



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

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Ref: 15001870/ERA

Date: 02 October 2007

INVITATION TO BID

Project Title: FB/IRQ/07/001
Community livelihoods and
Micro-industry support

UNIDO officer dealing with this request:

Mr. Eric Appiateng

- 1a. **The UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION (UNIDO) hereby invites you to submit a written bid for the items listed below and as per attached – Technical Specifications.**
- 1b. Your bid should reach us by 05 November 2007. **Bids received after the closing date will be rejected by UNIDO.**
2. The 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.
3. When preparing your bid you should follow the enclosed instructions and note the general terms overleaf. Please clearly mark the outside of each envelope in which your bid is mailed, stating: "**DO NOT OPEN BEFORE 05 November 2007**", "INVITATION TO BID REFERENCE NO: 15001870/ERA for project: FB/IRQ/07/001.
4. 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. The bid shall not contain any interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid.
5. **In your bid you must confirm your acceptance of the UNIDO General Conditions, a copy of which is enclosed. The UNIDO General Conditions shall form an integral part of the written contract with the successful bidder.**
6. **Any requests for clarifications, additional information, etc., relating to this "INVITATION TO BID must be addressed to the officer dealing with this request and copied to the undersigned.** If such requests are addressed to other persons or if additional information, despite the above instruction, is obtained from other persons, it may lead to rejection of the bid.
7. UNIDO will respond in writing to any request for clarification related to 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 considered by UNIDO. UNIDO will send copies of its response to relevant queries to all bidders (including an explanation of the query but without identifying the source of inquiry)

Yours truly,

Mr. Eric Appiateng, Procurement Officer
Procurement Services Unit
PSM/OSS/PRS

ITEM	QUANTITY	DESCRIPTION
1-59	See Appendix 1	Woodwork tools and machinery as per technical specifications attached (Appendix 1)

Instructions and General Terms

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.

Payment: Please refer to article IV of the General Conditions attached herewith. UNIDO pays by bank transfer. UNIDO does not accept terms stipulating stand-by letter of credit or provision of bank guarantee by UNIDO.

Insurance: Please do not insure - UNIDO usually insures all shipments under a global insurance policy; however goods shall be normally Delivered Duty Unpaid (DDU), named place of destination (INCOTERMS 2000), unless otherwise indicated.

Specifications: Manufacturers' names, catalogue numbers and model designations that 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.

8. ***Your bid should reflect the best available price(s) in US Dollars and indicate all discounts you grant to UNIDO. Those 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. Please note that prices for equipment, parts and supplies shall be quoted:
Ex-Works (INCOTERMS 2000)***
9. **Quote the reference and date of this request (see front page) in your bid and in any correspondence relating to it.**
10. State the name, telephone and fax number as well as the e-mail address of the person in your organization dealing with this request.
11. If spare parts are normally delivered with the equipment but are not mentioned in our list, please include in your bid the minimum quantity required for one year of operation, keeping in mind that their value should not exceed 10 per cent of the value of the equipment.
12. 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);
13. Prices quoted should be valid for at least 120 days from closing date and should remain firm until delivery.
14. State the earliest delivery date of an order placed within the period of validity of your bid.
15. Provide information on the warranty applicable to the equipment. Warranty must be for a **minimum of twelve (12) months from date of commissioning or for a minimum of eighteen (18) months from the date of delivery.**
16. 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 order contract with the successful invitee.
17. State the name and full address of your service representative nearest the destination who would help with installation (where applicable) and provide for warranty service, after-sales service and spare parts.

18. Please provide in your offer your company profile, reference list of your clients/major supply contracts and a completed **Invitee's Financial Statement** (the form of the Statement is enclosed herewith as an Appendix).
19. Address your bid as indicated below:

**United Nations Industrial Development Organization (UNIDO)
Vienna International Centre
Procurement Services Unit/OSS/PSM
Wagramer Strasse 5, P.O. Box 300
A-1400 Vienna, Austria**

Attn.: Mr. Eric Appiateng, Procurement Officer, PSM/OSS/PRS

**INVITATION TO BID - REF: 15001870/ERA - FB/IRQ//07/001
DO NOT OPEN BEFORE 05 November 2007**

20. 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 substantially 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.
21. 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. 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. Only complete offers will be considered, however, UNIDO reserves the right to exclude one or several items from the offer. Please take into account this provision in preparing your offer.**
22. 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.
23. UNIDO will notify the successful invitee in writing by fax/e-mail that its bid has been accepted. Thereafter, 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 offer, due to the confidential and proprietary character of such information. Any queries of unsuccessful invitees to this respect will not be entertained by UNIDO.
24. 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.
25. The invitees shall bear all the costs associated with the preparation and submission of the proposals, and UNIDO will not in any case be responsible or liable for those costs, regardless of the conduct or outcome of this competitive bidding exercise.
26. **For new potential suppliers to UNIDO: Kindly register your company/organization via the UN procurement database "UNITED NATIONS GLOBAL MARKET PLACE (UNGM) www.ungm.org prior to submitting your 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 reviewed by UNIDO and confirmed accordingly.**
27. This ITB is also posted on the UNIDO procurement web site <http://www.unido.org> (Procurement Notices)

Enclosures

Appendix 1: Terms of Reference

Appendix 2: UNIDO General Conditions

Appendix 3: Administrative requirements

Appendix 4: Bid Response Sheet