

# Invitation to Bid (ITB)

*For the procurement of construction material*

*Name of Country: Serbia*

*Name of Project: UNOPS/00085495*

*ITB Number and Title: UNOPS-00085495-2013-G-022 - Procurement of construction material*

*Date of issuance: 27 December 2013*

1. UNOPS now invites bids from eligible and qualified Bidders for the supply of the goods and services as described above.
2. Bidding will be conducted through the One Envelope International Competitive Bidding procedures specified in the UNOPS Procurement Manual and is open to all eligible Bidders as defined in this ITB.
3. Interested eligible Bidders may obtain further information from Procurement Unit, [srpc.procurement@unops.org](mailto:srpc.procurement@unops.org)
4. Qualifications requirements are specified in the ITB.
5. Bids must be delivered as specified in the Instructions to Bidders of this ITB (please read this part carefully). Late bids will be rejected
6. UNOPS strongly encourages all Bidders to subscribe to the Tender Alert Service available on the United Nations Global Market Place ([www.ungm.org](http://www.ungm.org)). This will allow Bidders to be notified automatically of all UNOPS business opportunities for the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the [UNGM Interactive Guide for Suppliers](#).

**Pre-cleared by:**

Date: 27/12/13



**Bozidar Radivojevic**  
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**Approved by:**

Date:



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# ITB for Procurement of Goods

## Summary

### **Section I. Instructions to Bidders**

This Section provides information to help Bidders prepare their bids. Information is also provided on the submission, opening, and evaluation of bids and on the award of Contracts. Section I contains provisions that are to be used without modification.

### **Section II. Bidding Forms**

This Section includes the forms for the Bid Submission, Price Schedules, Bid Security, and the Manufacturer's Authorization to be submitted with the Bid.

### **Section III. Schedule of Requirements**

This Section includes the List of Goods and Related Services, the Delivery and Completion Schedules, the Technical Specifications and the Drawings that describe the Goods and Related Services to be procured.

### **Section IV. UNOPS General Conditions for Goods (GCG)**

This Section includes the general clauses to be applied in all contracts. The text of the clauses in this Section shall not be modified.

### **Section V: Contract Forms**

This Section includes the form for the Agreement, which, once completed, incorporates corrections or modifications to the accepted bid that are permitted under the Instructions to Bidders, the General Conditions for Goods, and the Special Conditions for Goods. The forms for Performance Security and Advance Payment Security, when required, shall only be completed by the successful Bidder after contract award.

# Section I. Instructions to Bidders

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## Section I. Instructions to Bidders

### A. General

#### 1. Scope of Bid

- 1.1 The type of Goods and Related Services to be purchased is: **construction material**

#### 2. Source of Funds

- 2.1 UNOPS intends to apply a portion of the funds it has received from funding sources to eligible payments under the contract for the procurement of new brand name medical equipment for Presevo maternity ward.

#### 3. Fraud and Corruption

- 3.1 It is UNOPS policy to require that Bidders, suppliers, and contractors and their subcontractors under UNOPS contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, UNOPS:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
  - (i) bribery is the act of unduly offering, giving, receiving or soliciting anything of value to influence the process of procuring goods or services, or executing contracts;
  - (ii) extortion or coercion is the act of attempting to influence the process of procuring goods or services, or executing contracts by means of threat of injury to person, property or reputation;
  - (iii) fraud is the misrepresentation of information or facts for the purpose of influencing the process of procuring goods or services, or executing the contracts, to the detriment of UNOPS or other participants;
  - (iv) collusion is the agreement between Bidders designed to result in bids at artificial prices that are not competitive.
- (b) will reject a proposal to award a contract if it determines that a vendor recommended for award has engaged in corrupt practices in competing for the contract in question;
- (c) will declare a vendor ineligible, either indefinitely or for a stated period of time, to become a UN registered vendor if it at any time determines that the vendor has engaged in corrupt practices in competing for or in executing a UNOPS contract;
- (d) will cancel or terminate a contract if it determines that a vendor has engaged in corrupt practices in competing for or in executing a UNOPS contract;
- (e) will normally requires a UNOPS vendor to allow UNOPS, or any person that UNOPS may designate, to inspect or carry out audits of the vendor's accounting records and financial statements in connection with the contract.

- 3.2 Any vendor participating in UNOPS' procurement activities, shall facilitate to UNOPS personnel upon first request, all documents, records and other elements needed by UNOPS to investigate the allegations of misconduct by either vendors or any other party to the procurement activities. The absence of such cooperation may be sufficient grounds for the debarment of the vendor from UNOPS vendor roster and may lead to suspension following review by UNOPS Vendor Review Committee.

- 3.3 Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UNOPS Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UNOPS Ethics Officer (during preliminary reviews in line with UNOPS whistle blower policy) as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNOPS to repudiate and terminate the contract, and to debar and remove the supplier from UNOPS's list of registered suppliers.

- 3.4 Information regarding Bid Protest can be found at:

<http://www.unops.org/english/whatwedo/services/procurement/Pages/Procurementpolicies.aspx>

**4. Eligible Bidders**

- 4.1 A Bidder, and all parties constituting the Bidder, may have the nationality of any country.
- 4.2 A Bidder shall not have a conflict of interest. All Bidders found to have conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they:
- i) are or have been associated in the past, 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 to be purchased under these Bidding Documents ; or
  - ii) submit more than one bid in this bidding process, except for alternative offers permitted under Instructions to Bidders Clause 13. However, this does not limit the participation of subcontractors in more than one bid.
- 4.3 A Bidder that is under a declaration of ineligibility by UNOPS in accordance with Instructions to Bidders Clause 3, at the date of contract award, shall be disqualified. Bidders shall not be eligible to submit a bid when at the time of bid submission:
1. Suppliers are already suspended by UNOPS; or,
  2. Supplier's names are mentioned in the UN 1267 Terrorist list issued by the Security Council resolution 1267 which establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban; or,
  3. Suppliers are suspended by the UN Procurement Division (UNPD); or,
  4. Suppliers have been declared ineligible by the World Bank (see <http://www.worldbank.org/debarr>).
- 4.4 Bids may be submitted by a Joint Venture (JV). In the case of a JV:
- a. The duly filled Form 6: Joint Venture Partner Information Form of Section II, Bidding Forms must be included with the Bid; and
  - b. All parties to the JV shall be jointly and severally liable; and
  - c. The JV shall nominate a Representative who shall have the authority to conduct all businesses:
    - for and on behalf of any and all the parties of the JV during the bidding process; and
    - in the event the JV is awarded the Contract, during contract execution.

**5. Eligible Goods and Related Services**

- 5.1 All the Goods and Related Services to be supplied under the Contract may have their origin in any country.
- 5.2 For purposes of this Clause, the term “origin” means the country where the goods have been mined, grown, cultivated, produced, manufactured or processed; or, through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.

**B. Contents of Bidding Documents****6. Sections of Bidding Documents**

- 6.1 The Bidding Documents consist of:
- Section I. Instructions to Bidders
  - Section II. Bidding Forms
  - Section III. Schedule of Requirements
  - Section IV. General Conditions for Goods (GCG)
  - Section V. Contract Forms
- 6.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.

- 6.3 Bidders are cautioned to read the specifications carefully, as there may be special requirements. The technical specifications presented herein are not to be construed as defining a particular manufacturer's product. Bidders are encouraged to advise UNOPS, if they disagree.
- 6.4 The specifications are the minimum requirements for the products. Products offered must meet or exceed all requirements herein. The products shall conform in strength, quality and workmanship to the accepted standards of the relevant industry. Modifications of or additions to basic standard products of less size or capability to meet these requirements will not be acceptable.
- 7. Clarification of Bidding Documents**
- 7.1 A prospective Bidder requiring any clarification of the Bidding Documents shall contact UNOPS in writing at [srcp.procurement@unops.org](mailto:srcp.procurement@unops.org). UNOPS will respond in writing to any request for clarification, provided that such request is received no later than 4 (four) days prior to the deadline for submission of bids. UNOPS shall forward copies of its response to all those who have acquired the Bidding Documents directly from it, including a description of the inquiry but without identifying its source.
- 8. Amendment of Bidding Documents**
- 8.1 At any time prior to the deadline for submission of bids, UNOPS may amend the Bidding Documents by issuing amendment.
- 8.2 Any amendment issued shall be part of the Bidding Documents and shall be communicated in writing to all who have obtained the Bidding Documents directly from UNOPS.
- 8.3 To give prospective Bidders reasonable time in which to take an amendment into account in preparing their bids, UNOPS may, at its discretion, extend the deadline for the submission of bids.

### C. Preparation of Bids

**9. Cost of Bidding**

- 9.1 The Bidder shall bear all costs associated with the preparation and submission of its bid.

**10. Language of Bid**

- 10.1 The Bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and UNOPS, shall be written in English language. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages into English, in which case, for purposes of interpretation of the Bid, such translation shall govern.

**11. Documents Comprising the Bid**

- 11.1 The Bid shall comprise the following:

- (a) Bid Submission Form and the applicable Price Schedules, in accordance with Instructions to Bidders Clauses 12, 14, and 15;
- (b) Bid Security in accordance with Instructions to Bidders Clause 21
- (c) documentary evidence in accordance with Instructions to Bidders Clause 16 establishing the Bidder's eligibility to bid;
- (d) documentary evidence in accordance with Instructions to Bidders Clause 17, that the Goods and Related Services to be supplied by the Bidder are of eligible origin;
- (e) documentary evidence in accordance with Instructions to Bidders Clauses 18 and 30, that the Goods and Related Services conform to the Bidding Documents;
- (f) documentary evidence in accordance with Instructions to Bidders Clause 19 establishing the Bidder's qualifications to perform the contract if its bid is accepted.

**12. Bid Submission Form and Price Schedules**

- 12.1 The Bidder shall submit the Bid Submission Form and the Price Schedules using the forms furnished in Section II, Bidding Forms.

**13. Alternative Bids**

- 13.1 Alternative Bids will not be accepted. In the event of a supplier submitting more than one Bid, the following shall apply:
- (a) All Bids marked alternative Bids will be rejected and only the base Bid will be evaluated.
  - (b) All Bids will be rejected if no indication is provided as to which Bids are alternative Bids.

**14. Bid Prices and Discounts**

- 14.1 The prices and discounts quoted by the Bidder in the Bid Submission Form and in the Price Schedules shall conform to the requirements specified below. Unit prices and total prices shall be quoted as specified in Price Schedule included in Section II, Bidding Forms. Bidders are allowed the option to submit the Bid for any one or more lots specified in the Schedule of Requirements, see Section III, and to offer discounts for combined lots. However, Bidders shall quote for the complete requirement of Goods and Related Services specified under each lot on a single responsibility basis. Incomplete offers for the quoted lots, will be rejected.
- 14.2 The term DAP (bidder to cover the costs of custom clearance agency if needed) and other similar terms shall be governed by the rules prescribed in the Incoterms 2011, published by The International Chamber of Commerce.
- 14.3 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 shall be treated as non responsive and shall be rejected.

**15. Currencies of Bid**

The Bidder shall quote in RSD for domestic and in EUR or USD for international companies.

**16. Documents Establishing the Eligibility of the Bidder**

- 16.1 To establish their eligibility in accordance with Instructions to Bidders Clause 4, Bidders shall:
- a) complete the Bid Submission Form, included in Section II, Bidding Forms.

**17. Documents Establishing the Eligibility of the Goods and Related Services**

- 17.1 To establish the eligibility of the Goods and Related Services in accordance with Instructions to Bidders Clause 5, Bidders shall complete the country of origin declarations in the Price Schedule Forms, included in Section II, Bidding Forms.

**18. Documents Establishing the Conformity of the Goods and Related Services**

- 18.1 To establish the conformity of the Goods and Related Services to the Bidding Documents, the Bidder shall furnish as part of its Bid the documentary evidence that the Goods conform to the technical specifications and standards specified in Section III, Schedule of Requirements.
- 18.2 Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by UNOPS in the Schedule of Requirements, are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to UNOPS's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Schedule of Requirements.

**19. Documents Establishing the Qualifications of the Bidder**

- 19.1 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to UNOPS's satisfaction:
- (a) that the Bidder meets each of the qualification criterion specified in Instructions to Bidders, Sub-section 38.4.

**20. Period of Validity of Bids**

- 20.1 Bids shall remain valid for a period of 120 (one hundred twenty) days after the bid submission deadline date prescribed by UNOPS. A bid valid for a shorter period shall be rejected by UNOPS as non responsive.

20.2 In exceptional circumstances, prior to the expiration of the bid validity period, UNOPS may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. If a Bid Security is requested in accordance with Instructions to Bidders Clause 21, it shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its bid.

## 21. Bid Security

21.1 A Bid Security as part of the Bidder's bid **shall** be required.

21.2 The Bid Security shall be in original, in favour of UNOPS Sumatovacka 59, 11 000 Belgrade, in the amount equivalent to **RSD 500,000.00**, and denominated in a freely convertible currency, and shall:

- (a) at the Bidder's option, be in the form of either a bank guarantee from a banking institution, as per the form included in Section II, Bidding Forms, or a demand draft, cashier's cheque or irrevocable cheque certified by a banking institution. In the event of Bidders submitting the Bid Security in the form of a cheque or demand draft, such documents shall be accompanied by a signed statement from the issuing bank on its letterhead indicating the validity period and confirming irrevocability of the cheque or demand draft during the required validity period;
- (b) be issued by a reputable institution selected by the Bidder. Reputable banking institutions have to be banks certified by the Central bank of the country to operate as commercial bank;
- (c) be payable promptly upon written demand by UNOPS in case the conditions listed in Instructions to Bidders Clause 21.5 are invoked;
- (d) remain valid for a period of 30 (thirty) days beyond the validity period of the bids, as extended, if applicable, in accordance with Instructions to Bidders Clause 20.2;

21.3 Any bid not accompanied by a substantially responsive Bid Security in accordance with Instructions to Bidders Sub-Clause 21.2, shall be rejected by UNOPS as non-responsive.

21.4 The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the Performance Security pursuant to Instructions to Bidders Clause 44.

21.5 The Bid Security may be forfeited:

- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Submission Form, except as provided in Instructions to Bidders Sub-Clause 20.2; or
- (b) if the successful Bidder fails to:
  - (i) sign the Contract in accordance with Instructions to Bidders Clause 43;
  - (ii) furnish a Performance Security in accordance with Instructions to Bidders Clause 44;
  - (iii) accept the arithmetical correction in accordance with Instructions to Bidders Clause 33.

21.6 The Bid Security of a joint venture (JV) must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Security shall be in the names of all future partners as named in the letter of intent mentioned in Section II, Bidding Forms, JV Partner Information Form, Item 4.

## 22. Format and Signing of Bid

22.1 The Bidder shall prepare one original of the documents comprising the bid as described in Instructions to Bidders Clause 11 and clearly mark it "ORIGINAL." No copy of the bid is required.

22.2 The original of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder.

22.3 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the Bid.



**D. Submission and Opening of Bids****23. Submission, Sealing and Marking of Bids**

23.1 Bidders may always submit their bids by mail or by hand. Bidders **shall not** have the option of submitting their bids electronically.

(a) Bidders submitting bids by mail or by hand, shall enclose the original of the Bid in a sealed envelope, which shall:

- bear the name and address of the Bidder as well as the ITB reference number;
- be addressed to UNOPS in accordance with Instructions to Bidders Sub-Clause 24.1;
- bear a warning “Not to be opened by registry”;
- if the envelope is not sealed and marked as required, UNOPS will assume no responsibility for the misplacement or premature opening of the bid.

**24. Deadline for Submission of Bids**

24.1 Bids must be received by UNOPS at Sumatovacka 59, 11 000 Belgrade, Republic of Serbia and no later than **20 January 2014, 12:00h noon, CET** (ref.: [www.timeanddate.com/worldclock](http://www.timeanddate.com/worldclock)).

24.2 UNOPS may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with Instructions to Bidders Clause 8, in which case all rights and obligations of UNOPS and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

**25. Late Bids**

25.1 UNOPS shall not consider any bid that arrives after the deadline for submission of bids, in accordance with Instructions to Bidders Clause 24. Any bid received by UNOPS after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder (or Bidders will be notified if the bid has been submitted electronically).

**26. Withdrawal, Substitution, and Modification of Bids**

26.1 Prior to the deadline prescribed for submission of bids, a Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice.

26.2 Bids requested to be withdrawn in accordance with Instructions to Bidders Sub-Clause 26.1 shall be shredded if there is no requirement for Bid Security or shall be returned unopened to the Bidders if a Bid Security is required.

26.3 No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.

**27. Bid Opening**

27.1 UNOPS shall conduct the bid opening in public at the following address, date and time.

Street Address: Sumatovacka 59

Floor/ Room number: Conference room

City: Belgrade

Country: Republic of Serbia

Date: 20 January 2014

Time: 12:30h CET, (ref.: [www.timeanddate.com/worldclock](http://www.timeanddate.com/worldclock)).

27.2 Envelopes shall be opened one at a time, reading out: the name of the Bidder and the Bid Prices; and any other details as UNOPS may consider appropriate. No Bid shall be rejected at Bid opening except for late bids, in accordance with Instructions to Bidders Sub-Clause 25.1.

27.3 UNOPS shall prepare a record of the Bid opening that shall include, as a minimum: the name of the Bidder and the Bid.

## E. Evaluation and Comparison of Bids

### 28. Confidentiality

- 28.1 Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until publication of the Contract Award.
- 28.2 Any effort by a Bidder to influence UNOPS in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its Bid.

Notwithstanding Instructions to Bidders Sub-Clause 27.2, from the time of bid opening to the time of Contract Award, if any Bidder wishes to contact UNOPS on any matter related to the bidding process, it should do so in writing.

### 29. Clarification of Bids

- 29.1 To assist in the examination, evaluation, comparison and post-qualification of the bids, UNOPS may, at its discretion, ask any Bidder for a clarification of its Bid. UNOPS's request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted.

### 30. Responsiveness of Bids

- 30.1 UNOPS's determination of a bid's responsiveness is to be based on the contents of the bid itself.
- 30.2 A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the Bidding Documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
- affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or
  - limits in any substantial way, inconsistent with the Bidding Documents, UNOPS's rights or the Bidder's obligations under the Contract; or
  - if rectified would unfairly affect the competitive position of other Bidders presenting substantially responsive bids.

UNOPS considers material deviation to include but not to be limited to the following situations:

- (d) During preliminary examination of bids (verification of formal criteria):
- Lack of proper bid securities in terms of change in the wording (not consistent with the prescribed format), amount, or validity period.
  - Absence of bid form, change in the wording (not consistent with the prescribed format) or lack of signature of key portions of the bid form.
  - The Bidder does not accept important Contract conditions, i.e. related to Performance Security, Warranty, Force Majeure, Applicable Law, Delivery Schedule, Payment Terms, Limitation of Liability, etc..
  - Non historical documents required in the ITB, i.e. document specifically related to the tender and one that the Bidder could not be expected to possess before the ITB was issued, have not been provided .
- (e) During technical evaluation of bids and qualification of Bidders:
- Specifications of the item quoted vary in one or more significant respect(s) from the minimum required Technical Specifications.
  - Bidders do not meet the minimum post-qualification requirements.
- (f) During financial evaluation of bids:
- The Bidder does not accept the required price correction as per ITB conditions.
  - The Bidder offers less quantity than what is required.

- 30.3 If a bid is not substantially responsive to the Bidding Documents, it shall be rejected by UNOPS and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

### 31. Nonconformities, Errors, and Omissions

- 31.1 Provided that a Bid is substantially responsive, UNOPS:

- (a) may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.
- (b) may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.
- (c) shall correct arithmetical errors on the following basis:
  - If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNOPS there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
  - if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
  - if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

31.2 If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be rejected and its Bid Security may be forfeited.

### **32. Preliminary Examination of Bids**

32.1 UNOPS shall examine the bids to confirm that all documents and technical documentation requested in Instructions to Bidders Clause 11 have been provided, and to determine the completeness of each document submitted.

### **33. Examination of Terms and Conditions and Technical Evaluation**

33.1 UNOPS shall examine the Bid to confirm that it does not contain material deviation or reservation related to the conditions and requirements specified in the GCG, Section IV, and in the Schedule of Requirements, Section III.

33.2 If, after the examination of the terms and conditions and the technical evaluation, UNOPS determines that the Bid is not substantially responsive in accordance with Instructions to Bidders Clause 30, it shall reject the Bid.

### **34. Conversion to Single Currency**

34.1 For evaluation and comparison purposes, UNOPS shall convert all bid prices expressed in amounts in various currencies into an amount in USD, using the United Nations exchange rates established for the month in which the bids are opened.

### **35. Domestic Preference**

35.1 Domestic preference shall not be a factor in bid evaluation.

### **36. Evaluation of Bids**

36.1 UNOPS shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.

36.2 To evaluate a Bid, UNOPS shall consider the following:

- (a) evaluation will be done for all Items and per Item; UNOPS reserves the right to make one or multiple contractual arrangements (for all items of per item);
- (b) price adjustment for correction of arithmetic errors in accordance with Instructions to Bidders Sub-Clause 31;
- (c) price adjustment due to discounts offered in accordance with Instructions to Bidders Sub-Clause 14.1;

36.3 UNOPS's evaluation of a bid will exclude and not take into account:

- (a) Customs duties and other import taxes, sales and other similar taxes, which will be payable on the Goods if the contract is awarded to the Bidder;

- (b) Any allowance for price adjustment during the period of execution of the contract, if provided in the bid.

### 37. Comparison of Bids

- 37.1 UNOPS shall compare all substantially responsive bids to determine the lowest priced compliant offer, in accordance with Instructions to Bidders Clause 36.
- 37.2 Bid comparison will be made on the total cost, delivered to final destination. UNOPS reserves the right to compare freight prices of Bidders with rates of reputable freight forwarders and to consider such rates for the purpose of bid evaluation. In the event of freight prices of Bidders being found less competitive than rates offered by freight forwarders, UNOPS may issue a Contract on FCA basis to the Vendor instead of CPT/CFR, and issue a separate contract for freight to a freight forwarder, if deemed in the best financial interest of UNOPS.

### 38. Post-qualification of the Bidder

- 38.1 UNOPS shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated and substantially responsive bid is qualified to perform the Contract satisfactorily.
- 38.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to Instructions to Bidders Clause 19.
- 38.3 An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the bid, in which event UNOPS shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.
- 38.4 After determining the lowest priced substantially compliant offer in accordance with Instructions to Bidders Sub-Clause 37.1, UNOPS shall carry out the post-qualification of the Bidder in accordance with Instructions to Bidders Clause 38, using only the requirements specified. Requirements not included in the text below shall not be used in the evaluation of the Bidder's qualifications.
- (a) Financial Capability  
The Bidder shall provide the following documentary evidence:
- **Document from Business Registers Agency (Izvod iz APR)**
  - **Tax administration receipt that the company paid all local and national taxes (Potvrda o izmirenim porezima i drugim javnim dadzbinama)**
  - **Minimum of RSD 5,000,000.00 of total turnover of all contracts within the last 3 years. Financial statements and solvency reports for last 3 years to be provided (Izvestaj o bonitetu ili bilansi stanja i uspeha za zadnjih 3 godina).**
- (b) Experience and Technical Capacity  
The Bidder shall furnish documentary evidence to demonstrate that it meets the following experience requirement(s):
- **Bidder should be in continuous business of supplying the specific goods as specified in the 'Schedule of requirement' during the last 3 (three) year**
  - **Bidder shall have adequate access for onloading and offloading of at least 5t truck**
  - **Bidder shall have in its possession the covered ground for adequate storing of the construction material**
- (c) Additional Requirements:
- **Bidders shall provide catalogue, brochure or similar document that will prove the required technical characteristics of the goods offered.**

- 38.5 Notwithstanding anything stated above, UNOPS reserves the right to assess the Bidder's capabilities and capacity to execute the Contract satisfactorily before deciding on award.

- 38.6 Even though the Bidders meet the above qualifying criteria, they are subject to 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.

**39. UNOPS's Right to Accept Any Bid, and to Reject Any or All Bids**

- 39.1 UNOPS reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.

**F. Award of Contract****40. Award Criteria**

- 40.1 In the event of a Contract award, UNOPS shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.
- 40.2 Before the award of Contract, UNOPS may inspect the manufacturing facilities of the lowest evaluated responsive Bidder to assess his capability to successfully perform the Contract as per the terms and conditions specified in the ITB.

**41. UNOPS's Right to Vary Quantities at Time of Award**

- 41.1 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 III, Schedule of Requirements.

**42. Publication of Contract Award**

- 42.1 UNOPS shall publish in UNOPS website (<http://www.unops.org/english/whatweneed/Pages/Contractawards.aspx>) the following information: the ITB Reference Number, the Description of the Goods / Services procured, the Beneficiary Country, The Supplier Name and Country, the Contract Value and the Issue Date of the Contract. After publication of the award, unsuccessful Bidders may request in writing to UNOPS for a debriefing seeking explanations on the grounds on which their bids were not selected. UNOPS shall promptly respond in writing to any unsuccessful Bidder who, after Publication of contract award, requests a debriefing.
- 42.2 Upon the successful Bidder's furnishing of the signed Contract Form and performance security pursuant to Instructions to Bidders Clause 44, UNOPS will promptly notify and will discharge the Bid Security of each unsuccessful Bidder, pursuant to Instructions to Bidders Clause 21.4.

**43. Signing of Contract**

- 43.1 Prior to the expiration of the period of bid validity, UNOPS shall send the successful Bidder the Contract and the Special Conditions for Goods.
- 43.2 Within 14 (fourteen) days of receipt of the Contract, the successful Bidder shall sign, date, and return it to UNOPS.

**44. Performance Security**

- Before signing the contract the successful Bidder shall provide Bank guarantee for performance in the amount of **RSD 1,000,000.00**.

## Section II. Bidding Forms

### Table of Forms

1. Bidder Information Form
2. Bid Submission Form
3. Price Schedule Form
4. Technical Specification Form (Comparative Data Table)
5. Bid Security (Bank Guarantee) Form
6. Joint Venture Partner Information Form

# 1. Bidder Information Form

## 1. Expertise of Organization:

Please fill in

Organization structure (e.g. service provider, wholesaler, trader, manufacturer)	
Years of company experience	
Areas of expertise of organization	
Current Licenses if any, and Permits (with dates, numbers and expiration dates)	
Health Authority Registration Information	
Production Capacity	

## 2. Quality Assurance Certification:

International Quality Management System (QMS)	
List of other ISO certificates or equivalent certificates	
Presence and characteristics of in-house quality control laboratory	

## 3. Expertise of Staff:

Total number of staff	
Number of staff involved in similar supply contracts	

## 4. Client Reference List:

Please provide references such as client details, commercial bank details, etc.

Name of company:	Contact person:	Telephone:	E-mail:
1.			
2.			
3.			

## 5. Contact details of persons that UNOPS may contact for requests for clarification during bid evaluation:

Name/Surname	
Tel Number (direct)	
Email address (direct):	

PS: This person must be available during the next two weeks following receipt of bid

## 2. Bid Submission Form

*[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.: *[insert number of bidding process]*

Invitation to Bid No.: *[insert No of ITB]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Purchaser]*

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 GCC Clause 12 for the due performance of the Contract;
- (g) We, including any subcontractors or suppliers for any part of the contract, have nationality from countries \_\_\_\_\_ *[insert the nationality of the Bidder, including that of all parties that comprise the Bidder, if the Bidder is a JV, and the nationality each subcontractor and supplier]*
- (h) We have no conflict of interest in accordance with Instructions to Bidders Sub-Clause 4.2;
- (i) 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;
- (j) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.



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]*

### 3. Price Schedule Form

<b>BIDDER'S TOTAL PRICES (Price &amp; Currency to be entered by Bidder):</b>					
<b>TOTAL FIRM DAP PRICE - DAP:</b>					
All construction material is expected to be delivered in the City of Belgrade territory. Exact addresses are to be determined. UNOPS will organise and pay the delivery of construction material <b>out</b> of City of Belgrade territory, if needed.  Onloading and offloading of construction material to be included in offered price when delivered in Belgrade area. Onloading of construction material to be included in the offered price when the construction material is to be delivered <b>out</b> of Belgrade area.					
<b>REQUESTED OFFER VALIDITY PERIOD FROM DATE OF OFFER SUBMISSION:</b>					
Days (120 days)					
<b>IMPORTANT NOTES:</b>					
<ol style="list-style-type: none"> <li>1. Unit prices will be used for evaluation purposes only</li> <li>2. Construction material will be ordered in accordance with actual programme needs during one year period</li> <li>3. Estimated amount for purchase of construction material during one year period is USD 170,000.00</li> <li>4. Below defined quantities will be purchased in beginning of 2014 for reconstruction of privately owned houses in Belgrade defined by LBHT programme</li> <li>5. Partial bids per items are not allowed. Bidders are obliged to submit the bid for all specified items.</li> <li>6. UNOPS reserves the right to make one or multiple contractual arrangements (for all items or per item)</li> <li>7. Separate PO will be prepared for each order</li> </ol>					
<b>BIDDER'S UNIT PRICES (Price &amp; Currency to be entered by Bidder)</b>					
ITEM	DESCRIPTION		QTY	CURRENCY:	
				UNIT PRICE DAP	TOTAL PRICE DAP
I	<b>Kompletan materijal za izradu novog krova (drvena gradnja, krovni pokricav - crep, folija I izolacija). Sav potreban materijal domaceg proizvodjaca</b>				
1	<i>Crep</i>	pcs	4,735.00		
2	<i>Slmenjaci</i>	pcs	49.00		
3	<i>Greda 10/12 cm L 6 m.</i>	m3	10.80		
4	<i>Letva 3/5</i>	m1	1,325.00		
5	<i>Letva 2/4</i>	m1	730.00		
6	<i>Daska 24 mm</i>	m3	10.10		
7	<i>Ekseri 40mm</i>	kg	22.00		
8	<i>Ekseri 70mm</i>	kg	30.00		

9	<i>Ekseri 120-150mm</i>	kg	68.00		
10	<i>Aluminijumska krovna folija</i>	m2	562.00		
11	<i>Krovna mineralna vuna</i>	m2	502.00		
				Subtotal:	
<b>II</b>	<b>Materijal za demit fasadu: stiropor, lepak, mrezica, tiplovi, bavalit</b>				
1	<i>Lepak za stiropor</i>	kg	7,000.00		
2	<i>Fasadni stiropor 5 cm,</i>	m2	1,040.00		
3	<i>Plasticni tipl 10 cm</i>	pcs	4,080.00		
4	<i>Staklena mrezica</i>	m2	1,107.50		
5	<i>Prajmer za bavalit</i>	kg	228.00		
6	<i>Bavalit</i>	kg	3,260.00		
7	<i>Pocetna lajsna za demit fasadu</i>	m1	223.00		
8	<i>Ugaona lajsna za demit fasadu</i>	m1	272.00		
				Subtotal:	
<b>III</b>	<b>Materijal za izradu betonske podne ploce d=12 cm, na delu WC a I kuhinje</b>				
1	<i>Armaturna mreza Q 188</i>	kg	520.00		
				Subtotal:	
<b>IV</b>	<b>Hidroizolacija podne ploce, hidroizolacioni premaz Sika sl 17 ili sl</b>				
1	<i>Horizontalni premaz</i>	kg	375.00		
				Subtotal:	
<b>V</b>	<b>Septicka jama (materijal I rad)- - 3 x 3 x 3 m</b>				
1	<i>Cigla</i>	pcs	3,840.00		
2	<i>Armaturna mreza Q 335</i>	pcs	3.00		
3	<i>Daska 24 mm</i>	m3	1.50		
4	<i>Ekseri 40 mm</i>	kg	3.00		
				Subtotal:	
<b>VI</b>	<b>Materijal za izradu kupatila I WC a , komplet oprema, bojler, sanitarije, keramika, cevi I ostalo. Uracunata kanalizacija do septicke jame i Vik za kuhinju. Sav potreban materijal I oprema domaceg proizvođača.</b>				
1	<i>Keramicke plovice podne</i>	m2	40.08		
2	<i>Keramicke plovice zidne</i>	m2	132.17		
3	<i>Ugaone lajsne za keramiku</i>	pcs	15.00		
4	<i>Lepak za keramiku - dzak 25 kg</i>	bag	55.00		
5	<i>Fug masa</i>	kg	59.00		

6	<i>Akrilna kada</i>	pcs	5.00		
7	<i>Bojler</i>	pcs	5.00		
8	<i>Lavabo sa baterijom za toplu I hladnu vodu -</i>	pcs	5.00		
9	<i>WC solja komplet</i>	pcs	5.00		
10	<i>Niskomontazni vodokotlic</i>	pcs	5.00		
11	<i>Ogledalo</i>	pcs	5.00		
12	<i>Slavina za lavabo</i>	pcs	5.00		
13	<i>Baterija za toplu I hladnu vodu, sa crevom</i>	pcs	5.00		
14	<i>Drzac sapuna</i>	pcs	5.00		
15	<i>Drzac peskira</i>	pcs	5.00		
16	<i>Drzac toalet papira</i>	pcs	5.00		
17	<i>Cetka za WC sa postoljem</i>	pcs	5.00		
18	<i>Silikon</i>	pcs	10.00		
	<b><i>Elektroinstalacije - (za ves masinu, bojler, grejalica, uticnica za fen).</i></b>				
19	<i>Kabla PP-Y 3 x 2,5 mm</i>	m1	350.00		
20	<i>Kabla PP-Y 3 x 1,5 mm</i>	m1	200.00		
21	<i>Dozna 100 x 100 mm</i>	pcs	11.00		
22	<i>Dozna f60</i>	pcs	70.00		
23	<i>Dozna F 78</i>	pcs	15.00		
24	<i>Indikator za kupatilo</i>	pcs	5.00		
25	<i>Suko uticnica</i>	pcs	10.00		
26	<i>Bakelitno sijalicno grlo E 27</i>	pcs	25.00		
27	<i>Izolir traka</i>	pcs	7.00		
28	<i>Gips u prahu</i>	kg	75.00		
29	<i>Kupatilska grejalica</i>	pcs	5.00		
	<b><i>Instalacije V I K</i></b>				
30	<i>Polipropilenske vodovodne cevi</i>				
	<i>f25</i>	m1	40.00		
	<i>f20</i>	m1	100.00		
31	<i>Polipropilenski ventil sa kapom</i>				
	<i>f25</i>	pcs	5.00		
	<i>f20</i>	pcs	15.00		
32	<i>EK ventil 1/2" na 3/8"</i>	pcs	25.00		
33	<i>Slavina za ves masinu</i>	pcs	5.00		

34	<i>Polipropilensko koleno</i>				
	<i>f 25</i>	pcs	50.00		
	<i>f 20</i>	pcs	140.00		
35	<i>Polipropilenski T komad</i>				
	<i>f 25</i>	pcs	15.00		
	<i>f 20</i>	pcs	60.00		
36	<i>Polipropulenski T komad f 25 / f 20</i>	pcs	30.00		
37	<i>Polipropulenska redukcija f 25 / f 20</i>	pcs	25.00		
38	<i>Polipropulenski obilazni luk f 20</i>	pcs	15.00		
39	<i>Polipropulensko završno koleno f 20</i>	pcs	50.00		
40	<i>PVC kanalizaciona cev</i>				
	<i>f 110/2000</i>	pcs	15.00		
	<i>f 110/1000</i>	pcs	10.00		
	<i>f 110/500</i>	pcs	10.00		
	<i>f 110/250</i>	pcs	10.00		
	<i>f 50/2000</i>	pcs	5.00		
	<i>f 50/1000</i>	pcs	40.00		
	<i>f 50/500</i>	pcs	30.00		
	<i>f 50/250</i>	pcs	50.00		
41	<i>PVC slivnik f 50 sa resetkom</i>	pcs	5.00		
42	<i>Sifon za ves masinu</i>	pcs	5.00		
43	<i>PVC kosa racva</i>				
	<i>f 110/110</i>	pcs	10.00		
	<i>f 110/50</i>	pcs	10.00		
	<i>f 50/50</i>	pcs	30.00		
44	<i>PVC luk</i>				
	<i>f 110/45</i>	pcs	30.00		
	<i>f 110/90</i>	pcs	20.00		
	<i>f 50/45</i>	pcs	80.00		
	<i>f 50/90</i>	pcs	40.00		
45	<i>PVC redukcija f 110/50</i>	pcs	5.00		
46	<i>Pocinkovana ventilaciona glava f 150/110</i>	pcs	5.00		
	<b><i>Odvod vode do septicke jame</i></b>				
47	<i>PVC kanalizaciona cev</i>				
	<i>f 160/2000</i>	pcs	90.00		

	<i>f 160/1000</i>	pcs	10.00		
48	<i>PVC redukcija f 160/110</i>	pcs	5.00		
49	<i>PVC ventilaciona glava f 110/70</i>	pcs	5.00		
	<b><i>Dovod vode u kucu</i></b>				
50	<i>Okiten crevo f 32</i>	m1	15.00		
51	<i>Poluspojnicna f 32/na 3/4"</i>	pcs	4.00		
52	<i>Polipropilenski muf sa untrasnjim navojem f 25</i>	pcs	2.00		
				Subtotal:	
<b>VII</b>	<b>Materijal za pregradni zid u kupatilu od vlagootpornih GK ploca, I zatvaranje otvora prozora u sobama</b>				
1	<i>Gips karton vlagootporna ploca - 12,5 mm - 1250/2750</i>	m2	30.00		
2	<i>Ispuna 5 kg</i>	kg	10.00		
3	<i>CW-Profil 75x0,6 -2750 mm</i>	m1	30.00		
4	<i>UW-Profil 75x40x0,6 - 4000 mm</i>	m1	15.00		
5	<i>Vijci TN 25</i>	pcs	1,000.00		
6	<i>Tipla s vijkom K 6/35 mm,</i>	pcs	100.00		
7	<i>Mineralna vuna 50 mm</i>	m2	15.00		
				Subtotal:	
<b>VIII</b>	<b>Materijal za gips kartonski pregradnji zid u potkrovlju</b>				
1	<i>Gips karton vlagootporna ploca - 12,5 mm - 1250/2750</i>	m2	100.00		
2	<i>Ispuna</i>	kg	25.00		
3	<i>CW-Profil 75x0,6 -2750 mm</i>	m1	100.00		
4	<i>UW-Profil 75x40x0,6 - 4000 mm</i>	m1	35.00		
5	<i>Vijci TN 25</i>	pcs	2,000.00		
6	<i>Tipla s vijkom K 6/35 mm,</i>	pcs	100.00		
7	<i>Mineralna vuna 50 mm</i>	m2	50.00		
				Subtotal:	
<b>IX</b>	<b>Razvod struje u kanalicama nadzidno u sobama u kuhinji - po strujnom mestu Sav potreban materijal domaceg proizvojjaca.</b>				
1	<i>Kabl PP - Y 3 x 1,5</i>	m1	220.00		
2	<i>Kabl PP - Y 3 x 2,5</i>	m1	450.00		
3	<i>Kabl PP - Y 3 x 3,5</i>	m1	20.00		
4	<i>PVC Kanalice 16 x 16 mm</i>	m1	40.00		
5	<i>Prekidac jednopolni 10 A</i>	pcs	25.00		

6	<i>Suko uticnica</i>	pcs	55.00		
7	<i>Trofazna uticnica</i>	pcs	3.00		
				<b>Subtotal:</b>	
<b>X</b>	<b>Prozori I vrata - domace proizvodnje</b>				
1	Jednokrilna vrata				
1.1	<i>Drvena vrata 70 x 200 cm</i>	pcs	3.00		
1.2	<i>Drvena vrata 80 x 200 cm</i>	pcs	7.00		
1.3	<i>Drvena vrata 90 x 200 cm</i>	pcs	5.00		
2	Dvokrilni PVC prozori				
2.1	<i>PVC prozor 160 x 120</i>	pcs	17.00		
2.2	<i>PVC prozor 160 x 120</i>	pcs	1.00		
2.3	<i>PVC prozor 60 x 60</i>	pcs	2.00		
2.4	<i>PVC prozor 80 x 60</i>	pcs	1.00		
2.5	<i>PVC prozor 60 x 80</i>	pcs	2.00		
2.6	<i>PVC prozor 105 x 115</i>	pcs	3.00		
3	Jednokrilna PVC vrata				
3.1	<i>Ulazna vrata PVC 100 x 205</i>	pcs	2.00		
3.2	<i>Ulazna vrata PVC 100 x 200</i>	pcs	3.00		
3.3	<i>Ulazna vrata PVC za WC dim. 80 x 200</i>	pcs	1.00		
4	<i>Pur pena</i>	pcs	42.00		
				<b>Subtotal:</b>	
<b>XI</b>	<b>Podne I zidne keramicke plovice za kuhinju, lepak I fug masa</b>				
1	<i>Keramicke plovice podne</i>	m2	7.00		
2	<i>Keramicke plovice zidne</i>	m2	3.00		
3	<i>Ugaone lajsne za keramiku</i>	pcs	2.00		
4	<i>Lepak za keramiku - dzak 25 kg</i>	bag	4.00		
5	<i>Fug masa</i>	kg	4.00		
				<b>Subtotal:</b>	
<b>XII</b>	<b>Laminat I prateci materijal</b>				
1	<i>Laminat, upotrebne klase 32, debljine 7 - 8 mm</i>	m2	175.00		
2	<i>Filc za laminat</i>	m2	175.00		
3	<i>Ugaone lajsne za parket, standardne trougaone</i>	m1	205.00		
4	<i>Metalni sraf sa tiplom DN 6</i>	pcs	200.00		

				Subtotal:		
<b>XIII</b>	<b>Materijal za zidanje i zazidjivanje - smanjenje otvora vrata, blokovi cement pesak</b>					
1	<i>Giter blok 25 x 19 x 19 cm</i>	pcs	1,210.00			
2	<i>Pesak - "1"</i>	m3	17.50			
3	<i>Cement 50 kg</i>	bag	26.00			
4	<i>Sljunak</i>	m3	24.00			
5	<i>Rebrasta armatura fi 10</i>	kg	40.00			
6	<i>Glet masa</i>	bag	2.00			
				Subtotal:		
<b>XIV</b>	<b>Nabavka materijala za izradu betonske ploce tavanice</b>					
1	<i>Fert gredice L do 3,60 m</i>	pcs	67.00			
2	<i>Fert gredice L od 4,8 do 5,20 m</i>	pcs	44.00			
3	<i>Fert ispuna</i>	pcs	1,670.00			
4	<i>sljunak</i>	m3	12.50			
5	<i>cement</i>	bag	76.00			
6	<i>mreza Q 131</i>	kg	363.00			
7	<i>armatura sipka fi 10 mm</i>	kg	250.00			
8	<i>uzengije fi 6 mm</i>	pcs	260.00			
				Subtotal:		
<b>XV</b>	<b>Nabavka materijala - Village house</b>					
1	<i>Krovni pokrivač tipa onduline</i>	m2	0.00			
2	<i>Srafovi I tipovi za Onduline</i>	pcs	0.00			
3	<i>Boja za zidove - poludisperzivna bela boja,</i>	kg	0.00			
4	<i>Podloga za poludisperziju</i>	kg	0.00			
5	<i>Boja za drvenu stolariju - bela</i>	kg	0.00			
6	<i>Nitro razredjivac</i>	lit	0.00			
				Subtotal:		
				GRAND TOTAL:		

Date

Authorized Signature

\_\_\_\_\_

\_\_\_\_\_



#### 4. Technical Specification Form (Comparative Data Table)

Bidders must complete the right column of the table and the compliance confirmation statement as included in Section III, Schedule of Requirements; Technical Specifications.

Bidders are required to complete the following with “Yes”, “No” or specific information requested for the items being supplied.

**Comparative Data Table is attached – Attachment I**

**THE PRODUCTS OFFERED ARE IN ACCORDANCE WITH THE SPECIFICATIONS  
AND REQUIREMENTS**

YES

NO

ANY DEVIATION MUST BE LISTED BELOW:

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Date:

Authorized Signature:

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## 5. Bid Security (Bank Guarantee) Form

Or CERTIFIED CASHIER'S CHEQUE (MENICA) AUTHORIZED BY THE BANK

*The Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.*

*[Bank's Name, and Address of Issuing Branch or Office]*

**Beneficiary:** \_\_\_\_\_ *[Name and Address of UNOPS]*

**Date:** \_\_\_\_\_

**BID GUARANTEE No.:** \_\_\_\_\_

We have been informed that *[name of the Bidder]* (hereinafter called "the Bidder") has submitted to you its bid dated (hereinafter called "the Bid") for the execution of *[name of contract]* under Invitation to Bid No. *[ITB number]* ("the ITB").

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee. At the request of the Bidder, we *[name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[amount in figures]* (*[amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
- (b) having been notified of the acceptance of its Bid by UNOPS during the period of bid validity, (i) fails or refuses to execute the Contract Form; or (ii) fails or refuses to furnish the performance security, if required, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful Bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful Bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of the Bidder's Bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

\_\_\_\_\_  
*[signature(s)]*

## 6. Joint Venture Partner Information Form

*[The Bidder shall fill in this Form in accordance with the instructions indicated below].*

Date: *[insert date (as day, month and year) of Bid Submission]*

ITB No.: *[insert number of bidding process]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Bidder's Legal Name: <i>[insert Bidder's legal name]</i>
2. JV's Party legal name: <i>[insert JV's Party legal name]</i>
3. JV's Party Country of Registration: <i>[insert JV's Party country of registration]</i>
4. JV's Party Year of Registration: <i>[insert JV's Party year of registration]</i>
5. JV's Party Legal Address in Country of Registration: <i>[insert JV's Party legal address in country of registration]</i>
6. JV's Party Authorized Representative Information Name: <i>[insert name of JV's Party authorized representative]</i> Address: <i>[insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[insert email address of JV's Party authorized representative]</i>
7. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with Instructions to Bidders Sub-Clauses 4.1 and 4.2. <input type="checkbox"/> JV Agreement, or letter of intent to enter into such an Agreement, signed by the legally authorized signatories of all the parties

## **Section III. Schedule of Requirements**

### **Contents**

1. List of Goods and Delivery Schedule

## 1. List of Goods and Delivery Schedule

Line Item/ Lot N°	Description of Goods	Quantity	Unit	Delivery Schedule from date of Contract (please insert number of days)
All items	<i>All items</i>	all	<i>pcs</i>	<i>As soon as possible but not more than 15 calendar days upon signing of contract or date of order</i>

**Hazardous chemicals and other dangerous goods must be packed and documented according to current legislation. It is the responsibility of the vendor to provide complete packing and documentation as required for transportation.**

## Section IV. General Conditions for Goods

In the event of an order, the UNOPS General Conditions will apply. The conditions are available at: <http://www.unops.org/english/whatweneed/Pages/Guidelinesforsuppliers.aspx> under “Guidelines to suppliers > UNOPS general conditions of contract”. If your company is unable to access the document, please send an email request to: [srpc.procurement@unops.org](mailto:srpc.procurement@unops.org) and the UNOPS General Conditions will be sent to you electronically.

## Section V. Contract Forms

### Table of Forms

1. Contract Form

# 1. Contract Form

In the event of a Contract, the successful Bidder shall receive this form duly filled.

<b>Purchase Order No.:</b>		<b>Project No. :</b>			
<b>P.O. DATE :</b>	IMPORTANT: All shipments, invoices and correspondence must show PURCHASE ORDER and PROJECT NUMBERS.				
<b>SHIP BY:</b>					
<b>CONSIGNEE:</b>		<b>VENDOR N°:</b>			
<b>Attn.:</b>		<b>Attn.:</b>			
<b>Tel.:</b>		<b>Tel.:</b>			
<b>Fax:</b>		<b>Fax:</b>			
<b>DELIVERY TERMS (INCOTERMS 2010):</b>					
<b>PAYMENT TERMS:</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>U/M</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
1					
2					
<b>Special Terms and Conditions</b>					
A. This purchase order is subject to our Invitation to Bid, Ref. No.: XXXXX dated XXXXX and according to your offer dated ....; B. Notify Party; C. Final Destination; D. Other information, if any;; E. Attachments: General Conditions for Goods, Packing and Shipping Instructions, others if any.					
<b>CURRENCY :</b>			<b>GRAND TOTAL:</b>		
<b>Date:</b>					
<b>Queries should be addressed to:</b>					
Buyer: Name, Title, Tel.					
<b>ON BEHALF OF UNOPS:</b>					
Name of Procurement Authority, Title, Business Unit					
<b>ACKNOWLEDGEMENT COPY:</b>					
<b>Vendor's Signature:</b>			<b>Date:</b>		
UNOPS, Office, Address, Country, Tel, Fax					
<p>This Purchase Order may only be accepted by the Vendor's signing and returning the Acknowledgement Copy. Acceptance of this Purchase Order shall effect a Contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the Conditions of this Purchase Order, including the General Conditions for Goods of the United Nations Office for Project Services (UNOPS) and any UNOPS attachments (hereinafter collectively referred to as "This Contract"). No additional or inconsistent provisions proposed by the Vendor shall bind UNOPS unless agreed to in writing by a duly authorised official of UNOPS. UNOPS General Conditions for Goods are available at UNOPS website at <a href="http://www.unops.org/english/whatweneed/Pages/Guidelinesforsuppliers.aspx">http://www.unops.org/english/whatweneed/Pages/Guidelinesforsuppliers.aspx</a> under General conditions of contract. If your company is unable to access the document, Please send an e-mail or fax request to: insert e-mail address and fax number of contact person and the UNOPS General Conditions for Goods will be sent to you electronically or by fax.</p>					