE CONTRACT THAT WILL BE USED]