

Invitation to bid (ITB)

**Equipment for Recycling Centre
Blazevo, Novi Pazar**

ITB No.UNOPS-HSTF-2014-G-005

Invitation to bid
Equipment for Recycling Centre Blazevo, NP
ITB No.UNOPS-HSTF-2014-G-005

Section 1: Bid data

Bid number:	ITB-UNOPS-HSTF-2014-G-005
Project:	00084322 HSTF
Procurement official's name:	Bozidar Radivojevic
Email:	bozidarr@unops.org
Telephone number:	+38111 2445-687
Facsimile:	+38111 2445-687
Issue date:	04 June 2014

Pre-bid conference / site visit – NOT APPLICABLE

Requests for clarifications due

Requests for clarification from bidders will not be accepted any later than 4 days before the Deadline for Bid Submission

UNOPS clarifications to bidders

Responses to requests for clarification shall be communicated to bidders by posting responses on UNOPS web site (www.unops.org), LBHT web site (<http://www.sagradimodom.org>) and European PROGRES website (www.euprogres.org) under ITB Case No. UNOPS-HSTF-2014-G-005.

Bid due

Date:	7 July 2014
Time:	12:00h noon

Planned award and contract

Date:	July 2014
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Planned delivery date (on or before)

Date:	September 2014
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**Invitation to bid (goods)
Equipment for Recycling Centre Blazevo, Novi Pazar
ITB No.UNOPS-HSTF-2014-G-005****Section 2: ITB letter**

UNOPS plans to procure equipment for Recycling Centre Blazevo, Novi Pazar 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 at the address specified not later than **12:00h, noon, CET on 7 July 2014 (Serbian time zone UTC+01:00)**.

This ITB is conducted in accordance with the UNOPS Procurement Manual and all other relevant directives and issuances and can be accessed by following the below link. 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)

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

Interested bidders may obtain further information by contacting this email address:
srpc.procurement@unops.org

Pre-cleared by:

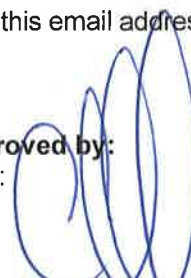
Date: 20/06/2014



Bozidar Radivojevic, Procurement Officer

Approved by:

Date:



Graeme Tyndall, RSPC Manager

Invitation to bid Equipment for Recycling Centre Blazevo, NP ITB No.UNOPS-HSTF-2014-G-005

Section 3: Instructions to bidders

1.1. Introduction

UNOPS means the United Nations Office for Project Services, (Sumatovacka 59, Belgrade, Serbia)with offices located in more than 80 countries worldwide.

Effective with the release of this ITB, all communications must be directed only to UNOPS Procurement Unit by email at srpc.procurement@unops.org. Bidders must not communicate with any other UNOPS personnel of UNOPS regarding this ITB.

1.2. 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.

When the bidder is not the manufacturer of the goods, and if so required in the UNOPS technical specifications/statement of work (section 4 of this ITB) the bidder shall be duly authorized by the manufacturer of the goods to submit this bid by completing annex J and returning it with its bid, assuring full guarantee and warranty obligations as per the contract.

The bidder must have the required and relevant experience and 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 in 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.

1.3. 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.

1.4. Content of solicitation documents

The goods required, bid procedures and contract terms are prescribed in these solicitation documents, contents of which are listed in the cover section, invitation to bid.

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.

1.5. Clarification of solicitation documents

1.5.1. 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 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 page 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.

If the ITB has been advertised publicly, the results of any clarification exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the UNOPS website and UNGM.

1.6. Amendments of solicitation documents

At any time prior to the deadline for 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.

1.7. 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.

1.8. 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 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): **12:00h, noon, CET on 7 July 2014 (Serbian time zone UTC+01:00)**

As a minimum, bidders shall complete and return the below listed documents (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 below listed documents 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	Drawings (Annex K)
Part of Bid	Technical specification in Serbian (Annex L)

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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1.9. 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 contract.

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

Fixed price: Prices quoted by the bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected, pursuant to ITB Clause 24.

1.10. Bid currencies

All prices shall be quoted in **USD**. Payments will be conducted in RSD in accordance to UN exchange rate for the month of payment.

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 clarification of bids (1.18) 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 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.

1.11. Bid security - DOES NOT APPLY TO THIS ITB**1.12. Period of validity of bids**

Bids shall remain valid for 120 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.

1.13. Format and signing of bids

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. 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.

1.14. Sealing and marking of bids

The bidder shall seal the bid in an envelope.

Any envelope should be marked with UNOPS-HSTF-2014-G-005 and be addressed as follows for mailing or hand deliveries:

*****CONFIDENTIAL BID - DO NOT OPEN UNLESS AUTHORIZED UNOPS RSPC*****

United Nations Office for Project Services

Sumatovacka 59, 11 000 Belgrade

Republic of Serbia

Att.: Chair Person, Proposal Opening Committee. Case No.: UNOPS-HSTF-2014-G-005

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.

1.15. Deadline for submission of bids

Bids must be received by UNOPS at the email address/office address specified under clause sealing and marking of bids not later than **12:00h, noon, CET on 7 July 2014** (Serbian time zone UTC+01:00). 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 which case all rights and obligations of UNOPS and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

1.16. Late bid

Any bids received by UNOPS after the deadline for 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 contract award has been made.

1.17. 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 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.

1.18. 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.

1.19. 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.

1.20. 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.

1.21. 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 the UNOPS technical specifications/statement of work as contained in this ITB are evaluated prior to technical and financial evaluation. Only bids meeting the minimum pre-qualification and eligibility criteria will be evaluated further.

For these purposes the bidder shall provide the following documentary evidence:

- **Document from Business Registers Agency**
- **Tax administration receipt that the company paid all local and national taxes**
- **Minimum of RSD 10,000,000.00 of total turnover of all contracts within the last 3 years. Financial statements and solvency reports for last 3 years to be provided.**

- b. Technical evaluation will be conducted to establish substantial compliance. 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.

For these purposes the bidder shall provide the following documentary evidence:

- **At least 3 similar contracts executed successfully during the last 5 years. Reference letters to be provided.**
- **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 during the last 3 (three) years prior to bid opening.**
- **Bidders shall provide catalogue, brochure or similar document that will prove the required technical characteristics of the equipment offered.**

- 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.

1.22. Award criteria

Bidders must meet all the mandatory business criteria outlined in Annex CUNOPS technical specifications. 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 contract to the best qualified contractor whose bid substantially conforms to the requirements set forth in the solicitation documents and offers the lowest overall cost to UNOPS. 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 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.

1.23 UNOPS right to vary quantities at time of award

At the time the contract is awarded, UNOPS reserves the right to increase or decrease the quantity of goods and related services originally specified in Section 4, Technical specifications, provided this does not exceed the percentages specified in Section 4, Technical specifications, and without any change in the unit prices or other terms and conditions of the bid and the bidding documents.

1.24 Notification of award

Prior to the expiration of the period of bid validity, UNOPS will notify the successful bidder in writing by email or letter, that its bid has been accepted. The notifications of award will constitute the formation of the contract. Please note that the bidder will be required to complete registration on the UNGM prior to the signature and finalization of the contract.

1.25 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.

Note: There is a possibility that UNOPS and City of Novi Pazar will share the costs for equipment for Recycling Centre Blazevo. In that case two separate contracts will be issued and signed. UNOPS is not liable for City of Novi Pazar share of equipment.

Invitation to bid (goods)
Equipment for Recycling Centre Blazevo, Novi Pazar
ITB No.UNOPS-HSTF-2014-G-005

Section 4: UNOPS technical specifications

A. Summary of requirements

Item	Description	Qty
1	Floor intake hopper for sorting line	1
2	Slope ridge conveyor for sorting line	1
3	Sorting transporter	1
4	Discharge	14
5	Sorting line	1
6	Tall steel prefabricated boxes	1
7	Wheeled containers	11
8	Municipal waste containers	2
9	Floor intake hopper for baling line	1
10	Slope ridge conveyor for baling line	1
11	Horizontal baling press	1
12	Automated calculation digital scale	1
13	Forklift	1
14	Wheelbarrows	2
15	Mobile pressured washing device	1
16	Shovels with wood handles	2
17	Municipal waste containers	2
18	Floor sweeping brushes	2
19	Container with 2 offices	1
20	Container with a toilet and wardrobe	1
21	Electrical installations and connecting	1
22	Commissioning and maintenance	1

B. Detailed technical specifications

Provided in Comparative data table (Annex C)

C. Drawings

These bidding documents include drawings - Attachment No.1

D. Inspections and tests

The bidder shall have the equipment inspected in the manufacturer's works by a competent authority and submit a test certificate and also a guarantee/warranty certificate that the goods conform to written specifications.

UNOPS or its representative shall inspect and/or test any or all item of the goods to confirm their conformity to the contract, upon installation.

If the equipment fail to meet the laid down specifications, the supplier shall take immediate steps to remedy the deficiency or replace the defective goods to the satisfaction of the purchaser.

The details are explained in Annex C – Comparative/compliance data table, item No.22

Invitation to bid
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Section 5: UNOPS General Conditions of Contract

In the event of an order, the UNOPS General Conditions of Contract will apply. The conditions are available at: <http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx> under "Opportunities" > "Suppliers" > "How we procure" > "UNOPS General Conditions for Goods" / "UNOPS General Conditions for Contracts for Professional Services" / "UNOPS Conditions of Services – For contracts of a value less than USD 50,000". If your company is unable to access the document, please send an email request to: srpc.procurement@unops.org and the UNOPS General Conditions of Contract will be sent to you electronically

ANNEX A**Invitation to bid
Equipment for Recycling Centre Blazevo, Novi Pazar
ITB No.UNOPS-HSTF-2014-G-005****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
Bozidar Radivojevic, Procurement Officer

From: _____

Subject ITB UNOPS-HSTF-2014-G-005

Fax/email: +381-11-243-5703
srpc.procurement@unops.org

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 quotation
- 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 Equipment for Recycling Centre Blazevo, Novi Pazar ITB No.UNOPS-HSTF-2014-G-005

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?			
<ul style="list-style-type: none"> • Bid/no bid confirmation 			
<ul style="list-style-type: none"> • Bid submission, technical and price schedule offer form 			
<ul style="list-style-type: none"> • UNGM Vendor registration (desired, not required) 			
Have you provided the required information for qualification purposes as contained in ITB document 4: UNOPS Technical specifications/ statement of works including:			
<ul style="list-style-type: none"> • Document from Business Registers Agency 			
<ul style="list-style-type: none"> • Tax administration receipt that the company paid all local and national taxes 			
<ul style="list-style-type: none"> • Financial statements and solvency reports for last 3 years to be provided 			
<ul style="list-style-type: none"> • 3 reference letters to be provided 			
<ul style="list-style-type: none"> • Catalogue, brochure or similar document that will prove the required technical characteristics of the equipment offered 			

ANNEX C

Invitation to bid Equipment for Recycling Centre Blazevo, Novi Pazar ITB No. UNOPS-HSTF-2014-G-005

Bid submission, technical and price schedule offer form Cover page

Bidders are requested to 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:
ITB No.: UNOPS-HSTF-2014-G-005

To: Bozidar Radivojevic, Procurement Officer

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 20.1, from the date fixed for the bid submission deadline in accordance with Instructions to Bidders Sub-Clause 24.1, 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 Clause 44 and GCG Clause 12 for the due performance of the Contract;
- g. We have no conflict of interest in accordance with Instructions to Bidders Sub-Clause 4.2;
- h. 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 4.3;
- i. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- j. 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.

Signed: _____ (Insert signature of person whose name and capacity are shown)

In the capacity of _____ (Insert legal capacity of person signing the Bid Submission Form)

Name: _____ (Insert complete name of person signing the Bid Submission Form)

Duly authorized to sign the bid for and on behalf of: _____ (Insert complete name of bidder)

Dated on _____ day of _____, _____ [insert date of signing]

Bid submission, technical and price schedule offer form

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

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.

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 blank cells of the below table and the compliance confirmation statement:

1	Floor intake hopper for sorting line	QTY: 1 pcs
	Procurement and mounting of a 3.0x2.6x1.4m(LxWxH) floor intake hopper (sorting line) for the input of separately collected municipal waste. Sides shall be made of 4mm zinc sheet metal. The hopper shall be equipped with an openable 3.0x0.6m front inspection hatch with wire fencing. The hopper shall be placed in a 1400mm deep concrete pit and shall be done in sheet metal of Č0361 quality. Sides of the intake hopper shall be sloped. All metal parts shall be corrosion proofed with 2x primer and 1x finishing coat of paint and the part exposed to miscellaneous waste (interior of the hopper) shall be coated with tar epoxy paint. It shall be delivered as free-mount so as to be dismountable in case of repairs. The construction of the concrete pit is included in the construction work.	
	Offered model (please fill in below technical specification):	

2	Slope ridge conveyor for sorting line	QTY: 1 pcs
	Procurement and mounting of a 8.3m slope ridge conveyor(sorting line) with special 9.5x1000mm oil-proof three-layer rubber strips and ribbed steel 990x70mm blades complete with electrical installation work and equipment for maintenance and lubrication. The gearshift roller with a sprocket and chain up to 1350mm long. The conveyor shall be powered by a 5.5kW electromotor with a reducer. Adjustment of rpm (belt speed) shall be performed via a frequency regulator. The sloping part of the conveyor shall be secured with sheet metal sides to prevent spillage of the material. All metal parts shall be corrosion proofed with 2x primer and 1x finishing coat of paint. 380V charge.	

	Offered model (please fill in below technical specification):

3	Sorting transporter	QTY: 1 pcs
	<p>Procurement and mounting of a 13m sorting transporter in sorting line cabins with 1000mm wide smooth PVC strip for manual sorting of municipal waste, complete with electrical installation work up to the dashboard and steering equipment. Loading capacity of the platform shall be 500 kg/m². The platform shall include 12 workstations (6x2), each with one basket for the input of selected waste. The elevation of the work platform shall be 900 mm. Each workstation shall have a safety line triggering the accident stop button. The transporter shall be powered by a 5.5kW electromotor with a reducer. 380V charge (960 min⁻¹). Electronic speed regulation pre-installed. The strip shall be secured with sheet metal sides to prevent spillage of the material.</p>	
	Offered model (please fill in below technical specification):	

4	Discharge	QTY: 14 pcs
	<p>Procurement and mounting of a discharge equipped with a hatch mechanism on both sides of the sorting transporter between the sorting workers. Dimensions of discharge pipes with lids: 750 x 400 x 900 mm. Anchor points for ø 6 mm steel safety rope shall be mounted at the foot of the discharge pipes.</p>	
	Offered model (please fill in below technical specification):	

5	Sorting line	QTY: 1 set
<p>Procurement and mounting of a 10.5m sorting line composed of 4pcs containers of individual size 4.5x3.0x2.8m and 4.5x1.5x2.8 respectively, equipped with hatches, mounted onto box structures and interconnected into a technological unit, complete with electrical installation work, technological signalling and lighting. The 1000mm wide sorting transporter shall be mounted between the containers. Stairs shall be fitted at the entrance points on the left and right to access the sorting line. Fire protection and video surveillance shall be provided. Dim. 10500x4500x2800 mm. Containers shall be equipped with plates for designating (by text and image) the type of waste sorted according to items.</p>		
Offered model (please fill in below technical specification):		

6	Tall steel prefabricated boxes	QTY: 1 set
<p>Procurement and mounting of 2000mm tall steel prefabricated boxes for the intake of sorted waste from the sorting line. The boxes shall be the carrier platform for the sorting containers above and shall follow their dimensions. The sides shall be panelled and the floor shall be made of 4mm thick steel sheet metal, with the front open. The volume of the sorted waste intake chamber shall be 27m³. Steel stairs shall be fitted at the entrance points on the left and right to access the sorting line and shall be an integral part of these boxes.</p>		
Offered model (please fill in below technical specification):		

7	Wheeled containers	QTY: 11 pcs
<p>Procurement and mounting of 1250x2500x1200mm wheeled containers for the intake of sorted waste. Made of 3 mm thick sheet metal of Č 0361 quality with adequate static reinforcements. Equipped with 4 hard rubber wheels of which the front wheels shall be free and the back wheels fixed. The container shall be equipped with lifting and turning/emptying fittings, i.e. forklift handling. The front shall be equipped with a handle for manual steering. All metal parts shall be corrosion proofed with 2x primer and 1x finishing coat of paint.</p>		
Offered model (please fill in below technical specification):		

8	Municipal waste containers	QTY: 2 pcs
<p>Procurement of 5m³ municipal waste containers for the intake of unselected waste. Delivered fully according to the current DIN 30700 standard. The container shall be delivered in sheet metal of Č 0361 quality, with 4 mm thick bottom and 3 mm thick sides with appropriate reinforcement. Container dimensions shall be 3310x1625x1250 mm and the loading capacity shall be 5m³. the container shall be suitable for handling, transportation and emptying by a hook lift truck and forklift. The container shall be corrosion proofed with 2x primer and 1x finishing coat of paint, in accordance with RAL colour chart.</p>		
Offered model (please fill in below technical specification):		

9	Floor intake hopper for baling line	QTY: 1 pcs
<p>Procurement and mounting of a 3.0x2.6x1.4m (LxWxH) floor intake hopper (baling line) for the input of separately collected municipal waste. Sides shall be made of 4mm zinc sheet metal. The hopper shall be equipped with an openable 3.0x0.6m front inspection hatch with wire fencing. The hopper shall be placed in a 1400mm deep concrete pit and shall be done in sheet metal of Č0361 quality. Sides of the intake hopper shall be sloped. All metal parts shall be corrosion proofed with 2x primer and 1x finishing coat of paint and the part exposed to miscellaneous waste (interior of the hopper) shall be coated with tar epoxy paint. It shall be delivered as free-mount so as to be dismountable in case of repairs. The construction of the concrete pit is included in the construction work.</p>		
Offered model (please fill in below technical specification):		

10	Slope ridge conveyor for baling line	QTY: 1 pcs
<p>Procurement and mounting of a 8.3m slope ridge conveyor (baling line) with special 9.5x1000mm oil-proof three-layer rubber strips and ribbed steel 990x70mm blades complete with electrical installation work and equipment for maintenance and lubrication. The gearshift roller with a sprocket and chain up to 1350mm long. The conveyor shall be powered by a 5.5kW electromotor with a reducer. Adjustment of rpm (belt speed) shall be performed via a frequency regulator. The sloping part of the conveyor shall be secured with sheet metal sides to prevent spillage of the material. All metal parts shall be corrosion proofed with 2x primer and 1x finishing coat of paint. 380V charge.</p>		
Offered model (please fill in below technical specification):		

11	Horizontal baling press	QTY: 1 pcs
<p>Procurement and mounting of a horizontal baling press. Semi-automatic baling press of 40t force, channel press for automatic and manual operation with occasional supervision by operators with inbuilt perforator for a PET set with dashboard. Baling of foil, cardboard, paper, PET, metal and textile = 6 types. Pressing capacity shall be up to 5t/h depending on the type and amount of input of material. Press and perforator power: (11 + 5.5) kW. Charge: 380V. Bale dimensions (l x w x h): 1200x820x820mm. Spare parts: spare blades – plain bearings – lubricating equipment.</p>		
Offered model (please fill in below technical specification):		

12	Automated calculation digital scale	QTY: 1 pcs
<p>Procurement and delivery of automated calculation digital scale. Mobile electronic scale for weighing smaller quantities of material delivered by informal collectors, weighing range 1-500kg. Battery powered (internal accu battery with connection to 220V/50Hz, with battery low indication). LCD display. Operable at temperatures between -10 to +40 degrees. If several things are weighed, each calculated price can be added and a total sum obtained. Scale lid: inox – stainless steel. Scale construction: plasticized pipes 30x30x2mm (wall) with one weighing converter, holder with rack. Pan dimensions: 800x800mm – maximum loading capacity 500kg, 200g mark, min. 4kg.</p>		
Offered model (please fill in below technical specification):		

13	Forklift	QTY: 1 pcs
<p>Procurement and delivery of a forklift. LPG powered forklift with a turret, i.e. twisting mechanism to handle containers and bales within the compound. Speed 12-18km/h, motor power 45kW, hydraulic system pressure 140bar, capacity 3500kg. Height max. 4220mm, width 1290mm, width including fork 3930mm, lift height 3000mm, fork length 1070mm. Equipped with bale clamp. Delivered with a set of spare parts and handling and maintenance manual.</p>		
Offered model (please fill in below technical specification):		

14	Wheelbarrows	QTY: 2 pcs
Procurement and delivery of wheelbarrows. Loading capacity 250kg, height 1150mm, width 420mm, weight 18kg. Wheelbarrow structure shall be made of steel pipes painted in primer and finishing coat and with an axle for 2 full rubber wheels. Plastic handholds.		
Offered model (please fill in below technical specification):		

15	Mobile pressured washing device	QTY: 1 pcs
Procurement and delivery of a mobile pressured washing device. Internal temperature 60°C, pressure 115bar, capacity 500l/h. Height 935mm, width 360mm, length 375mm, weight 18kg. Hose length 10000mm, nozzle length 400mm, 230V charge.		
Offered model (please fill in below technical specification):		

16	Shovels with wood handles	QTY: 2 pcs
Procurement and delivery of shovels with wood handles. The shovels shall be made of zinc sheet metal with a flat and wide tip. Handles shall be made of solid beech wood.		
Offered model (please fill in below technical specification):		

17	Municipal waste containers	QTY: 2 pcs
Procurement and delivery of 1100l municipal waste containers. Length 1360mm, width 1001mm, height 1430mm, weight 125kg. Equipped with 4 ø200 rubber wheels, two of which shall have brakes. Fully according to DIN 30700. Made of zinc sheet metal with a 120 micrometre zinc layer. Adjusted for emptying by utility vehicle. The semicircular container lid shall be made with opening handle adjusted for manual opening and intake of all types of waste. T-profile protecting rubber shall prevent the spread of unpleasant odours and hand injuries while handling. Containers shall be equipped with springs to close the lid protected from mechanical impacts and the weather. Equipped with 2 side handles and 2 back side transport grips. Along the edge of the container the sheet metal shall be ribbed for the purpose of durable container construction and stability. The bottom of the container shall be fitted with a plug for the discharge of condensate and fluids. Equipped with appropriate markings as requested by the User.		
Offered model (please fill in below technical specification):		

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18	Floor sweeping brushes	QTY: 2 pcs
	Procurement and delivery of floor sweeping brushes. Handle length 1500mm, brush length 1000mm, brush width 100mm. The base and handle shall be of solid beech wood, connectors shall be of zinc sheet metal, hairs natural with added PVC string. Hair length 50mm.	
18	Offered model (please fill in below technical specification):	

19	Container with 2 offices	QTY: 1 pcs
	<p>Procurement and mounting of a container with 2 offices (weigh bridge operator and manager). The container shall be made of durable corrosion- and weather-proof material. Dimensions:6058x2438x2591mm. The container carrier structure shall be a welded steel structure made of 3mm thick steel sheet metal. The container floor structure shall be delivered in cold formed U and C profiles. The floor shall be made of multi-layer 0.75mm zinc sheet metal from the bottom, 100mm rock wool insulation, PE foil vapour barrier, carrier waterproof 22mm chipboard, 2mm antistatic flooring. Thermal transmittance $K=0,335 \text{ W/m}^2\text{K}$. The container roof shall be made as follows: 0.75mm flat zinc sheet metal from the top side, 100mm rock wool insulation, 50mm thick polyurethane filled sandwich panel with low-profile 0.75mm sheet metal on both sides. Thermal transmittance $K=0,360 \text{ W/m}^2\text{K}$. The interior side of the sandwich panel shall represent the office ceiling. Walls shall be made of 50mm thick polyurethane filled sandwich panels. Exterior and interior sides of the panels shall be made of low-profile 0.75mm sheet metal painted in RAL 9002. Entrance doors - 2 pcs, PVC, dimensions 850x2000mm. Windows – 3 pcs, PVC, dimensions 850x1000mm with horizontal and swivel opening ability, UV foil protection, low emissivity glass and venetian blinds. Container colour shall be two-component polyurethane white RAL 9002 paint. All joints and connections on the container shall be waterproof. Truss – secondary truss shall slope to one side with a finish coat in zinc profiled sheet metal, truss base dimensions cca. 6100x2900mm, gutter drain. Additional equipment – 2 pcs. Air conditioning device, classical split system with heating capacity of 12000 BTU; 2 pcs 2kW electric panel radiators. Electrical installation work – distribution box, interior distribution delivered in raceways, 11 pcs single phase OG sockets mounted at 0.5m above the floor, 2 pcs single phase OG sockets mounted at 2m above the floor for the A/C, 2 pcs serial OG switches for interior lighting, 2 pcs fluorescent lights 2x36kW for interior lighting, prepared grounding connection point. Interior furnishing – 3 pcs rectangular desks, dimensions 1400x800x750mm, 3 pcs office chairs with hand rests and wheel bases, 2 pcs club chairs. Other –exterior 2000x300mm counter made of sheet metal with a steel substructure, marking plates for all doors. Note: weak electrical current installation is not standard equipment and shall be outlined in a separate project.</p>	
	Offered model (please fill in below technical specification):	

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20	Container with a toilet and wardrobe	QTY: 1 pcs
	<p>Procurement and mounting of a container with a toilet and wardrobe. The container shall be made of durable corrosion- and weather-proof material. Dimensions:6058x2438x2591mm. The container carrier structure shall be a welded steel structure made of 3mm thick steel sheet metal. The container floor structure shall be delivered in cold formed U and C profiles. The floor shall be made of multi-layer 0.75mm zinc coated sheet metal from the bottom, 100mm rock wool insulation, PE foil vapour barrier, carrier waterproof 22mm chipboard, 2mm antistatic flooring. Thermal transmittance $K=0,335 \text{ W/m}^2\text{K}$. The container roof shall be made as follows: 0.75mm flat zinc coated sheet metal from the top side, 100mm rock wool insulation, 50mm thick polyurethane filled sandwich panel with low-profile 0.75mm sheet metal on both sides. Thermal transmittance $K=0,360 \text{ W/m}^2\text{K}$. The interior side of the sandwich panel shall represent the office ceiling. Walls shall be made of 50mm thick polyurethane filled sandwich panels. Exterior and interior sides of the panels shall be made of low-profile 0.75mm sheet metal painted in RAL 9002. Doors - 2 pcs, PVC, dimensions 850x2000mm; 2 pcs, PVC, dimensions 700x2000mm; 1 pc sliding PVC, dimensions 700x2000mm. Windows – 3 pcs, PVC, dimensions 850x1000mm with horizontal and swivel opening ability, UV foil protection, low emissivity glass and venetian blinds; 2 pcs PVC windows, dimensions 600x600mm with horizontal and swivel opening ability UV foil protection and low emissivity glass. Container colour shall be two-component polyurethane white RAL 9002 paint. All joints and connections on the container shall be waterproof. Truss – secondary truss shall slope to one side with a finish coat in zinc coated profiled sheet metal, truss base dimensions cca. 6100x2900mm, gutter drain. Additional equipment – 3 pcs 2kW electric panel radiators. Electrical installation work – distribution box, interior distribution delivered in raceways, 5 pcs single phase OG sockets mounted at 0.5m above the floor, 1 pcs single phase OG sockets mounted at 1.5m above the floor for the water heater, 3 pcs serial OG switches for interior lighting, 3 pcs fluorescent lights 2x36kW for interior lighting, prepared grounding connection point. Interior furnishing – 13 pcs single wardrobe closets, dimensions 320x430x1780mm, each with two lockable boxes, made of zinc coated painted sheet metal. Toiletry and accessories – interior water and sewer lines distribution, 2 pcs washbasin with fittings, 2 pcs walk-in showers with fittings; 1 pc 10l short water heater; 1 pc vertical 80l water heater; 2 pcs toilet tank; 2 pcs toilet with paper holder; 2 complete washbasin sets (mirror with shelf, soap holder, metal towel holder); 2 pcs shower curtains. Other – marking plates for all doors.</p>	

20	Offered model (please fill in below technical specification):
	<p>Note: The bidder shall within the procurement and installation of equipment, complete the following:</p>

21	Electrical installations and connecting
	Mounting electrical installations and connecting all functions of the facility, command installations and electrical installation management signalling. Connecting the facility power functions. Electrical connections at the main distribution cabinet.
	<p>Comment:</p>

22	Commissioning and maintenance
	<p>Commissioning and maintenance. Service and maintenance and spare parts during the facility warranty period of 12 months. Replacement of wearing parts on the site. Training of managers and facility workers on process management, operating technology and operations; work efficiency, use of PPE equipment during the work process. Testing parts of the facility and balancing functionality of the whole process in line with the planned capacity. Training, commissioning of oversight and facility shut down procedure. Training of facility service workers on safety-at-work. Issuing certificates to employees for safe work and operation. Handover of the designs and keys to the authorized representative. Handover of technical files, certificates for safe operation of the facility, technical inspection of contracted work and the mounted facility. Start of trial operation and creating minutes on handover. Trial operation shall be not shorter than 6 months. Signing the agreement on servicing and annual overhaul of the facility.</p> <p>The development of implemented design by the supplier with all necessary details.</p>
	<p>Comment:</p>

NOTE: Technical specification in Serbian attached (Attachment II)

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.

Bidder's total prices (price entered by bidder):		
Total firm DAP price (Blazevo recycling center, KP 1301, Postenje bb, stari put zaRasku, 36 300 Novi Pazar) without customs tax and VAT Supplier to cover the costs of custom clearance agency if needed. Offloading and installation to be included.	USD	

Bidder's prices for equipment (price to be entered by bidder):				
Item	Description	Qty	Currency: USD	
			UNIT PRICE DAP	TOTAL PRICE DAP
1	Floor intake hopper for sorting line	1		
2	Slope ridge conveyor for sorting line	1		
3	Sorting transporter	1		
4	Discharge	14		
5	Sorting line	1		
6	Tall steel prefabricated boxes	1		
7	Wheeled containers	11		
8	Municipal waste containers	2		
9	Floor intake hopper for baling line	1		
10	Slope ridge conveyor for baling line	1		
11	Horizontal baling press	1		
12	Automated calculation digital scale	1		
13	Forklift	1		
14	Wheelbarrows	2		

15	Mobile pressured washing device	1		
16	Shovels with wood handles	2		
17	Municipal waste containers	2		
18	Floor sweeping brushes	2		
19	Container with 2 offices	1		
20	Container with a toilet and wardrobe	1		
21	Electrical installations and connecting	1		
22	Commissioning and maintenance	1		
BIDDER'S DELIVERY DATA				
DELIVERY TIME (DAP FROM DATE OF ORDER):				
As soon as possible but not more than 60 (sixty) calendar days from the date of order		Items 1-20		

ANNEX D

Invitation to bid (goods) Equipment for Recycling Centre Blazevo, Novi Pazar ITB No.UNOPS-HSTF-2014-G-005

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.

Bidders need to familiarize themselves with the United Nations Supplier Code of Conduct. UNOPS encourages all suppliers to subscribe to the United Nations Global Compact.

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.



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