

United Nations Population Fund

Address: 14 Petros Adamyan street, 0010 Yerevan, Armenia

Telephone: +374 10543417

Website: [www.unfpa.org](http://www.unfpa.org)

19 January, 2015

**INVITATION TO BID**

**ITB No. UNFPA/ARM/15/01**

Supply of desk-top computers for TMA project

Dear Sir/Madam,

1. The United Nations Population Fund (UNFPA), an international development agency, invites sealed bids for the supply of *desktop computers* for its programme in *Armenia.*
2. Bidding shall be conducted through ONE envelope. The technical bid containing the technical specifications and the financial bid containing price information shall be submitted together.
3. The bidder shall *be* required to quote for all items.
4. Bid package and all supporting documents must be submitted in English
5. To enable you to submit a bid, please read the following attached documents carefully:

|  |  |
| --- | --- |
| Section I: | Instructions to Bidders |
| Section II: | Technical Specifications and Schedule of Requirements |
| Section III: | UNFPA General Terms and Conditions |
| Section IV: | UNFPA Special Conditions for Contracts |
| Section V: | Bid Forms |

1. The bid shall reach UNFPA office no later than **10 February, 2015 by 17:00 pm Armenian time.**
2. The bid shall be opened on *11 Februar*y, 2015 at *10:00am* at *UN house, Petros Adamyan 14, Yerevan 0010, Armenia.* Bidders or their authorized representatives may attend the bid opening. Kindly confirm by e-mail: [ishkhanyan@unfpa.org](mailto:ishkhanyan@unfpa.org) by *9 February, 2015* whether your company shall be represented at the bid opening.
3. Bids received after the stipulated date and time shall not be accepted under any circumstances. Bids delivered through courier and posted later than the due date shall not be registered and shall be returned unopened.
4. Bidders shall acknowledge receipt of this Invitation to Bid according to the Bid Confirmation Form, Section V, 1 of this solicitation document by email to Artur Ishkhanyan ([ishkhanyan@unfpa.org](mailto:ishkhanyan@unfpa.org)) **5 days**  before closing day for bid submissionand to indicate whether or not a bid shall be submitted. The acknowledgement shall provide company name, telephone number, fax number and the name of a contact person. If you are declining to bid, please confirm this via e-mail to UNFPA and please state the reasons for UNFPA to improve its effectiveness in future invitations.
5. Any questions relating to the attached documents shall be addressed in writing to the following UNFPA personnel prior to the deadline for bid submission:

*Artur Ishkhanyan* email: [*ishkhanyan@unfpa.org*](mailto:ishkhanyan@unfpa.org) for questions relating to the bidding exercise.

Do not submit your bid to these contacts, or your bid will be disqualified.

1. This letter is not to be construed in any way as an offer to contract with your firm.
2. UNFPA strongly encourages all bidders to register on the United Nations Global Marketplace (<http://www.ungm.org>). By registering on UNGM, vendors become part of the database that UN buyers use when searching for suppliers. Vendors can also access all UN tenders online and, by subscribing to the Bid Tender Service, vendors can be automatically notified via e-mail of all UN business opportunities that match 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 <http://www.ungm.org/Publications/UserManuals/Suppliers/UserManual_Supplier.pdf> .

Yours sincerely,

**UNFPA Armenia Country Office**



**UNITED NATIONS POPULATION FUND**

**INVITATION TO BID**

**ITB NO.: UNFPA/ARM/15/01**

**Bid document for supply of desk-top computers**

***19 January 2015***

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# SECTION I: Instructions to Bidders

# Introduction

## Scope

The Promoting Contraceptive Security in Armenia is a 27-months activity implemented by United Nations Population Fund (UNFPA) that aims to increase the use of modern methods of contraception in Armenia through addressing both the supply and demand sides of Family Planning/Reproductive (FP/RH) service provision.

The overall objective of this activity is **to increase the use of modern methods of contraception in Armenia**. The activity will address both the supply and demand sides of FP/RH service provision. In particular, it will improve access to and quality of FP/RH services and address underlying causes of poor demand. An integral part of the activity is to ensure contraceptive security, which affects the facilities’ ability to provide services in demand and the health system’s ability to support the population’s control over their own reproductive health.

In the scope of the project modern contraceptives will be procured and distributed to population in need. The supply and distribution of contraceptives will be administered through the software LMIS- multi-faceted Logistics Management Information System (LMIS), which allows for efficient data and product management and provides continuous access to contraceptives in an efficient and integrated manner. Central warehouse, MOH as well as all 75 FP units will be equipped with Personal Computers and trained to be able to use the LMIS.

## Eligible Bidders

* 1. All bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest if they are or have been associated in the past, with a firm or any of its affiliates that have been engaged by UNFPA to provide consulting services under these bidding documents.
  2. Bidders shall not be eligible to submit a bid if at the time of bid submission:

1. The bidder is listed as suspended on United Nations Global Marketplace (http://www.ungm.org) as a result of having committed fraudulent activities,
2. The bidder’s name is mentioned in the [UN 1267 list](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml) issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;
3. The bidder is debarred by the World Bank Group.

## Fraud and Corruption

* 1. UNFPA’s policy regarding fraud and corruption is available at <http://www.unfpa.org/public/home/procurement/pid/8864> and applies fully to this Invitation to Bid. The submission of any offer implies that the bidder is aware of this policy.

# Solicitation Documents

## UNFPA Solicitation document

* 1. Bidders are expected to examine all instructions, forms, specifications, terms and conditions contained within this UNFPA solicitation document. Failure to comply with these documents shall be at the bidder’s risk and may affect the evaluation of the bids, or may result in the rejection of the bid.
  2. Bidders are cautioned to read the specifications carefully (see Section II Technical Specifications and 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 UNFPA if they disagree.
  3. The specifications are the minimum requirements for the products and related services. Products and services 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.

## Clarifications of solicitation document

* 1. A prospective bidder requiring any clarification on the bid solicitation documents may notify UNFPA in writing within two weeks from the date of issue of the bid. UNFPA shall respond in writing to any request for clarification received and circulate its response (including an explanation of the query but without identifying the source of enquiry) to all prospective bidders who have received the bid solicitation documents. A copy of UNFPA’s answer shall also be posted on the UN Global Marketplace, <http://www.ungm.org/>

## Amendments to UNFPA bid solicitation document

* 1. At any time prior to the deadline for submission of bids, UNFPA may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.
  2. All prospective bidders that have received the bidding documents shall be notified in writing of all the amendments to the bidding documents. In order to give prospective bidders reasonable time to take the amendments into account in preparing their bids UNFPA may, at its discretion, extend the deadline for the submission of bids.

# Preparation of Bids

## Documents to be submitted with the bid

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

To establish their eligibility, bidders shall:

1. Complete the Bid Submission Form, Section V, 2.
2. Complete Bidders Identification Form, Section V, 3.
   1. **Documents Establishing the Qualifications of the Bidder**

To establish its qualifications, the bidder shall submit to UNFPA’s satisfaction the following documents:

1. Evidence that the bidder is established as a company and legally incorporated in the country where it resides; e.g. through provision of certification of incorporation or other documentary evidence (this is not required for companies already registered in national, regional or international Stock Exchanges);
2. Post qualification documentation outlined in Instructions to Bidders, Sub-Clause 26

Failure to furnish all the information required for submission shall be at the bidder’s risk as it may then be determined that the bid does not substantially respond to the UNFPA bid document in every respect. This may result in a rejection of the bid.

* 1. **Documents Establishing the Eligibility and Conformity of the Goods and Related Services**

Bidders shall submit:

1. Documentary evidence that the goods conform to the Technical Specifications and standards specified in Section II Technical Specifications and Schedule of Requirements.
2. Completed Product Item Overview Form, Section V, 4.
3. The bidder shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods during ***2 years***following commencement of the use of the goods by UNFPA. Bidders must complete and submit with their bid the Excel table containing the individual item details, as per Form in Section V.4. Bidding Forms.

## Bid Currency and Prices

8.1 All prices for local bidders shall be quoted in Armeian Drams (AMD) As for international bidders prices can be quoted in US Dollars (USD).

Note: All prices must be exclusive of VAT tax, since UN and its specialized agencies are exercising zero VAT payer status.

* 1. Bidders are requested to quote the following based on INCOTERMS 2010 (The terms FCA, CPT and other similar terms shall be governed by the rules prescribed in the INCOTERMS 2010, published by the International Chamber of Commerce):
* Price of goods FOB/FCA Point of departure.
* Freight cost CPT/CFR Yerevan, Armenia.
  1. Where installation, commissioning, training or other similar services are required to be performed by the bidder, the bidder shall include an itemized list of the prices for those services.

## Validity of Bid

* 1. The prices of the bid shall be valid for **90 days** after the closing date of bid submission as specified by UNFPA. A bid valid for a shorter period shall be rejected by UNFPA on the grounds that it is non-responsive.
  2. In exceptional circumstances, UNFPA may solicit the bidder's consent for an extension of the period of validity under exceptional circumstances. The request and the responses shall be made in writing.

# Submission of Bids and Bid Opening

## Partial Bids

* 1. Partial bids are not allowedunder this tender.

## Alternative Bids

In the event of a supplier submitting more than one bid, all alternative bids will be rejected and only the last bid will be evaluated.

## Bids

* 1. Bids shall be submitted in one envelope.
  2. Bids shall be prepared in accordance with Section II: Schedule of Requirements and Technical Specifications and shall include the requested documentation as per Instructions to Bidders Clause 7, and in accordance with the Price Schedule Form in Section V, 5 of the bid forms.
  3. Bids shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. A bid shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the bidder. In that case such corrections shall be initialled by the person or persons signing the bid.

## Sealing and Marking of Bids (hard copies)

* 1. When submitting bids in hard copies the bidder shall prepare one set of sealed bids containing the technical and price components.
  2. The envelope shall also indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared “late.”
  3. If the outer envelope is not sealed and marked as required, UNFPA shall assume no responsibility for the bid’s misplacement or premature opening.
  4. **The outer envelope must be signed/sealed and clearly marked with the following**:

*UNITED NATIONS POPULATION FUND (UNFPA)*

*14 Petros Adamyan street*

*Yerevan 0010 ,Armenia*

*Invitation to Bid No. UNFPA/ARM/15/01*

*Attention: Artur Ishkhanyan*

ONLY TO BE OPENED BY AUTHORISED UNFPA PERSONNEL

## Bid Submission Deadline/Late Bids

* 1. Bids must be delivered to the office on or before the date and time specified in the introductory letter of this solicitation document. If any doubt exists as to the time zone in which the bid should be submitted please refer to [www.timeanddate.com/worldclock](http://www.timeanddate.com/worldclock), or contact the bid focal point.

14.2 UNFPA may, under special and exceptional circumstances, extend the bid submission deadline and such changes shall be notified in UNGM before the expiration of the original period.

* 1. Any bid received by UNFPA after the bid submission deadline shall be rejected and returned unopened to the bidder. UNFPA shall not be legally responsible for bids that arrived late due to the bidder’s problems with transmission of bid submissions via email and/or with the courier company.

## Storage of Bids

* 1. Bids received prior to the deadline of submission and the time of opening shall be securely kept unopened until the specified bid opening date stated in the UNFPA’s solicitation document. No responsibility shall be attached to UNFPA for prematurely opening an improperly addressed and/or identified bid.

## Bid Opening

* 1. UNFPA shall conduct the bid opening in public at the following address, date and time.

Street Address: 14 Petros Adamyan street

Floor/ Room number: *1 st floor, room #115*

City: *Yerevan*

Country: *Armenia*

Date: *11 February, 2015*

Time: *10:00 am local Armenian time*, (reference: www.timeanddate.com/worldclock).

* 1. The bids shall be opened publicly at the time and place specified in the ITB and an immediate record made thereof.
  2. Only those who have submitted bids or their authorized agent or representative may attend the bid opening.
  3. The report shall be available for viewing by bidders for a period of thirty days from the date of the opening. No information that is not included in the bid opening report can be given to bidders.
  4. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the bidder.

# Evaluation and Comparison of Bids

## Confidentiality

* 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 the contract award is published.
  2. Any effort by a bidder to influence UNFPA in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its bid.

## Clarification of Bids

* 1. To assist in the examination, evaluation and comparison of bids, UNFPA may ask bidders for clarification of their bids. The request for clarification and the response shall be in writing by UNFPA and no change in price or substance of the bid shall be sought, offered or permitted.

## Responsiveness of bids

* 1. UNFPA’s determination of a bid’s responsiveness is to be based on the contents of the bid itself.
  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:

1. affects in any substantial way the scope, quality, or performance of the goods and related services specified in the contract; or
2. limits in any substantial way, inconsistent with the bidding documents, UNFPA’s rights or the bidder’s obligations under the contract; or
3. if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

## Nonconformities, Errors, and Omissions

* 1. Provided that a bid is substantially responsive:

1. UNFPA may waive any non-conformities or omissions in the bid that do not constitute a material deviation.
2. UNFPA may request that the bidder submit the necessary information or documentation within a reasonable period of time to rectify non material non conformities 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.
3. UNFPA 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 UNFPA there is an obvious misplacement of the decimal point in the unit price. In that 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

## Preliminary examination of Bids

* 1. UNFPA shall examine the bids to determine whether they are complete, that all documents and technical documentation requested as per Instructions to Bidders Clause 7 have been provided and to determine the completeness of each document submitted. UNFPA will also examine whether any computational errors have been made, whether the documents are properly signed, and whether the bids are generally in order.

## Examination of Terms and Conditions and Technical Evaluation

* 1. UNFPA shall examine the bid to confirm that it does not contain any material deviations, reservation, or omission related to the conditions and requirements specified in the Section II Technical Specifications and Schedule of Requirements, Section III UNFPA General Terms and Conditions and Section IV UNFPA Special Terms and Conditions.
  2. If after the examination of the terms and conditions and the technical evaluation UNFPA determines that the bid is not substantially responsive in accordance with Instructions to Bidders Clause 21, the bid shall be rejected.

## Conversion to Single Currency

* 1. To facilitate evaluation and comparison, UNFPA will convert all bid prices expressed in the amounts in various currencies in which the bid prices are payable to AMD at the official UN exchange rate on the last day for submission of bids.

## Evaluation of Bids

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

## Comparison of Price Bids

* 1. UNFPA shall compare all substantially responsive bids to determine the lowest priced substantially responsive bid
  2. Bid comparison will be made on the total cost, delivered to final destination. UNFPA 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 that bidder’s freight prices are found to be less competitive than the rates offered by freight forwarders, UNFPA 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 UNFPA.

## Post-qualification of the Bidder

* 1. UNFPA shall determine to its satisfaction whether the bidder with the lowest priced, substantially responsive bid is qualified to perform the contract satisfactorily.
  2. The determination shall be based upon an examination of the documentary evidence of the bidder’s qualifications submitted in the bid.
  3. To evaluate a Bid, UNFPA shall consider the following:

* Financial Capability:
  1. Liquidity ratio: Current ratio (Current Assets/ Current liabilities) > 1.
  2. Provide contact details of commercial banks and names of contact persons from whom UNFPA could seek feedback.
* Experience and Technical Capacity:
  1. Details of experience and past performance of the bidder on equipments offered and on those of similar nature within the past five years
  2. The bidder shall disclose instances of previous past performance that may have resulted in adverse actions taken against the bidder whose products are being offered by the bidder, in the last five years. Such adverse actions 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 must be clearly indicated in the bidder’s bid.
  3. Legally enforceable authorization from the manufacturer assuring full guarantee and warranty obligations as per the tender conditions for the goods offered.
  4. Notwithstanding anything stated above, UNFPA reserves the right to assess the bidder’s capabilities and capacity to execute the contract satisfactorily before deciding on award.
  5. Even though the bidders may meet the above qualifying criteria, they can be subject to disqualification 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.

## UNFPA’s Right to Accept Any Bid and to Reject Any or All Bids

* 1. A bid that is rejected by UNFPA may not be made responsive by the bidder by correction of the non-conformity. A responsive bid is defined as one which conforms to all the terms and conditions of the UNFPA’s bid solicitation documents without material deviations. UNFPA shall determine the responsiveness of each bid against the UNFPA solicitation documents.
  2. UNFPA reserves the right to reject any bid if a bidder has previously failed to perform properly or complete on time in accordance with contracts or the bidder who in UNFPA’s perspective is not in a position to perform the contract.
  3. The bidders waive all rights to appeal against the decision made by UNFPA.

## UNFPA’s Right to Annul a Bidding Process

* 1. UNFPA reserves the right to annul the bidding process and reject all bids at any time prior to award of purchase order, without thereby incurring any liability to the affected bidder(s) or any obligation to provide information on the grounds for UNFPA’s action.

# Award of Contract

## Award Criteria

* 1. In the event of a contract award, UNFPA shall award the *Contract/Purchase Order* to the lowest priced bidder(s) whose bid has been determined to be substantially responsive with the bidding documents.
  2. UNFPA reserves the right to make multiple arrangements for any item(s) where, in the opinion of UNFPA, the lowest bidder cannot fully meet the delivery requirements or if it is deemed to be in UNFPA’s best interest to do so. Any arrangement under this condition shall be made on the basis of the lowest, second lowest, third lowest, etc., bid which meets the requirements.

## Right to Vary Requirements at Time of Award

* 1. UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the quantity of goods specified in this bid without any change in unit price or other terms and conditions.

## Signing of the contract

* 1. Prior to the expiration of the period of bid validity, UNFPA shall send the successful bidder the Contract/Purchase Order, which constitutes the notification of award. The successful bidder shall sign, date the contract and return it to UNFPA within 10 days of receipt of the contract. After receipt of the contract, the successful bidder shall deliver the commodities in accordance with the quantity, quality and delivery schedule outlined in its bid in conjunction with UNFPA Terms and Conditions.

1. **Payment Provision**
   1. In 2008 with adoption of IPSAS, UNFPA strictly follows IPSAS delivery principle, based on which an expense must be recognized when goods and services are received.

Good and services are received upon:

* Goods locally procured - upon physical receipt by UNFPA;
* International purchase: Obtaining the title of the goods through Bill of lading or other official shipping documents;

## Publication of Contract Award

* 1. UNFPA shall publish the contract award on United Nations Global Marketplace <http://www.ungm.org>, with the information of the awarded bidder company name, contract amount or LTA and the date of the contract.

Suppliers perceiving that they have been unjustly treated in connection with the solicitation or award of a contract may lodge a complaint directly with the UNFPA Head of Armenia Country Office at Petros Adamyan 14*.* The UNFPA Head of Office will then make an assessment of the complaint and provide a reply to the supplier within a week. If the supplier is not satisfied with the reply provided by the UNFPA Head of Office, the supplier may escalate the complaint to the Chief, Procurement Services Branch at procurement@unfpa.org, who will reply to the supplier within a week and advise the Supplier on further recourse if required.

# SECTION II: Technical Specifications and Schedule of Requirements

1. **Technical Specifications**

|  |  |
| --- | --- |
|  | Description and minimum/mandatory specifications |
| 1 | Desktop PC (well-known brand)  Processor: 4th generation, Intel Core i3, 1333 MHz,  RAM: 4GB,1600MHz, DDR3  Hard Disk: 500 GB SATA with 16 MB cache  16XDVD+/- RW  External ports: 4USB 2.0/3.0  Graphics: Integrated, up to 256MB shared  Monitor: 21”WXGA LCD  Keyboard:101 key-enhanced keyboard  Mouse: 2 button digital mouse with scroll  Operating System: Windows 7 Professional  Network capabilities: Integrated 10/100/1000 Ethernet card  Certification: must be certified by manufacturer for compatibility with Windows 7 Professional or Windows 8.1 operating systems  Warranty: at least 2 years |

* 1. **Schedule of Requirements**

The goods described in the “Technical Specifications” Section above and in the total quantity of 77 (seventy-seven) Desktop Personal Computers of well known brand should be delivered to UNFPA Armenia CO within 50 calendar days upon award of the Contract/Issuance of Purchase Order.

It is a general requirement that the potential supplier indicates all the details related to the delivery of goods (freight cost, delivery time, shipping details (i.e. route, ways of delivery). As per UNFPA delivery principle, the goods are considered as ‘delivered’ upon physical receipt of goods by the authorized UNFPA representative and signature of “Act of Acceptance”. In case of international shipping the delivery of goods is acknowledged upon receipt of statement from the customs’ office on delivery of goods at the destination country

Bidders should carefully complete and accurately calculate the units/amounts/costs variations and provide information on total price estimation as detailed as possible. In case of discounts or special offers proposed, the Price Schedule (Section V) should clearly reflect this information to ensure bidders’ responsiveness to the required specifications and high competitiveness.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. List of Goods and Delivery Schedule | | | | |
| **Line Item** | **Description of Goods** | **Quantity** | **Unit of measure** | **Delivery Schedule from date of Contract** |
| *1* | Desktop PC (well-known brand  Processor: 4th generation, Intel Core i3, 1333 MHz,  RAM: 4GB,1600MHz, DDR3  Hard Disk: 500 GB SATA with 16 MB cache  16XDVD+/- RW  External ports: 4USB 2.0/3.0  Graphics: Integrated, up to 256MB shared  Monitor: 21”WXGA LCD  Keyboard:101 key-enhanced keyboard  Mouse: 2 button digital mouse with scroll  Operating System: Windows 7 Professional  Network capabilities: Integrated 10/100/1000 Ethernet card  Certification: must be certified by manufacturer for compatibility with Windows 7 Professional or Windows 8.1 operating systems  Warranty: at least 2 years | **77** | unit | 50 (fifty) calendar days |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Consignee Address and Consignee-wise Quantity Distribution | | | | |
| **Line Item** | **Consignee Address** | **Contact person** | **Quantity** | **Unit of measure** |
| 1 | United Nation Population Fund  14Petros Adamyan street, 0010 Yerevan, Armenia  Tel:+37410543417 | Artur Ishkhanyan  e-mail: [ishkhanyan@unfpa.org](mailto:ishkhanyan@unfpa.org)  tel. mobile +37491219743 | 77 | unit |
|  |  |  |  |  |

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# SECTION III: UNFPA General Terms and Conditions

The General Terms and Conditions can be found at: <http://www.unfpa.org/public/home/procurement/pid/3233>

# SECTION IV: UNFPA Special Conditions for Contracts

|  |  |
| --- | --- |
| **WARRANTY** | The warranty period shall be 24 months. Details on Warranty Services required are included in Section II: Technical Specifications and Schedule of Requirements. |
| **GOODS AND SERVICES DEFINED** | Goods are hereinafter deemed to include, without limitation, equipment, spare parts, commodities, raw materials, components, customized and standard software as required, intermediate products and products which the Supplier is required to supply under the Contract/Purchase Order. |
| **AFTER SALES SERVICES** | After Sales Services will include particularly maintenance services within warranty requirements as indicated above |
| **TRANSPORTATION AND FREIGHT** | Responsibility for transportation of the Goods shall be as specified in the INCOTERMS.  For sea shipments:All non-containerized Goods must be shipped below deck  Partial shipment is allowed (shipment /price details should be thoroughly presented). Transshipment isallowed (shipment /price details should be thoroughly presented). |
| **SHIPPING AND PAYMENT INSTRUCTIONS** | Access the following link for shipping and payment instructions:  [Shipping Instructions](https://portal.myunfpa.org/c/document_library/get_file?uuid=18806519-5527-442f-94be-d6f02ab10fe2&groupId=92617) |
| **LIQUATED DAMAGES** | In the event of a Contract being issued and in case the Vendor fails to deliver all the goods by the date or dates of delivery specified in the Purchase Order, UNFPA reserves the rights to claim liquidated damages from the Vendor and deduct 1% of the total value of the goods pursuant to the Purchase Order per additional week of delay, up to a maximum of 10% of the value of the Purchase Order. The payment or deduction of such liquidated damages shall not relieve the Vendor from any of its other obligations or liabilities pursuant to any current Long Term Agreement or Purchase Order. |

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# SECTION V: Bidding Forms

The following checklist is provided as a courtesy to bidders. Please use this checklist while preparing the bid to ensure that your bid contains all required information. This checklist is for the bidder’s internal reference and does not need to be submitted with the bid.

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTIVITY** | **LOCATION** | **YES / NO/**  **NOT APPLICABLE** | **REMARKS** |
| Have you noted the bid closing deadline? | Cover letter, #5 |  |  |
| Have you read and understood all of the Instructions to Bidders in Section I of the bidding documents? | Section I |  |  |
| Have you reviewed and agreed to the UN General Terms and Conditions? | Section III |  |  |
| Have you reviewed and agreed to the UNFPA Special Conditions for Contracts? | Section IV |  |  |
| Have you completed the Bid Confirmation Form? | Section V, 1 |  |  |
| Have you completed the Bid Submission Form? | Section V, 2 |  |  |
| Have you completed the Bidder’s Identification Form? | Section V, 3 |  |  |
| Have you completed the Product Item Overview Form? | Section V, 4 |  |  |
| Have you completed and signed the Price Schedule Form? | Section V, 5 |  |  |
| Have you reviewed all of the relevant contract form(s)? | Section VI |  |  |
| Have you provided evidence that your firm is established as a company and legally incorporated in the country where it resides? | Section I, Sub-Clause 7.2, a |  |  |
| Have you provided written confirmation that your company is neither suspended by the United Nations system nor debarred by the World Bank Group? | Section I, Sub-Clause 2.4 |  |  |
| Have you prepared documentary evidence that the goods conform to the technical specifications and standards specified in Section II Technical Specifications and Schedule of Requirements? | Section I, Sub-Clause 7.3, a. |  |  |
| Have you sealed and marked the bids according to Instructions to Bidders Clause 13 (hard copy bids) ? | Section I, Sub-Clause 13 |  |  |
| For non-manufacturer bidders: Have you provided a legally enforceable authorization from the manufacturer, assuring full guarantee and warranty obligations as per the tender conditions for the goods offered? | Section I, Sub-Clause 26.3 |  |  |
| Have you provided evidence that you, as authorized by the manufacturers, have supplied and provided after sales service for similar goods to the extent of at least 20 percent of the quantities indicated in the tender requirements in any one of the last three years, and that the goods are in satisfactory operation? | Section I, Sub-Clause 26.3 |  |  |

1. Bid Confirmation Form

*(Complete this page and return it prior to bid opening if you do not intend to bid)*

|  |  |  |
| --- | --- | --- |
|  |  | Date: |
| To: | UNFPA  *Artur Ishkhanyan* | email: ishkhanyan@unfpa.org |
| From: |  |  |
|  |  |  |
|  |  |  |
| Subject: | ITB No.: UNFPA*/ARM/15/01* | |

YES, we intend to submit a bid.

NO, we are unable to submit a bid in response to the above mentioned Invitation to Bid due to the following reason(s):

( ) The requested products and services are not within our range of supply

( ) We are unable to submit a competitive bid 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 in the recipient country

( ) The person handling bid is away from the office

( ) Other (please specify)

Please confirm one of the following two options:

( ) 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 UNFPA has questions to the bidder concerning this NO BID, UNFPA should contact Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, phone/email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who will be able to assist.

# 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.:** UNFPA/CC/YY/NNN

To: Complete name of Purchaser, UNFPA

Dear Sir / Madam,

We the Undersigned have examined and have no reservations to the Bidding Documents No. UNFPA/CC/YY/NNN and amendments We hereby offers 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ which are subject to UN General Terms and Conditions and UNFPA specified in the document.

We agree to abide by this bid for a period of 90 days from the date fixed for opening of bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We, 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; otherwise buyer should delete this text if non-applicable*]

We have no conflict of interest in accordance with Instructions to Bidders Sub-Clause 2.1;

Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—have not been declared ineligible by UNFPA, in accordance with Instructions to Bidders Sub-Clause 2.2;

We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Dated on .............day of ......................................[*year*].

|  |  |
| --- | --- |
| Signature: | ………………………………………………………………  [*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]* |
| Company: | ………………………………………………………………  *[insert name of company]* |

# 3. Bidders Identification Form

Bid No. UNFPA/CC/YY/NNN

1. **Organization**

|  |  |
| --- | --- |
| Company/Institution Name |  |
| Address, City, Country |  |
| Telephone/FAX |  |
| Website |  |
| Date of establishment |  |
| **Legal Representative**: Name/Surname/Position |  |
| **Legal structure**: natural person/Co.Ltd, NGO/institution/other (please specify) |  |
| **Organizational Type**: Manufacturer, Wholesaler, Trader, Service provider, etc. |  |
| Areas of expertise of the organization |  |
| Current Licenses, if any, and permits (with dates, numbers and expiration dates) |  |
| Years supplying to UN organizations |  |
| Years supplying to UNFPA |  |
| Production Capacity |  |
| Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the bid) |  |
| Commercial Representatives in the country: Name/Address/Phone (for international companies only) |  |

1. **Quality Assurance Certification**

|  |  |
| --- | --- |
| International Quality Management System (QMS) |  |
| List of other ISO certificates or equivalent certificates |  |

1. **Expertise of Staff**

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

1. **Client Reference List**

Please provide references of main client details.

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

1. **Contact details of persons that UNFPA may contact for requests for clarification during bid evaluation**

|  |  |
| --- | --- |
| Name/Surname |  |
| Telephone Number (direct) |  |
| Email address (direct) |  |

P.S.: This person must be available during the next two weeks following receipt of bid

# 4. Product Item Overview Form

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No.** | **Description and minimum /mandatory specifications** | **Description of items offered and Bidder’s statements on deviations**  (To be completed by the bidder) | **Compliant? (Y/N)**  (To be completed by UNFPA during evaluation) |
| **1** | Processor: 4th generation, Intel Core i3, 1333 MHz,  RAM: 4GB,1600MHz, DDR3  Hard Disk: 500 GB SATA with 16 MB cache  16XDVD+/- RW  External ports: 4USB 2.0/3.0  Graphics: Integrated, up to 256MB shared  Monitor: 21”WXGA LCD  Keyboard:101 key-enhanced keyboard  Mouse: 2 button digital mouse with scroll  Operating System: Windows 7 Professional  Network capabilities: Integrated 10/100/1000 Ethernet card  Certification: must be certified by manufacturer for compatibility with Windows 7 Professional or Windows 8.1 operating systems  Warranty: at least 2 years  Well-known brand |  |  |

*(Use the spreadsheet “Product Item Overview Form.xls” if a large number of items need to be compared.)*

# 5. Price Schedule Form

[*You can include an Excel spreadsheet instead of this format. PLEASE DELETE*]

*[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 UNFPA in the Schedule of Requirements.]*

|  |  |
| --- | --- |
| **BIDDER’S TOTAL PRICES (Price & Currency to be entered by bidder):** | |
| TOTAL FIRM FCA PRICE |  |
| TOTAL FIRM CPT PRICE |  |
| TOTAL PRICE FOR SERVICES *(if applicable)* |  |
| FREIGHT COST PER 20/40 FT CONTAINER *(if applicable)* |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BIDDER’S PRICES FOR GOODS (Price & Currency to be entered by bidder):** | | | | | | |
| ITEM/LOT | DESCRIPTION OF THE GOODS | QTY  (a) | CURRENCY: | | | |
| UNIT PRICE FCA  (b) | UNIT PRICE  CPT  (c) | TOTAL PRICE FCA  (a)x(b) | TOTAL PRICE  CPT  (a)x(c) |
| 1. |  |  |  |  |  |  |
| 2. | *Insert more rows if necessary* |  |  |  |  |  |
| 3. | *or delete if too many* |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **BIDDER’S PRICES FOR SERVICES (Price & Currency to be entered by bidder):** | | | | | |
| ITEM/LOT | DESCRIPTION OF THE SERVICES | COUNTRY OF ORIGIN | QUANTITY AND PHYSICAL UNIT (a) | UNIT PRICE  (b) | TOTAL PRICE PER SERVICE  (a)x(b) |
| 1. | e.g. Comprehensive Annual Maintenance Contract |  |  |  |  |
| 2. | *Insert more rows if necessary* |  |  |  |  |
| 3. | *or delete if too many* |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **BIDDER’S DELIVERY DATA** | | | | | |
| Country of origin of offered products: | Item 1 |  | | | |
|  | Item 2 | *Insert more rows in each section if necessary* | | | |
|  | Item 3 | *or delete if too many* | | | |
| FCA point(s) of delivery for offered products: | Item 1 |  | | | |
|  | Item 2 |  | | | |
|  | Item 3 |  | | | |
| Delivery time (FCA from date of order): | Item 1 |  | | | |
|  | Item 2 |  | | | |
|  | Item 3 |  | | | |
| Shipment dimensions of offered products (including package): |  | Gross weight | Total volume | *Containers (if applicable):* | |
|  | *Number* | *Size* |
|  | Item 1 |  |  |  |  |
|  | Item 2 |  |  |  |  |
|  | Item 3 |  |  |  |  |
|  | Total |  |  |  |  |

|  |  |
| --- | --- |
| **BIDDER'S SIGNATURE AND CONFIRMATION OF THE ITB** | |
| PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UNFPA **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** |