

Invitation to Bid (ITB)

*Procurement of IT equipment
Serbia*

PROGRES - European Partnership with Municipalities Programme

UNOPS-PROGRES-2010-G-038

10 November 2011

1. This Invitation to Bid follows the recent Business Opportunity that appeared on UNOPS, UNGM and UNDB websites as well as daily newspapers 'Politika' and 'Blic'.
2. UNOPS now invites bids from eligible and qualified Bidders for the supply of the goods and services as described above.
3. 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.
4. Interested eligible Bidders may obtain further information from procurement section of PROGRES project via progres.procurement@unops.org.
5. Qualifications requirements are specified in the ITB.
6. Bids must be delivered as specified in the Instructions to Bidders of this ITB (please read this part carefully). Late bids will be rejected. Bidders' representatives are invited to attend the bid opening. If you plan to attend, you must advise UNOPS at least 24 hours in advance of the opening by sending an email to progres.procurement@unops.org. Please indicate the bid reference number in the email subject. A bid opening report indicating the total price of each offer is available to all Bidders upon request. As soon as a contract award has been approved by all parties, the results will be posted on <http://www.unops.org/english/whatweneed/Pages/Contractawards.aspx>.
7. Please acknowledge receipt of this ITB by returning Form 1 (see Section II, Bidding Forms) as far in advance of the bid opening date as possible, to email address: progres.procurement@unops.org, indicating whether or not you intend to submit a bid. If you are declining to bid, please state the reasons on the form in order for UNOPS to improve its effectiveness in future invitations.
8. UNOPS strongly encourages all Bidders to subscribe to the Tender Alert Service available on the United Nations Global Market Place (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:

10/11/11



Božidar Radivojević, Procurement/HR Assistant

Approved by:

Date:



Graeme Tyndall, Programme Manager

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.



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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: IT Equipment for Citizens Assistance Centres and urban planning departments for municipalities in South and South-West Serbia.

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 hardware IT equipment for Citizens Assistance Centres and urban planning departments for municipalities in South Serbia.

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:
- 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
 - 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:
- Suppliers are already suspended by UNOPS; or,
 - 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,
 - Suppliers are suspended by the UN Procurement Division (UNPD); or,
 - Suppliers have been declared ineligible by the World Bank (see <http://www.worldbank.org/debar>).
- 4.4 Bids may be submitted by a Joint Venture (JV). In the case of a JV:
- The duly filled Form 4: Joint Venture Partner Information Form of Section II, Bidding Forms must be included with the Bid; and
 - All parties to the JV shall be jointly and severally liable; and
 - 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 (see Schedule III - Schedule of Requirements), 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 progres.procurement@unops.org. UNOPS will respond in writing to any request for clarification, provided that such request is received no later than 4 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, Spanish or French 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, Spanish or French language, 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) documentary evidence in accordance with Instructions to Bidders Clause 16 establishing the Bidder's eligibility to bid;
 - (c) 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;
 - (d) documentary evidence in accordance with Instructions to Bidders Clauses 18 and 30, that the Goods and Related Services conform to the Bidding Documents;
 - (e) 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 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 any freely convertible currency. Offered price should be VAT exempted.

16. Documents Establishing the Eligibility of the Bidder

- 16.1 To establish their eligibility in accordance with Instructions to Bidders Clause 4, Bidders shall:
- complete the Bid Submission Form, included in Section II, Bidding Forms.
 - complete Form 4: Joint Venture Partner Information Form of Section II, Bidding Forms, and provide all documents as required in the Form, in the event that the Bid is submitted by a Joint Venture.

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:
- 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 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 not be required.
- 21.2 If a Bid Security is not required, and
- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Letter of Bid Form, except as provided in Instructions to Bidders 20.2, or
 - (b) if the successful Bidder fails to: sign the Contract in accordance with Instructions to Bidders 43; or furnish a performance security in accordance with Instructions to Bidders 44,
- UNOPS may declare the Bidder disqualified to be awarded a contract UNOPS for a period of time of one year.
- 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 Timocka 4, 18 400 Prokuplje, Serbia and no later than **13:00 on December 05th, 2011** Belgrade Serbia time (ref.: 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: Timocka 4
- Floor/ Room number: Conference Room
- City: 18 400 Prokulje
- Country: Serbia
- Date: 06 December, 2011 Time: 10:00 (ref.: www.timeanddate.com/worldclock).

Bids received electronically by the required deadline will be printed and a copy of the Bids will be put in a sealed envelope that will be opened at the time and date specified in Instructions to Bidders, Sub Clause 24.1. If multiple Bids are sent by a same Bidder, only the last received Bid will be opened.

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 28.2, 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:

- (a) affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or
- (b) limits in any substantial way, inconsistent with the Bidding Documents, UNOPS's rights or the Bidder's obligations under the Contract; or
- (c) 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 each Item separately. UNOPS reserves the right to select multiple Contractors for different Items. Partial Bids are acceptable
- (b) price adjustment for correction of arithmetic errors in accordance with Instructions to Bidders Sub-Clause 31.3;
- (c) price adjustment due to discounts offered in accordance with Instructions to Bidders Sub-Clause 14.4;
- (d) the availability in the Beneficiary's Country of spare parts and after-sales services for the equipment offered in the bid;

- 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 per item, 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. All supporting documents/information as asked below for the Bidder shall also be submitted with the Bid:

- (a) Additional Requirements:

- Registration documents – Copy of the Certificate of State Registration
- Documentary evidence to demonstrate that the Goods offered by the Bidder meet the following usage requirement: Compliance to requested technical specification shall be proven by stating the parameters requested within technical specification who will be within the range requested by UNOPS

- Detailed description of the Goods essential technical and performance characteristics.
- Company's relevant reference list with minimum three similar projects with details. The past performance of the Bidder shall be taken into account for evaluation. The Bidder shall disclose instances of previous past performance that may have resulted in adverse actions taken against the Bidder and the manufacturers whose products are being offered by the Bidder, in the last 5 (Five) years (see Schedule IV, Bidding Forms, Form 11). Such adverse actions (including suspension or cancellation of its manufacturing license by regulatory authorities, product recalls etc.) may be treated as unsatisfactory performance history while deciding the award of contract. If no instance of previous past performance has resulted into adverse actions this should be clearly indicated in the Bidder's bid.

- 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, provided this does not exceed 20 (twenty) % , and without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents.

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.



Section II. Bidding Forms

Table of Forms

1. Bid / No Bid Confirmation Form
2. Check-List Form
3. Bidder Information Form
4. Joint Venture Partner Information Form
5. Bid Submission Form
6. Price Schedule Form
7. Technical Specification Form
8. Performance Statement Form
9. No Adverse Action Confirmation Form



1. Bid / No Bid Confirmation Form

[Complete this page and return it prior to bid opening if you do not intend to bid]

Date:

To: UNOPS
PROGRES Programme, Serbia

Fax/email: progres.procurement@unops.org

From:

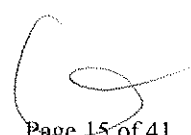
Subject: ITB, UNOPS case no.: *UNOPS-PROGRES-2011-G-038 – Procurement of IT equipment –*
Project no. 00075632/00076872

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
- ☐ Others (please specify)
- ☐ 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.



2. Check-List Form

Activity	Yes/No/NA	Page No in your Bid	Remark
Have you duly completed as all the Bidding Forms provided in Section II?; i.e.:			
- Bid / No bid Confirmation			
- Bidder Information			
- Joint Venture Partner Information and associated documents as per Instructions to Bidders Sub Clause 4.4			
- Bid Submission Form			
- Price Schedule			
- Technical Specification Compliance Confirmation (Comparative Data Table)			
- Bid Security (in the correct form, and indicating the correct amount and correct validity period)	NA		
- Manufacturer' Authorization	NA		
- Performance Statement			
- No Adverse Action Confirmation Form			
Have you provided the information as per Instructions to Bidders Clauses:			
- 18: Documents establishing the conformity of the Goods and Related Services			
- 38: Post-qualification of the Bidder			
- Financial capability related documents	NA		
- Experience and technical capacity related documents			
- Additional requirements			



3. 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

4. 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> ☐ Articles of Incorporation or Registration of firm named in 2, above, in accordance with Instructions to Bidders Sub-Clauses 4.1 and 4.2. ☐ JV Agreement, or letter of intent to enter into such an Agreement, signed by the legally authorized signatories of all the parties

5. 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.
- (k) We agree that the total amount will be paid 30 calendar days upon delivery



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]*



6. Price Schedule Form

*[The Bidder 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 Schedule of Requirements.]*

BIDDER'S TOTAL PRICES (Price & Currency to be entered by Bidder):	
TOTAL FIRM DAP PRICE, Offloading to be included	

BIDDER'S PRICES FOR GOODS (Price & Currency to be entered by Bidder):				
ITEM	DESCRIPTION	QTY (a).	CURRENCY:	
			UNIT PRICE DAP (b)	TOTAL PRICE DAP (a)x(b)
1	PC Computers for CAD design	14		
2	Plotter 42"	2		
3	Plotter 24"	2		
4	Copier	2		
5	Dot Network Printer	1		
6	Office PC Computer with MS Office	42		
7	Scanner Flatbed	7		
8	Compact Digital Camera	3		
9	Standard Laser Network printer	10		
10	Advanced Network Printer	1		
11	Standard Dot printer	10		
12	Printers A3 Office	3		
13	Scanner large scale format	1		
14	Server	4		
15	UPS for Server	5		
16	LCD TV	2		
17	Multifunction device	2		
18	Copier –basic model	1		
19	Notebook PC	2		

20	Network Switch	3		
21	TFT Display 21 inch	60		

BIDDER'S DELIVERY DATA				
Delivery time (DAP from date of order):	Item 1	(as soon as possible)		
	Item 2	(as soon as possible)		
	Item 3	(as soon as possible)		
	Item 4	(as soon as possible)		
	Item 5	(as soon as possible)		
	Item 6	(as soon as possible)		
	Item 7	(as soon as possible)		
	Item 8	(as soon as possible)		
	Item 9	(as soon as possible)		
	Item 10	(as soon as possible)		
	Item 11	(as soon as possible)		
	Item 12	(as soon as possible)		
	Item 13	(as soon as possible)		
	Item 14	(as soon as possible)		
	Item 15	(as soon as possible)		
	Item 16	(as soon as possible)		
	Item 17	(as soon as possible)		
	Item 18	(as soon as possible)		
	Item 19	(as soon as possible)		
	Item 20	(as soon as possible)		
	Item 21	(as soon as possible)		
	Shipment dimensions of offered products (Including package):		Gross weight	Total volume
				Number Size
Item 1				
Item 2				
Item 3				
Item 4				
Item 5				
Item 6				
Item 7				
Item 8				
Item 9				
Item 10				
Item 11				
Item 12				
Item 13				
Item 14				
Item 15				
Item 16				
Item 17				
Item 18				
Item 19				
Item 20				
Item 21				

BIDDER'S SIGNATURE AND CONFIRMATION OF THE ITB

PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UNOPS **WITHIN THE REQUIRED BID VALIDITY PERIOD**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE.

Exact name and address of company

COMPANY NAME _____

ADDRESS _____

PHONE NO. _____ FAX NO. _____

EMAIL ADDRESS OF CONTACT PERSON _____

OTHER EMAIL ADDRESSES _____

AUTHORIZED SIGNATURE _____

DATE _____

NAME OF AUTHORIZED SIGNATORY (TYPE OR PRINT) _____

FUNCTIONAL TITLE OF SIGNATORY _____

WEB SITE _____



7. 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.

Item 1: *Advanced Desktop Computer - 14 pcs*

<i>UNOPS's minimum Technical Requirements</i>	<i>Please fill-in</i>
Desktop Computer - For use in urbanism departments. Fully compliant for intensive work with non-standard office applications	
International brand name manufacturer Processor Intel Core i7 2600 or better , Memory 4GB DDR3, Hard Disk Drive 500 GB, 7200rpm, Optical Drive DVD-RW +/- Dual Layer Graphics non-integrated 1GB DDR3, Network Ethernet 1Gbit/s, Connectivity eSATA, Ports 10 USB 2.0, Mouse Optical w/ scroll wheel, USB, Keyboard USB 101 International UK, UPS 700 VA, Operating System Microsoft Windows 7 Professional, Minimum warranty (parts/labour/on-site next day) 3/3/1	
After sale support licensed and qualified to provide requested warranty	
Name of manufacturer:	
Country of origin:	

Item 2: *Plotter A0 - 2 pcs*

<i>UNOPS's minimum Technical Requirements</i>	<i>Please fill-in</i>
Plotter A0, For printing of large scale plans and maps in urbanism departments	
Print technology Thermal inkjet, Paper size up to 42", BW/Color Printing Resolution 2400x1200, Print speed -Best quality color print A1 glossy max 16 min, -Draft mode line drawing bw or color A1 size max 1min. Standard memory 160 MB, Maximum roll length unlimited, Connectivity USB2.0, IEEE1284 parallel port. Supported OS MS Windows7, Vista, XP, Server 2008, Server 2003, MacOS Warranty: 1/1/1 Local support provided	
After sale support licensed and qualified to provide requested warranty:	
Name of manufacturer:	
Country of origin:	



Item 3: *Plotter A1 - 2 pcs*

<i>UNOPS's minimum Technical Requirements</i>	<i>Please fill-in</i>
Plotter A1, For printing of large scale plans and maps in urbanism departments	
Print technology Thermal inkjet, Paper size up to 24", BW/Color Printing Resolution 2400x1200, Print speed -Best quality color print A1 glossy max 21 min, -Draft mode line drawing bw or color A1 size max 90sec. Standard memory 64 MB, Printer language PCL, 4 Cartridges Connectivity USB1.1, IEEE1284 parallel port. Supported OS MS Windows7, Vista, XP, Server 2008, Server 2003, MacOS Warranty:1/1/1 Local support provided	
After sale support licensed and qualified to provide requested warranty:	
Name of manufacturer:	
Country of origin:	

Item 4: *Photocopy machine - 2 pcs*

<i>UNOPS's minimum Technical Requirements</i>	<i>Please fill-in</i>
Copier, For office use in municipal services. Fully compliant for intensive work with standard office applications (MS Office, Adobe acrobat, scanning software, client-server based specialized application for municipal administration etc.)	
Maximum Original Size A3, Copy Sizes Cassette: A5R - A3; Stack Bypass: A3 - A5, Free size (99 x 148mm to 297 x 432mm), Envelopes, Resolution Scanning: 600 x 600dpi; Copying: 600 x 600dpi; 256 Gradations, 25ppm B&W (A4), 14ppm B&W (A3), First Copy Time Less than 4.9 sec, Warm-Up Time 30 sec max (10 sec max from sleep mode); Paper Weight - Cassette: 64 to 90gsm; Stack Bypass: 64 to 128gsm; CPU 300 Mhz; Memory 512 Mb; Network Printer Kit Interface Ethernet (100Base-TX/10Base-T), USB; Network Protocol; TCP/IP(LPD/Port9100/IPP/IPPS/SMB/FTP), IPX.SPX(NDS, Bindery), AppleTalk DADF; Paper Size A3-A5R, Max. Number of Originals 50 sheets (80gsm); Finisher; Stand MS Windows7, Vista, XP, Server 2008, Server 2003, MacOS Warranty: 1/1 Local support provided After sale support licensed and qualified to provide	

requested warranty:	
Name of manufacturer:	
Country of origin:	

Item 5: Dot Network Printer - 1 pcs

<i>UNOPS's minimum Technical Requirements</i>	<i>Please fill-in</i>
Dot Network Printer, For office use in municipal services for the administrative purposes that require regular large scale printouts	
Print technology: 9-pin, serial impact dot matrix Print speed: High Speed Draft 1550 cps (10 cpi) Best Quality Near Letter Quality: 330 cps (10 cpi) Character Sets: 11 Character tables, 13 international character sets Formatting: Characters per Line: 136 characters at 10 cpi, Line Spacing: 6 lines per inch default, 1/6-inch, 1/8-inch or programmable in 1/432-inch increments Forms: Continuous form paper Front Tractor: Multi-part 1 + 9 carbonless copies Rear Tractor: Multi-part 1 + 6 carbonless copies Width: Continuous forms 3 – 16.5" wide Length: Continuous forms 3 – 17" Labels: Minimum: 2.5" x 0.94" Paper Feed Speed: 26.5 millisecond per line at 1/6" line spacing; 15" per second continuous feed Paper Path: Push tractor - Front or rear in, top out Pull tractor - Front or rear in Print head life: 400 million characters at 14 dots/character Ribbon life: 15 million characters at 14 dots/character Auto jam sensor Connectivity: Parallel, Serial, USB, 10/100 Ethernet networking Compatibility: MS Windows7, Vista, XP, Server 2008, Server 2003, MacOS Warranty: 1/1 Local support provided	
After sale support licensed and qualified to provide requested warranty:	
Name of manufacturer:	
Country of origin:	

Item 6: Standard Desktop Computer - 42 pcs

<i>UNOPS's minimum Technical Requirements</i>	<i>Please fill-in</i>
Office Desktop Computer For office use in municipal services. Fully compliant for intensive work with standard office applications	
International brand name manufacturer, Desktop case, Processor Intel Core i3 2100 or better , Memory 3GB	

DDR3, Hard Disk Drive 320 GB, 5400rpm, Optical Drive DVD-RW +/- Dual Layer Graphics integrated, allocable 1GB DDR3 for video, Network Ethernet 1Gbit/s, Connectivity eSATA, Ports 6 USB 2.0, Mouse Optical w/ scroll wheel, USB, Keyboard Keyboard USB 101 International UK, UPS 500 VA, Operating System Microsoft Windows 7 Professional, MS Office Basic Minimum warranty (parts/labour/on-site next day) 3/3/1	
After sale support licensed and qualified to provide requested warranty	
Name of manufacturer:	
Country of origin:	

Item 7: Flatbed Scanner - 7 pcs

<i>UNOPS's minimum Technical Requirements</i>	<i>Please fill-in</i>
Flatbed Scanner, Scanning of office documentation, basic functionality needs for average usage frequency	
Scanning resolution up to 4800 dpi, Color depth 48-bit, 256 greyscale levels, OCR option, saving outputs to PDF document, Scanning area size 22 x 30 cm; Scanning speed: 10 x 15 cm colour photo to file: about 9 sec for multiple image scan, up to 28 sec for single image scan; Connectivity USB; Compatibility: MS Windows7, Vista, XP, Server 2008, Server 2003, MacOS Warranty: 1/1 Local support provided	
After sale support licensed and qualified to provide requested warranty:	
Name of manufacturer:	
Country of origin:	

Item 8: Compact digital camera - 3 pcs

<i>UNOPS's minimum Technical Requirements</i>	<i>Please fill-in</i>
Compact digital camera, Used by employees of urbanism department for site visits and photographing constructions, basic functionality needs for average usage frequency	
International brand name manufacturer Sensor resolution 14MPixels, Optical zoom 5x, HD video clips, Connectivity USB; Compatibility: MS Windows7, Vista, XP, Server 2008, Server 2003, MacOS Warranty: 1/1 Local support provided	
After sale support licensed and qualified to provide requested warranty:	
Name of manufacturer:	
Country of origin:	

Item 9: Laser printer - 10 pcs

<i>UNOPS's minimum Technical Requirements</i>	<i>Please fill-in</i>
Laser printer, Used by employees in administrative office duties, average functionality needs for average usage frequency	
International brand name manufacturer Print resolution up to 1200x1200, print speed 33 ppm, Monthly duty cycle 50000 pages, Duplex, Connectivity USB2.0, Ethernet; Compatibility: MS Windows7, Vista, XP, Server 2008, Server 2003, MacOS Warranty: 1/1 Local support provided	
After sale support licensed and qualified to provide requested warranty:	
Name of manufacturer:	
Country of origin:	

Item 10: Advanced Laser Printer - 1 pcs

<i>UNOPS's minimum Technical Requirements</i>	<i>Please fill-in</i>
Advanced Laser printer, Used by employees in administrative office duties, average functionality needs for average usage frequency	
International brand name manufacturer Print resolution 1200x1200, print speed 62 ppm, Monthly duty cycle 275000 pages, Duplex, Std Memory 128 MB, Connectivity USB2.0, Ethernet; Compatibility: MS Windows7, Vista, XP, Server 2008, Server 2003, MacOS Warranty: 1/1 Local support provided	
After sale support licensed and qualified to provide requested warranty:	
Name of manufacturer:	
Country of origin:	

Item 11: Dot Printer - 10 pcs

<i>UNOPS's minimum Technical Requirements</i>	<i>Please fill-in</i>
Dot printer, Used by employees in municipal services, for printing of certificates, average functionality needs for frequent usage	
International brand name manufacturer Technology 24 pin dot printer, Max. printing resolution 80 cpl, Number of copies 1+4, Print speed quality mode: 10cpi -79, 12cpi-94. Connectivity USB, Parallel Compatibility: MS Windows7, Vista, XP, Server 2008,	

Server 2003	
Warranty: 1/1 Local support provided	
After sale support licensed and qualified to provide requested warranty:	
Name of manufacturer:	
Country of origin:	

Item 12: InkJet Printer A3 - 3 pcs

<i>UNOPS's minimum Technical Requirements</i>	<i>Please fill-in</i>
A3 InkJet printer, Used by employees in urbanism departments, for printing of maps and plans, average functionality needs for frequent usage	
International brand name manufacturer Max. printing resolution b/w 1200x1200, color 4800x1200, Print speed color draft 30 ppm, color best 7ppm, Monthly printing rate 7000 pages, Connectivity USB2.0, Ethernet; Compatibility: MS Windows7, Vista, XP, Server 2008, Server 2003, MacOS Warranty: 1/1 Local support provided	
After sale support licensed and qualified to provide requested warranty:	
Name of manufacturer:	
Country of origin:	

Item 13: Network Large Scale Scanner - 1 pcs

<i>UNOPS's minimum Technical Requirements</i>	<i>Please fill-in</i>
Network Large scale scanner, Used by employees of urbanism department for digitalizing of archived plans and maps, advanced functionality needs for advanced usage frequency	
International brand name manufacturer Scanning technology: Unique bi-directional LED illumination system - instant-on, long-life, no fluorescent tubes, Paper width 42", Optical resolution 1200x1200, Color scanning, max media thickness 2mm, Scan speed: Color, 2 inches/sec, bw 12 inches/Sec Connectivity USB, Ethernet; Compatibility: MS Windows7, Vista, XP, Server 2008, Server 2003, MacOS Warranty: 1/1 Local support provided	
After sale support licensed and qualified to provide requested warranty:	
Name of manufacturer:	
Country of origin:	

Item 14: *Server Computer - 4 pcs*

<i>UNOPS's minimum Technical Requirements</i>	<i>Please fill-in</i>
SERVER Computer, Storage and authentication server for networks with up to 50 active users	
Item brand and model (full model code) International brand name manufacturer, Processor: Intel 5620 equivalent Memory: 6GB DDR3, Max: 192 GB (12 x 16 GB) 18 DIMM Hard Disk Drive: 2 x 146 GB SFF SAS Hot Plug 2.5", 10,000 rpm; 2x 500 GB SFF SAS Hot Plug 2.5", 10,000 rpm; Internal RAID Controler 6GB/s; Optical Drive: DVD-RW +/- Dual Layer; Network: Ethernet 1Gbit/s, Ports: 3 USB 2.0, Video-Out, Mouse, Optical w/ scroll wheel, USB Case Tower (please provide option for rack mounted case if available). OS Microsoft Windows Server 2008 Standard, Keyboard: USB, UK 101 International Warranty: 3/3 Local support provided	
After sale support licensed and qualified to provide requested warranty:	
Name of manufacturer:	
Country of origin:	

Item 15: *UPS for Server - 5 pcs*

<i>UNOPS's minimum Technical Requirements</i>	<i>Please fill-in</i>
UPS for Server, Used for municipal /PUC file and logon server	
International brand name manufacturer Battery power: min 3000 VA, min 8A/C power backup slots, Warranty: 1/1 Local support provided	
After sale support licensed and qualified to provide requested warranty:	
Name of manufacturer:	
Country of origin:	

Item 16: *LCD TV - 2 pcs*

<i>UNOPS's minimum Technical Requirements</i>	<i>Please fill-in</i>
LCD TV, 40 inch Used for PUCs presentations	
International brand name manufacturer LCD Technology Dynamic contrast 150000:1, Full HD resolution response time 4ms Warranty: min. 2/2 Local support provided	
After sale support licensed and qualified to provide	

requested warranty:	
Name of manufacturer:	
Country of origin:	

Item 17: Multifunctional Device - 2 pcs

<i>UNOPS's minimum Technical Requirements</i>	<i>Please fill-in</i>
Multifunction device – copier, scanner, printer, fax B/W printing, B/W copying, Color scanner, Fax Technology: Laser, Printing resolution 600x600 Print speed Min 18 pages/min, Monthly prn rate-max 8,000 pages, Input tray 150 sheets, Std paper formats: A4, A5, B5 (JIS), 16K, Dpostcard (JIS), Executive (JIS), envelope (DL ISO, C5 ISO, B5 ISO), Driver compatibility Win XP Professional / Win Server 2003/Win 7/Win server 2008, Mac OS X v 10.2/10.3 or newer, Connectivity USB 2.0, Network, Phone Min. warranty (parts/labour/on-site) 1/1/1	
After sale support licensed and qualified to provide requested warranty	
Name of manufacturer:	
Country of origin:	

Item 18: Office Copy machine - 1 pcs

<i>UNOPS's minimum Technical Requirements</i>	<i>Please fill-in</i>
Office copy machine, Used by employees in CAC offices, average functionality needs for frequent usage	
Brand name manufacturer Print/Copy speed 16 str/min, maximum tray capacity 300 sheets, printing resolution 600x600, Laser printing technology; Connectivity USB2.0; Compatibility: MS Windows7, Vista, XP, Server 2008, Server 2003, MacOS Warranty: 1/1 Local support provided	
After sale support licensed and qualified to provide requested warranty:	
Name of manufacturer:	
Country of origin:	

Item 19: Standard Notebook PC - 2 pcs

<i>UNOPS's minimum Technical Requirements</i>	<i>Please fill-in</i>
STANDARD Notebook PC, For office use in municipal services. Fully compliant for intensive work with standard office applications (MS Office, Adobe acrobat, scanning software, client- server based specialized application for municipal administration etc.)	
Item brand and model (full model code)	

International brand name manufacturer Processor: Intel i3 2310 processor or better Memory:4GB DDR3 Hard Disk Drive: 320 GB, 5400rpm Optical Drive: DVD-RW +/- Dual Layer Display: 15" Network: Ethernet 1Gbit/s, Wireless 54g, Bluetooth 2.0 Modem: 56Kbps Data/Fax Ports: 3 USB 2.0, Video-Out, Mouse, Optical w/ scroll wheel, USB Keyboard: USB, UK 101 International Carry case: Nylon carry case Operating System: Microsoft Windows 7 Warranty: 3/3/1 Local support provided	
After sale support licensed and qualified to provide requested warranty:	
Name of manufacturer:	
Country of origin:	

Item 20: **Network Switch - 3 pcs**

<i>UNOPS's minimum Technical Requirements</i>	<i>Please fill-in</i>
Network Switch	
International brand name manufacturer 10/100/1000T x 24 ports , 1RU form factor, Auto MDI/MDI-X on all ports, Transparent for VLAN packs, Full-duplex bandwidth control, Internal power supply Warranty: 1/1 Local support provided	
After sale support licensed and qualified to provide requested warranty	
Name of manufacturer:	
Country of origin:	

Item 21: **TFT Monitor - 60 pcs**

<i>UNOPS's minimum Technical Requirements</i>	<i>Please fill-in</i>
TFT Monitor	
Size 20 inches, Resolution 1600x900, LED technology, Connectivity VGA, Contrast 1000 :1 static, 250 cd/m2, Response 5ms Warranty: 1/1 Local support provided	
After sale support licensed and qualified to provide requested warranty	
Name of manufacturer:	
Country of origin:	



THE OFFERED PRODUCTS ARE IN ACCORDANCE WITH THE REQUIRED SPECIFICATIONS AND TECHNICAL REQUIREMENTS:

YES

NO

ANY DEVIATIONS MUST BE LISTED BELOW:

8. Bid Security (Bank Guarantee) Form

No Bid Security is requested

9. Manufacturer's Authorization Form

Manufacturer's Authorization is not required

10. Performance Statement Form

(for the period of the last five years)

Bid no: _____ Date of Opening: _____

Name of the Firm _____

Order placed by (Full address of purchaser)	Order no & date	Description & quantity of ordered items	Value of Order	Date of completion of Delivery		Remarks indicating reasons of late delivery, if any	Was the supplies of goods satisfactory
				As per Contract	Actual		

Signature and seal of the Bidder

Countersigned by and seal of Chartered Accountant -----

To be attached: Documentary evidence (Client's certificate) in support of satisfactory completion of above orders.



11. No Adverse Action Confirmation Form

This is to certify that *[delete unwanted option]*:

- a. No adverse action has been taken against the Bidder *[insert Bidder's name]* and the manufacturers *[insert manufacturer's name]* whose products are being offered by the Bidder against this Invitation to Bid, in the last 5 (Five) years.
- b. The following instances of previous past performance have resulted in adverse actions taken against the Bidder *[insert Bidder's name]* and the manufacturers *[insert manufacturer's name]* whose products are being offered by the Bidder, in the last 5 (Five) years. Such adverse actions included:

(indicate date and reasons for adverse actions and result of adverse actions; i.e. suspension or cancellation of manufacturing license by regulatory authorities, product recalls, blacklisting, debarment from bidding etc.)

Signature _____
Name _____
Designation with stamp _____
Date _____

Section III. Schedule of Requirements

Contents

1. List of Goods and Delivery Schedule

Delivery Schedule - DAP Vranje, Lebane, Presevo, Bojnik, Medvedja, Vladicin Han, Novi Pazar, Raska, Kursumlija and Leskovac				
Item N°	Description of Goods	Quantity	Unit	Delivery Schedule from date of Contract
1	Advanced Desktop Computer	14	EA	5 – Novi Pazar (Urbanism), 5-Leskovac (Urbanism), 4 – Vranje (Urbanism)
2	Plotter A0	2	EA	1-Novı Pazar (Urbanism), 1-Vranje (Urbanism)
3	Plotter A1	2	EA	2-Leskovac (Urbanism)
4	Photocopy machine	2	EA	1-Novı Pazar (Urbanism), 1-Vranje (Urbanism)
5	Dot Network Printer	1	EA	Leskovac (Urbanism)
6	Standard Desktop Computer	42	EA	10-Leskovac (Urbanism), 7-Lebane (Municipality), 4-Presevo (Municipality), 4-Medvedja (Municipality), 7-Novı Pazar (Municipality), 5-Raska (Municipality), 5-Kursumlija (Municipality)
7	Scanner Flatbed	7	EA	3-Leskovac Leskovac (Urbanism), 2-Medvedja (Municipality), 2-Kursumlija (Municipality)
8	Compact Digital Camera	3	EA	3- Leskovac (Urbanism)
9	Laser printer	10	EA	3- Leskovac (Urbanism), 2- Lebane (Municipality), 1- Presevo (Municipality), 1- Medvedja (Municipality), 1- Raska (Municipality), 2- Kursumlija (Municipality)
10	Advanced Laser Printer	1	EA	Medvedja (Municipality)
11	Dot printer	10	EA	10-Novı Pazar (Municipality)
12	Inkjet Printer A3	3	EA	2- Vranje (Urbanism), 1- Medvedja (Municipality)
13	Network Large Scale Scanner	1	EA	Vranje (Urbanism)
14	Server Computer	4	EA	1- Lebane (Municipality), 1- Presevo (Municipality), 1-Bojnik (Municipality), 1- Kursumlija (Municipality)
15	UPS for Server	5	EA	1-Vranje (Urbanism), 1- Lebane (Municipality), 1- Presevo (Municipality), 1-Bojnik (Municipality), 1- Kursumlija (Municipality)
16	LCD TV	2	EA	1-Vranje (Urbanism), 1- Raska (Municipality)
17	Multifunction device	2	EA	1- Presevo (Municipality), 1- Raska (Municipality)
18	Office Copy machine	1	EA	1- Raska (Municipality)
19	Standard Notebook PC	2	EA	1-Vranje (Urbanism), 1- Raska (Municipality)
20	Network Switch	3	EA	1-Bojnik (Municipality), 1- Medvedja (Municipality), 1- Kursumlija (Municipality)
21	TFT Monitor	60	EA	5 – Novi Pazar, 15- Leskovac (Urbanism), 4- Vranje (Urbanism), 8- Lebane (Municipality), 5- Presevo (Municipality), 1-Bojnik (Municipality), 4- Medvedja (Municipality), 7- Novi Pazar (Municipality), 5- Raska (Municipality), 6- Kursumlija (Municipality)

Consignee address and Consignee-wise Quantity distribution

Consignee Address	Line Item/ Lot N°	Qty	Unit
<i>JP Zavod za urbanizam grada Novog Pazara, 28. Novembar bb, 32300 Novi Pazar</i>	1	5	EA
	2	1	EA
	4	1	EA
	21	5	EA
<i>JP Direkcija za urbanizam i izgradnju Leskovac, Trg Revolucije 45, VI sprat, 16000 Leskovac</i>	1	5	EA
	3	2	EA
	5	1	EA
	6	10	EA
	7	3	EA
	8	3	EA
	9	3	EA
	21	15	EA
<i>JP Zavod za urbanizam grada Vranja, Ive Lole Ribara 1, 17500 Vranje</i>	1	4	EA
	2	1	EA
	4	1	EA
	12	2	EA
	13	1	EA
	15	1	EA
	16	1	EA
	19	1	EA
	21	4	EA
<i>Opština Lebane, Cara Dušana 116, 16230 Lebane</i>	6	7	EA
	9	2	EA
	14	1	EA
	15	1	EA
	21	8	EA
<i>Opština Preševo, Maršala Tita 35, 17523 Preševo</i>	6	4	EA
	9	1	EA
	14	1	EA
	15	1	EA
	17	1	EA
	21	5	EA
<i>Opština Medveđa, Jablanička 48, 16240 Medveđa</i>	6	4	EA
	7	2	EA
	9	1	EA
	10	1	EA
	12	1	EA
	20	1	EA
	21	4	EA
<i>Opština Novi Pazar, Stevana Nemanje 2, 36300 Novi Pazar</i>	6	7	EA
	11	10	EA
	21	7	EA
<i>Opština Raška, Ibarska 2, 36350 Raška</i>	6	5	EA
	9	1	EA
	16	1	EA
	17	1	EA
	18	1	EA
	19	1	EA
	21	5	EA
<i>Opština Kuršumlija, Proleterskih Brigada bb, 18430 Kuršumlija</i>	6	5	EA
	7	2	EA
	9	2	EA
	14	1	EA
	15	1	EA
	20	1	EA

<i>Opština Bojnik, Trg Slobode 2, 16205 Bojnik</i>	21	6	EA
	14	1	EA
	15	1	EA
	20	1	EA
	21	1	EA

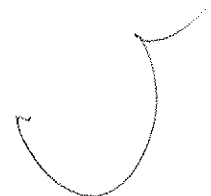


Section IV. General Conditions for Goods

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: progres.procurement@unops.org and the UNOPS General Conditions will be sent to you electronically.

Section V. Contract Forms

Table of Forms



1. Contract Form

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

Purchase Order No.:			Project No. :		
P.O. DATE :	IMPORTANT: All shipments, invoices and correspondence must show PURCHASE ORDER and PROJECT NUMBERS.				
SHIP BY:					
CONSIGNEE:		VENDOR N°:			
Attn.:		Attn.:			
Tel.:		Tel.:			
Fax:		Fax:			
DELIVERY TERMS (INCOTERMS 2010):					
PAYMENT TERMS:					
ITEM	DESCRIPTION	QTY	U/M	UNIT PRICE	TOTAL PRICE
1					
2					
Special Terms and Conditions					
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.					
CURRENCY :			GRAND TOTAL:		
Date:					
Queries should be addressed to:					
Buyer: Name, Title, Tel.					
ON BEHALF OF UNOPS:					
Name of Procurement Authority, Title, Business Unit					
ACKNOWLEDGEMENT COPY:					
Vendor's Signature:			Date:		
UNOPS, Office, Address, Country, Tel, Fax					
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 http://www.unops.org/english/whatweneed/Pages/Guidelinesforsuppliers.aspx 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.					