



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

VIENNA INTERNATIONAL CENTRE, Wagramer Strasse 5, A 1220 Vienna
P.O. BOX 300, A-1400, VIENNA, AUSTRIA

TELEPHONE: (43-1) 26026-5046

FAX: (43-1) 26026-6815

E-mail: E.appiateng@unido.org

Date: 31 March 2008

Invitation to Bid (ITB) No. 15002172/ERA

Project No.: FB/IRQ/07/001

Project Title: Community livelihoods and Micro-industry support project in rural and urban areas in North Iraq.

1. The UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION (UNIDO), in agreement with the UNITED NATIONS ASSISTANCE MISSION FOR IRAQ and the GOVERNMENT OF IRAQ (hereinafter referred to as the "Government"), hereby invite you to submit a written bid for the provision of equipment, services, components and materials, as indicated below:

ITEM	QUANTITY	DESCRIPTION
		<ul style="list-style-type: none">• Purchase of Woodwork tools and machinery <p>See detailed Technical Specifications attached – Appendix 1.</p>

2. a) **Closing Date**

To ensure consideration, your complete, detailed bid should reach the address indicated in sub-paragraph 2(e) by **Friday, 25 April 2008**, close of business (5 p.m. Vienna time).

It is the exclusive responsibility of the invitees to ensure that the sealed envelope/package containing the bid reaches the address and office indicated in sub-paragraph 2(e) before the time and date indicated above. Bids must be delivered to the designated address during UNIDO working hours from 9:00 a.m. to 5:00 p.m., Monday through Friday, except for UNIDO holidays. Delivery to any UNIDO office other than that indicated in sub-paragraph 2(e) will be at the risk of the invitee and will not constitute timely delivery. **The bids received after the above-mentioned deadline will be invalidated.**

- b) **Bid Response Sheet**

You are kindly requested to return the attached Appendix 4 – "Bid Response Sheet" - duly signed by an authorized representative, to UNIDO via facsimile or e-mail.

In your bid, you must confirm your acceptance of the UNIDO General Conditions, a copy of which is enclosed (Appendix 2). The UNIDO General Conditions shall form an integral part of the written contract with the successful invitee.

- c) **Request for Information**

All questions / queries regarding this ITB shall be directed in writing as follows:

- i) By letter: To the address shown in sub-paragraph 2(e)
- ii) By fax and/or e-mail to:
Mr. Eric Appiateng, Procurement Officer
Telefax: +43 (1) 26026-6815
E-mail: E.appiateng@unido.org

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UNIDO will respond in writing to any request for clarification of this Invitation to Bid, which is received no later than two (2) weeks prior to the deadline for the submission of bids.
The clarifications requested beyond this date will not be entertained by UNIDO. UNIDO will send copies of its response to relevant queries to all invitees (including an explanation of the query but without identifying the source of inquiry).

d) **Preparation and Submission of Bid**

i) **Language of Bid**

Your bid and all correspondence and documents relating to it shall be written in the English language.

ii) **Format and Signing of Bid**

Your bid must be submitted in a **sealed envelope**, in one (1) original and two (2) copies, clearly marked "Original Bid" and "Copy of Bid". In the event of any discrepancy between them, the original shall govern.

The bid shall not contain any inter-lineation, erasures or overwriting except as necessary to correct errors made by the invitee, in which case the person or persons signing the bid shall initial such corrections.

Your bid must be typed or written in indelible ink and signed by an official legally authorized to enter into contracts on behalf of your organization.

e) **Marking of Envelope**

As stated in paragraph 2(d)(ii) above, your bid shall be submitted in a **sealed envelope**, in one (1) original and two (2) copies, clearly marked "Original Bid" and "Copy of Bid".

The sealed envelope shall be marked:

**Invitation to Bid (ITB) No: 15002172/ERA
UNIDO Project FB/IRQ/07/001 - "Community livelihoods and Micro-industry support project in rural and urban areas in North Iraq."**

**Closing Date: 25 April 2008
Do not open before the Closing Date**

IMPORTANT NOTE: WHEN PREPARING YOUR BID, PLEASE STRICTLY FOLLOW THE INSTRUCTIONS IN PARAGRAPH 2(d)(ii) OF THIS ITB.

Your bid must be submitted to the following address:

**United Nations Industrial Development Organization (UNIDO)
Vienna International Centre
Procurement Services Unit/OSS/PSM
Attn. Mr. Eric Appiateng
P.O. Box 300
A-1400 Vienna
AUSTRIA**

- f) **Purchasing policy:** UNIDO buys direct from well-established manufacturers or suppliers with experience in assignments of similar nature. UNIDO does not accept bids made by representatives or agents who do not offer warranty coverage and after sales support irrespective of their location.
- g) **Payment:** Payment will be normally made in accordance with clause IV of the General Conditions (Appendix 2) attached herewith. UNIDO pays by bank transfer. The Financial Regulations and Rules of UNIDO preclude payment by Letters of Credit or provision of bank guarantee by UNIDO. The normal terms of payment by UNIDO are 30 days upon satisfactory delivery of goods or performance of services and acceptance thereof by UNIDO. Progress payments may be allowed upon agreement of the Parties. Invitees must therefore clearly specify in their bids if they offer payment terms other than those of UNIDO. Such provision in a bid will be prejudicial to its evaluation by UNIDO.

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- h) **Insurance:** Goods related to this ITB shall be Delivered Duty Unpaid (DDU) **Diwaniyah/IRAQ**, (INCOTERMS 2000) **including insurance.**
- i) **Specifications:** Manufacturers' names, catalogue numbers and model designations, which may appear in the specifications, are for reference only. Bids for other equipment that is equal in function, quality and performance to that listed will be given full consideration.
- j) This ITB is for the provision of equipment. It covers a total organizational responsibility as required by the Technical Specifications (Appendix 1).
- k) The terms set forth in this ITB, including the contents of the Technical Specifications (Appendix 1) and the UNIDO General Conditions (Appendix 2), will form part of any contract should UNIDO accept your bid. Any such contract will require compliance with all factual statements and representations made in your bid, subject to any modifications to the bid agreed to by UNIDO in the context of negotiations, should negotiations be entered into.
- l) Your bid should be comprehensive and detailed. It must include information in sufficient scope to allow UNIDO to consider whether your company/organization has the necessary capability, experience, knowledge, expertise, financial strength, and the required capacity to deliver the equipment and provide related technical services in a satisfactory manner. Your bid shall clearly and concisely respond to all points set out in this ITB. Any bid, which does not fully and comprehensively address this ITB, may be considered non-responsive.
- m) You should strictly adhere to all requirements of this ITB. No changes, substitutions or other alterations to the technical specifications of requirements stipulated in this ITB will be accepted unless approved in writing by UNIDO.
- n) In this project, time is of the essence. Your ability to commence work and complete it strictly in accordance with the time frame contained in the Technical Specifications will be an important factor in awarding a contract.
- o) **In order to be considered for the contract your company/organization must meet the qualification requirements (Appendix 3) as well as technical and commercial evaluation criteria (3(b) and 3(c)).**
- p) You are expected to examine all instructions, forms, terms and specifications in this ITB. Failure to furnish all information required by the ITB or submission of a bid not substantively responsive to the ITB in every respect will be at the invitee's risk and may result in the rejection of its bid. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the invitee does not accept the correction of errors, its bid will be rejected. If there is a discrepancy between words and figures the amount in words will prevail. UNIDO reserves the right to verify all information furnished by the invitee through any sources of its choice. **Any inaccurate information given may lead to a rejection of the corresponding bid.**
- q) This Invitation to Bid and Appendixes are confidential and proprietary to UNIDO and shall not be disclosed to third parties without prior written agreement of UNIDO.
- r) **Withdrawal and Modification of Bids**

Bids may be modified or withdrawn by invitees in writing, prior to the closing date specified in the ITB. Bids may not be modified or withdrawn after that time.
- s) **No Commitment**

This ITB does not commit UNIDO to award a contract. UNIDO reserves the right to accept or reject any bid(s), or cancel this ITB and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected invitee(s) or any obligation to inform the affected invitee(s) of the grounds for UNIDO's action. UNIDO also reserves the right to negotiate and award only a portion of the requirement; to negotiate and award separate or multiple contracts for the elements covered by this ITB in any combination it may deem appropriate, at its sole discretion; to add new considerations, information or requirements at any stage of the procurement process, including during negotiation with invitees; and reject the bid submitted by any invitee that has previously failed to perform properly or on time contracts of a similar nature,

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of an invitee that, in the opinion of UNIDO, is not in a position or is not sufficiently qualified to perform the contract.

This ITB contains no contractual proposal of any kind; any bid submitted will be regarded as a bid by the invitee and not as an acceptance by the invitee of any proposal by UNIDO. No contractual relationship will exist except pursuant to a written contract document signed by the authorized official of UNIDO and by the successful invitee(s) chosen by the United Nations.

t) **Proprietary Information**

It is understood that this ITB is confidential and proprietary to UNIDO, contains privileged information, part of which may be copyrighted, and is received by invitees on the condition that no part thereof, or any information concerning it, may be copied, exhibited, or furnished to others without the prior written consent of UNIDO, except that the invitee may exhibit the specifications to prospective sub-contractors for the sole purpose of obtaining bids from them. Notwithstanding the other provisions of this ITB, the provisions of this paragraph will bind invitees whether or not their company submits a bid or responds in any other way to this ITB.

u) **Rejection of Bids**

UNIDO reserves the right to reject any and all bids if they are, inter alia:

- received after the deadline stipulated in the ITB;
- not properly marked or addressed as required in the ITB;
- delivered to another UNIDO office than the one required in the ITB;
- transmitted by facsimile unless specifically indicated in the ITB;
- contains an alternate bid;
- or not otherwise in compliance with this ITB.

v) **Costs of Preparation of the Bid**

This ITB does not commit UNIDO to pay any costs incurred in the preparation or submission of bids, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or supplies. The invitees shall bear all the costs associated with the preparation and submission of the bids, and UNIDO will not in any case be responsible or liable for those costs, regardless of the conduct or outcome of this competitive exercise.

Your bid should contain, but not necessarily be limited to, the following information:

3. **Qualification Requirements and Evaluation Criteria**

IMPORTANT NOTE: Only bids reflecting the complete scope of the requirements will be considered

a) **Qualification Requirements**

Information and/or documentation demonstrating that the company meets the qualification requirements detailed in Appendix 3.

b) **Technical Evaluation Criteria**

- i) **An explanation** of your understanding of the object of this ITB (see Technical Specifications as Appendix 1) to be performed and the scope of services to be provided and your overall work plan including detailed description of equipment, spares (if required) and scope of technical services;
- ii) **A statement** of your ability to start work promptly, including confirmation of the estimated date of delivery.

i) Delivery of all equipment by: 25.06.2008

State the estimated delivery date of an order placed within the period of validity of your bid and estimated date of installation/commissioning, trial runs, start-up and on-site training.

- iii) **A statement** that your organization's capacity, including qualified manpower resources, is adequate to implement the project within the period of time indicated in the Technical

Specifications (Appendix 1). All the staff you propose assigning to the project must have a good knowledge of English and possibly Arabic.

- iv) Any other information you may consider appropriate. However, brochures and other presentations unnecessarily elaborated beyond that sufficient to present complete and effective bid, are not encouraged.
- v) State country of origin or assembly of all items quoted.
Indicate brand names/manufactures offered/represented (if any);
Indicate quality assurances certificates and references held by the company (if applicable);

c) **Commercial Evaluation Criteria**

- i) **Your best, firm on fixed price in US Dollars** corresponding to the scope of technical bid. The bids not expressed in US Dollars will be converted to this currency, using the United Nations Rate of Exchange prevailing on the date of opening and the resulting US Dollars price will be used for price comparison, and in the contract.
- ii) **Please note that prices for equipment, parts and supplies shall be quoted DDU (air/sea/surface) Iraq (INCOTERMS 2000).**
- iii) **A detailed cost breakdown** of the firm, fixed price for the scope of your Technical Bid, highlighting the costs for the different categories (e.g. equipment, travel and local costs, etc.) in accordance with the instructions in Appendix 3 to this ITB. **Please indicate discounts, if any, which you may grant to UNIDO and indicate the terms of such discounts.**
- iv) **A statement that your bid is valid for a minimum period of six (6) months** from the closing date of **25 April 2008**. Once your bid is accepted during this period, the price quoted in your bid must remain unchanged for the entire period, including the period of the resulting contract unless otherwise specified in this ITB.
- v) Provide information on the warranty applicable to the equipment. Warranty must be for a minimum of **twelve (12) months from the date of commissioning or eighteen (18) months from the date of delivery to the end-user.**

The Supplier shall warrant that the goods, equipment, components, tools and spare parts supplied by him, his subcontractor(s) and/or suppliers under this Contract, shall be new and free from defects in workmanship, materials and design. The Supplier shall repair or replace at his own expense and as soon as practicable any of the equipment, components, tools or spare parts which, within the warranty period, prove to be defective, as mentioned above or as a result of any erroneous or inadequate engineering drawings, technical specifications and/or operating instructions of the Supplier. **These requirements will be incorporated in the purchase contract with the successful invitee.**

- vi) a. State the name and full address of your service representative nearest the destination who would help with installation and provide for warranty service, after-sales service and spare parts.
b. Confirm availability of spare parts, tools and equipment in Iraq for a minimum period of ten years.

4. **Evaluation Procedure and Award of Contract**

a) **Evaluation Procedure**

All bids, which are submitted in response and in accordance to this request, will be reviewed and evaluated by UNIDO in a fair and impartial way, applying the qualification requirements and evaluation criteria set out in this ITB.

Procedurally, the envelopes containing the Technical Bids will be opened first, and the Bids will be evaluated.

After completion of the technical evaluation, UNIDO will open and evaluate the Commercial Bids corresponding to only those Technical Bids that have been found responsive.

UNIDO will not open and evaluate the sealed envelopes containing the Commercial Bids corresponding to the Technical Bids that have been found non-responsive. These bids will be discarded.

Following submission of the bids and final evaluation, UNIDO will have the right to retain unsuccessful bids. It is therefore the invitee's responsibility to identify any information of a confidential or proprietary nature contained in its bid, so that it may be handled accordingly. However, UNIDO cannot guarantee confidentiality.

While price is an important factor, it will not be the primary consideration in evaluating responses to this ITB.

The contract shall be awarded based on the best value for money principles, to the qualified invitee whose Technical Bid has been found substantively responsive and whose Commercial Bid is the most beneficial to UNIDO. UNIDO will endeavor to advise you as promptly as possible concerning the decision.

UNIDO reserves the right to negotiate with the invitee who has submitted the best bid for the purpose of seeking revisions of such bid to enhance its technical aspects and/or to reduce the price.

b) **Contract Award**

The procurement contract will be awarded **on the basis of the best value for money principles and the interests of UNIDO to the qualified bidder whose bid conforms to requirements set forth in the solicitation documentation and offers the lowest cost to UNIDO.**

UNIDO reserves the right to award separate contracts for individual items of the Terms of Reference/Technical Specifications, requested under this ITB, to the suppliers who submitted the lowest cost technically acceptable bid for those items. Please take into account this provision in preparing your bid.

UNIDO will notify the successful invitee in writing by fax that its bid has been accepted. Upon the successful invitee's confirmation of acceptance of the contract award and conclusion of the contract, UNIDO will notify each unsuccessful invitee. The notification to the unsuccessful invitees will not contain any information concerning other invitees and their prices, including that of the winning bid, due to the confidential and proprietary character of such information. Any queries of unsuccessful invitees to this respect will not be entertained by UNIDO.

UNIDO reserves the right to accept or reject any bid(s), or annul this Invitation to Bid and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected invitee(s) or any obligation to inform the affected invitee(s) of the grounds for UNIDO's action.

c) **Split Awards**

UNIDO also reserves the right to split an award between any invitees in any combination, as it may deem appropriate. If the bid is submitted on an "all or none" basis, it should be clearly stated as such.

d) **Signing of Contract**

After the successful invitee's acceptance of the UNIDO's contract award, UNIDO will send the invitee the contract documents incorporating all agreements between the parties.

The successful invitee shall sign and date the contract and return it to UNIDO no later than two (2) weeks of the receipt of the contract documents.

5. **Company Registration**

Companies not yet registered as UNIDO supplier(s) in the UN procurement database UNITED NATIONS GLOBAL MARKET PLACE (UNGM) are kindly asked to register their company via the website www.ungm.org prior to submitting their bid. The UNGM is a UN wide platform used by most UN agencies for their company registration. The system will guide you through all the steps required to complete the application, which will be then reviewed by UNIDO and confirmed accordingly (also on-line).

This ITB is also posted on the UNIDO procurement web site <http://www.unido.org>.

We look forward to receiving your bid.

Yours truly,



Eric Appiateg

On behalf of the Chief, Procurement Services Unit
Operational Support Services Branch
Programme Support and General Management Division
UNIDO

Enclosures

- Appendix 1: Technical Specifications
- Appendix 2: UNIDO General Conditions
- Appendix 3: Qualification Requirements
- Appendix 4: Bid Response Sheet
- Appendix 5: Financial Statement
- Appendix 6: Privileges and Immunities Section

