

Invitation to bid (ITB) for goods

Procurement of moto-cultivators and handyman machines for LBHT programme beneficiaries

ITB No. UNOPS-LBHT-2014-G-011

Date: 14 October 2014

**Invitation to bid (goods)
Procurement of moto-cultivators and handyman machines for
LBHT programme beneficiaries
ITB No. UNOPS-LBHT-2014-G-011**

Section 1: Bid data

Bid number: ITB – UNOPS-LBHT-2014-G-011
Project: LBHT – Let's Build Home Together
Procurement official's name: Bozidar Radivojevic
Email: bozidarr@unops.org
Telephone number: +38111 2445-687
Facsimile: +38111 2445-687
Issue date: 14 October 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 due 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 EUPROGRES website (www.euprogres.org) under ITB Case No. UNOPS-LBHT-2014-G-011.

Bid due

Date: 29 October 2014
Time: 12:00h, noon CET

Planned award date

Date: November 2014

Planned contract start date delivery date (on or before)

Date: November 2014

**Invitation to bid (goods)
Procurement of moto-cultivators and handyman machines for LBHT
programme beneficiaries****ITB No. UNOPS-LBHT-2014-G-011****Section 2: ITB letter**

UNOPS plans to procure moto-cultivators and handyman machines for LBHT programme beneficiaries 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 **12:00 a.m. CET (Serbian time zone UTC+01:00) on 29 October 2014.**

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/services/small services)

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

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

Pre-cleared by:

Date: 14/10/2014



Bozidar Radivojevic, Procurement Officer**Approved by:**

Date:



Graeme Tyndall, Programme Manager

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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 official, name) by email at srcp.procurement@unops.org. Bidders must not communicate with any other 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.

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

ITB submission (on or before bid due date):

As a minimum, bidders shall complete and return the 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	UNGM Vendor registration form (Annex D hereto)
Part of bid	Document from Business Registers Agency
Part of bid	Tax administration receipt that the company paid all local and national taxes
Part of bid	Financial statements and solvency reports for last 3 years to be provided
Part of bid	Bidder should be in continuous business of supplying the specific goods during the last 5 (five) years
Part of bid	Catalogue, brochure or similar document that will prove the required technical characteristics of the offered equipment – if available
Part of bid	Previous experience 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.

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 RSD – Republic of Serbia Dinar for domestic companies and in USD (US Dollar) for foreign companies.

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 ninety 90 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.

- a. Any envelope should be marked with ITB-UNOPS-LBHT-2014-G-011 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-LBHT-2014-G-011

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 **12:00 noon CET (Serbian time zone UTC+01:00) on 29 October 2014**. 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.
- 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.
- 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 C UNOPS (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.

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Section 4: UNOPS technical specifications/Delivery schedule

A. Summary of requirements

1. List of goods and delivery schedule				
Line item/ lotN°	Description of goods	Quantity	Unit	Delivery schedule from date of contract As soon as possible but not more than 30 calendar days to:
1	Moto-cultivator	33	pcs	5 - Bačko Gradište 6 - Bačko Petrovo Selo 1 - Banatsko Sokolac 1 - Banatsko Aranđelovo 2 - Beljina, Barajevo 1 - Boka, Sečanj 1 - Brestač, Pećinci 6 - Melenci 4 - Novi Bečej 1 - Opovo 1 - Selevac, Smederevska Palanka 2 - Srpski Itebej 1 - Taraš, Zrenjanin 1 - Vladimirovac, Alibunar
2	Trailer for moto-cultivator	33	pcs	5 - Bačko Gradište 6 - Bačko Petrovo Selo 1 - Banatsko Sokolac 1 - Banatsko Aranđelovo 2 - Beljina, Barajevo 1 - Boka, Sečanj 1 - Brestač, Pećinci 6 - Melenci 4 - Novi Bečej 1 - Opovo 1 - Selevac, Smederevska Palanka 2 - Srpski Itebej 1 - Taraš, Zrenjanin 1 - Vladimirovac, Alibunar
3	Rotary tiller - connection	3	pcs	1- Banatsko Aranđelovo 1 - Banatski Sokolac 1- Novi Bečej
4	Tiller	2	pcs	1 - Bačko Gradište 1 - Kočane Doljevac

5	Chainsaw I	23	pcs	3 - Bačko Gradište 3- Novi Bečej 4- Bačko Petrovo Selo 2 - Srpski Itebej 1 - Selevac, Smederevska Palanka 1 - Velika Plana 3 - Melenci 1 - Boka, Sečanj 1 - Vladimirovac, Alibunar 1 - Opovo 1 - Taraš, Zrenjanin 1 - Brestač, Pećinci 1 - Beljina, Barajevo
6	Chainsaw II	1	pcs	Bačko Gradište
7	Professional chainsaw	1	pcs	Bačko Gradište
8	CO2 welding machine	6	pcs	2 - Bačko Petrovo Selo 2 - Melenci 1 - Bačko Gradište 1 - Beljina, Barajevo
9	Digital welding machine	1	pcs	Bačko Gradište
10	Pushcart	2	pcs	1 - Kočane Doljevac 1 - Bačko Gradište
11	Spade	2	pcs	1 - Kočane Doljevac 1 - Bačko Gradište
12	Shovel	2	pcs	1 - Kočane Doljevac 1 - Bačko Gradište
13	Pickaxe	2	pcs	1 - Kočane Doljevac 1 - Bačko Gradište
14	Hoe	2	pcs	1 - Kočane Doljevac 1 - Bačko Gradište
15	Sewing Machine	3	pcs	1 - Bačko Gradište 1 - Bačko Petrovo Selo 1 - Melenci
16	Grinder	1	pcs	Bačko Petrovo Selo
17	Drilling machine	1	pcs	Bačko Petrovo Selo
18	Trimmer for cutting grass	1	pcs	Bačko Gradište

NOTE: Stipulated quantities are initial estimations to be purchased. The exact quantities are to be determined in accordance to SFRS project needs before contract issuance.

Based on Clause 1.23 of the ITB section 3: Instructions to bidders UNOPS reserves the right to increase or decrease the quantity of goods and related services originally specified provided that this does not exceed the 25% 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.

B. Drawings

These bidding documents include no drawings.

C. Inspections and tests

There are no specific requirements related to inspections and tests except initial testing of equipment on delivery.

D. Manufacturer's authorization form

Manufacturer's authorization is not required.

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Section 5: UNOPS General Conditions of Contract for Goods

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.

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Section 6: UNOPS Special Conditions for Goods

The following Special Conditions for Goods (SCG) shall supplement and/or amend the General Conditions for Goods (GCG).

Whenever there is a conflict, the provisions in the GCG shall prevail.

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Section 7: UNOPS Contract/Purchase Order form

Attached

ANNEX A**Invitation to bid (goods)
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programme beneficiaries****ITB No. UNOPS-LBHT-2014-G-011****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
Procurement Unit

Fax/email +381(0)245772

From: _____

Subject ITB-UNOPS-LBHT-2014-G-011

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 (goods) Procurement of moto-cultivators and handyman machines for LBHT programme beneficiaries

ITB No. UNOPS-LBHT-2014-G-011

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) 			
<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"> • Bidder should be in continuous business of supplying the specific goods during the last 5 (five) years 			
<ul style="list-style-type: none"> • Catalogue, brochure or similar document that will prove the required technical characteristics of the offered equipment – if available 			
<ul style="list-style-type: none"> • Previous experience form 			

ANNEX C

Invitation to bid (goods) Procurement of moto-cultivators and handyman machines for LBHT programme beneficiaries

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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: (Insert date (as day, month and year) of bid submission)
ITB No.: UNOPS-LBHT-2014-G-011

To: Procurement Unit

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:

In the capacity of

Name:

Duly authorized to sign the bid for and on behalf of:

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

Alternate bids will not be acceptable. In the event of a supplier submitting more than one bid all bids marked alternative bids will be rejected and only the basic bid will be evaluated

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 bidders must complete the right column of the below table and the compliance confirmation statement:

Item No 1: Moto-cultivator/Motokultivator

UNOPS minimum technical requirements	UNOPS quantity	Bidders to fill-in
motor min 7 max 8 hp lombardini diesel or similar, air conditioning, ignition: hand on the rope min 3400 max 3800 rpm engine displacement: min 345 max 350 cm ³ Speeds: 3 for forward and one for the back in both directions of travel cultivators. transmission with differential wheels and tires: 5,00x10 Handlebars: height adjustable and swivelling 180 degrees. weight: min 110 max 120 kg motor lombardini ili slicno min 7 max 8 ks dizel , vazdušno hlađenje, paljenje: ručno na kanap min 3400 max 3800 obrtaja u minuti zapremina motora: min 345 max 350 cm ³ brzine: 3 za napred i 1 za nazad u oba smera vožnje motokultivatora. menjač sa diferencijalom točkovi i gume: 5,00x10 ručke za upravljanje: podesive po visini i okretljive za 180 stepeni. težina : min 110 max 120 kg (EQUAL OR SIMILAR TO MONDIAL GREENY WITH MOTOR LOMBARDINI)	33	Offered model: Technical specification
Warranty – 2 years		

Item No 2: Trailer for moto-cultivator/Prikolica za motokultivator

UNOPS minimum technical requirements	UNOPS quantity	Bidders to fill-in
DIMENSIONS: 1100x1400 mm, capacity: 500 kg Wheels: 5,00x10, metal Dimenzije sanduka: 1100x1400 mm, Nosivost: 500 kg točkovi: 5,00x 10, metalna (COMPATIBLE WITH ABOVE SPECIFIED MOTO-CULTIVATOR)	33	Offered model: Technical specification
Warranty – 2 years		

Item No 3: Rotary tiller - connection/Rotaciona kopačica - priključak

UNOPS minimum technical requirements	UNOPS quantity	Bidders to fill-in
width/radna širina 40-70 cm (COMPATIBLE WITH ABOVE SPECIFIED MOTO-CULTIVATOR)	3	Offered model: Technical specification
Warranty – 2 years		

Item No 4: Tiller/Motorna kopačica

UNOPS minimum technical requirements	UNOPS quantity	Bidders to fill-in
Power 6 hp, diesel, engine start: elektrostart; transmission 3 speeds forward plus one reverse speeds; rotofreza with a working width of 130 cm Snaga motora 6 ks,dizel;startovanje motora:elektrostart;menjac 3 brzine napred plus 1 brzina nazad;rotofreza sa radnim zahvatom od 130 cm (EQUAL OR SIMILAR TO ADRIA 04)	2	Offered model: Technical specification
Warranty – 2 years		

Item No 5: Chainsaw I / Motorna testera I

UNOPS minimum technical requirements	UNOPS quantity	Bidders to fill-in
Cylinder displacement 38.2 cm ³ Power: 1.4 kw Length of the sword: minimum 33cm Speed at maximum power: 9000 rpm Oil tank capacity: 0.2 liters Weight without cutting equipment 4.7 kg Radna zapremina cilindra: 38.2 cm ³ Snaga: 1.4 kw Duzina mača: minimum 33cm Broj obrtaja pri maksimalnoj snazi: 9000 rpm Zapremina rezervoara ulja: 0.2 lit Težina bez rezne opreme: 4.7 kg (EQUAL OR SIMILAR TO HUSQVARNA 236)	23	Offered model: Technical specification
Warranty – 2 years		

Item No 6: Chainsaw II / Motorna testera II

UNOPS minimum technical requirements	UNOPS quantity	Bidders to fill-in
Cylinder displacement 45.7 cc; Output power 2.1 kW, speed at maximum power 9000 r / min; Idle speed 2700 r / min, Mac 33-50 cm, weight 4.9 kg Radna zapremina cilindra 45,7 cm ³ ; Izlazna snaga 2,1 kW; Broj obrtaja pri maksimalnoj snazi 9000 o/min; Broj obrtaja pri praznom hodu 2700 o/min; Mac 33-50 cm, Težina 4,9 kg (EQUAL OR SIMILAR TO HUSQVARNA 445 II)	1	Offered model: Technical specification
Warranty – 2 years		

Item No 7: Professional Chainsaw II / Profesionalna Motorna testera II

UNOPS minimum technical requirements	UNOPS quantity	Bidders to fill-in
Cylinder displacement 70.7 cc; Output power 3.9 kW; Sword 38-71 cm: Weight 6.1 kg Radna zapremina cilindra 70,7 cm ³ ; Izlazna snaga 3,9 kW; Mač 38-71 cm, Težina 6,1 kg (EQUAL OR SIMILAR TO HUSQVARNA 372 XP)	1	Offered model: Technical specification
Warranty – 2 years		

Item No 8: CO2 welding machine / CO2 aparat za varenje

UNOPS minimum technical requirements	UNOPS quantity	Bidders to fill-in
Voltage: 230 V ~ 1/2 ~ 400 V, 50 Hz Welding current I2: 25-160 A (max. 190 A) Current control of digestion: 6 positions High. drum with wire: 5 kg Welding wire diameter 0.6 - 1.0 mm Wire feed speed: 10 Positions Circuit voltage U0: 41 V Napon: 230 V 1~/400 V 2~, 50 Hz Struja varenja I2: 25-160 A (maks. 190 A) Regulacija struje varenja: 6 pozicija Maks. bubanj sa žicom: 5 kg Žica za varenje Ø: 0.6 – 1.0 mm Brzina žice: 10 pozicija Napon praznog hoda U0: 41 V (EQUAL OR SIMILAR TO BT-GW 190 D EINHELL)	6	Offered model: Technical specification
Warranty – 2 years		

Item No 9: Digital welding machine / Digitalni aparat za varenje

UNOPS minimum technical requirements	UNOPS quantity	Bidders to fill-in
230 V; regulation amperage 10-180; load factor 35% at 180A; electrode 1.6-4.00 mm, weight 7.4 kg, cables, PVC mask, hammer brush, for professional use, 230V; regulacije amperaže 10-180; faktor opterećenja 35% na 180A; za elektrodu 1.6-4.00 mm; težina 7.4 kg, kablovi, pvc maska, čekić-četka; za profesionalnu upotrebu; (EQUAL OR SIMILAR TO MMA INVERTER 180 WALMER DIGITALNI)	1	Offered model: Technical specification
Warranty – 2 years		

Item No 10: Construction pushcart/ Gradjevinska ručna kolica

UNOPS minimum technical requirements	UNOPS quantity	Bidders to fill-in
Made of steel, with wheel min 80lit/130kg Napravljena od celika, sa tockom, min 80lit/130kg	2	

Item No 11: Garden spade/ Bastenski ašov

UNOPS minimum technical requirements	UNOPS quantity	Bidders to fill-in
with steel head and long wood handle sa celicnim gazistem i dugackom drvenom drskom	2	

Item No 12: Shovel / Lopata

UNOPS minimum technical requirements	UNOPS quantity	Bidders to fill-in
EURO 100 square with a long wood handle četvrtasta EURO 100 sa dugackom drvenom drskom	2	

Item No 13: Pickaxe / Kramp

UNOPS minimum technical requirements	UNOPS quantity	Bidders to fill-in
Metal head of 2,25 kg ,with long wood handle Metalna od 2,25 kg, sa dugackom drvenom drskom	2	

Item No 14: Hoe / Motika

UNOPS minimum technical requirements	UNOPS quantity	Bidders to fill-in
Metal head with long wood handle Metalna glava sa dugackom drvenom drskom	2	

Item No 15: Sewing Machine /Mašina za šivenje

UNOPS minimum technical requirements	UNOPS quantity	Bidders to fill-in
22 sewing operations 3 position needle Automatic winding bobbins Semi-automatic eyelet (4 steps) Sewing the zipper The possibility of tailoring Double Needle Machines Lever for reverse sewing Zig-zag, straight stitch Decorative stitches Points for hidden seams Standard Accessories: Multi-purpose foot, zipper foot, buttonhole foot, resaws, bobbins (3x), pins (3x). 22 operacije šivenja 3 pozicije igle Automatsko namotavanje bobine Poluautomatska rupica (4 koraka) Ušivanje rajsferšlusa Mogućnost šivenja dvoiglovkom Poluga za šivenje unazad Cik-cak,ravan bod Dekorativni bodovi Bodovi za skriveni porub Standardni pribor:Višenamenska stopica,stopica za rajsferšlus, stopica za rupice,paralica,bobine (3x),igle (3x). (EQUAL OR SIMILAR TO NECCHI SUB 22)	3	Offered model: Technical specification
Warranty – 2 years		

Item No 16: Hand grinder / Rucna brusilica

UNOPS minimum technical requirements	UNOPS quantity	Bidders to fill-in
Grinding wheel Ø 115mm, 730W Brusna ploča Ø 115mm, 730W (EQUAL OR SIMILAR TO HITACHI G12SR3)	1	Offered model: Technical specification
Warranty – 2 years		

Item No 17: Drilling machine / Bušilica

UNOPS minimum technical requirements	UNOPS quantity	Bidders to fill-in
Rated power 600 W No-load speed 0 - 2.800 rpm-1 Torque (soft screwdriving applications) 10.8 Nm nominal torque of 1.8 Nm Clamping range from 1.5 to 13 mm Impact rate at no-load speed 0-44800 min-1 Drilling diameter in concrete 13 mm Drilling diameter in wood 25 mm Drilling diameter 10 mm Drilling diameter in masonry 15 mm Nominalna snaga 600 W Broj obrtaja u praznom hodu 0 – 2.800 min-1 Obrtni moment (meko uvrtnje) 10,8 Nm Nominalni obrtni momenat 1,8 Nm Raspon stezanja 1,5 – 13 mm Broj udaraca pri broju obrtaja u praznom hodu 0 – 44.800 min-1 Prečnik burgije u betonu 13 mm Prečnik burgije u drvetu 25 mm Prečnik bušenja čelika 10 mm Prečnik burgije u zidovima 15 mm (EQUAL OR SIMILAR TO BOSCH GSB 13 RE)	1	Offered model: Technical specification
Warranty – 2 years		

Item No 18: Trimmer for cutting grass / Trimer za košenje trave

UNOPS minimum technical requirements	UNOPS quantity	Bidders to fill-in
Power 1.0 HP - 0.8 kW Volume 25.4 cc Wall thickness 26 mm Handles for both hands (bike handles) equipment Tap'n go trimmer head with 2.40mm line + three way trimmer blade clutch Reservoir of 0.75 L Weight 6.2 Kg Snaga 1.0 KS - 0.8 kW Zapremina 25.4 cm ³ Debljina cevi 26 mm Ručke Za dve ruke (bicikl ručke) Oprema Tap'n go trimi glava sa 2.40 mm trimi nit+ trokraki nož Kvačilo Rezervoar 0.75 L Težina 6.2 Kg (EQUAL OR SIMILAR TO OLEOMAC SPARTA 250 T)	1	Offered model: Technical specification
Warranty – 2 years		

Technical specification is Serbian is attached – Attachment I

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

YES NO

Any deviations must be listed below:

Bid prices

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

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

Bidder's prices for goods (price to be entered by bidder):				
Item/ lot	Description	Qty (a).	Currency: RSD for domestic or USD for foreign company	
			Unit price DAP	Total price DAP
1.	<i>Moto-cultivator</i>	33		
2.	<i>Trailer for moto-cultivator</i>	33		
3.	<i>Rotary tiller – connection</i>	3		
4.	<i>Tiller</i>	2		
5.	<i>Chainsaw I</i>	23		
6.	<i>Chainsaw II</i>	1		
7.	<i>Professional Chainsaw II</i>	1		
8.	<i>CO2 welding machine</i>	6		
9.	<i>Digital welding machine</i>	1		
10.	<i>Construction pushcart</i>	2		
11.	<i>Garden spade</i>	2		
12.	<i>Shovel</i>	2		
13.	<i>Pickaxe</i>	2		
14.	<i>Hoe</i>	2		
15.	<i>Sewing Machine</i>	3		
16.	<i>Hand grinder</i>	1		
17.	<i>Drilling machine</i>	1		
18.	<i>Trimmer for cutting grass</i>	1		
TOTAL:				

NOTE: Moto-cultivators and handyman machines are to be delivered DAP (and supplier to cover the costs of custom clearance agency if needed) to LBHT beneficiaries in all municipalities as stated in Section 4, UNOPS technical specifications/Delivery schedule. Offloading and installation to be included in price.

Bidder's delivery data		
Delivery time (DAP from the date of order) for all items		
As soon as possible (maximum 30 calendar days upon signing the contract)	All items	

ANNEX D

Invitation to bid (goods) Procurement of moto-cultivators and handyman machines for LBHT programme beneficiaries

ITB No. UNOPS-LBHT-2014-G-011

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.

ANNEX E
**Invitation to bid (goods)
 Procurement of moto-cultivators and handyman machines for LBHT
 programme beneficiaries**
ITB No. UNOPS-LBHT-2014-G-011
Previous Experience Form

Previous Experience				
Description of goods	Country	Total amount of contract	Contract Identification and Title and Contact details of Client: (Name, Address, telephone, email, fax)	Year project was undertaken

 Date

 Authorized Signature



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