**Section 4: Bid Submission Form[[1]](#footnote-1)**

***(This should be written in the Letterhead of the Bidder. Except for indicated fields, no changes may be made in this template.)***

[*insert: Location*]

[*insert: Date*]

To: [*insert: Name and Address of UNDP focal point*]

Dear Sir/Madam:

We, the undersigned, hereby offer to supply the goods and related services required for [*insert: title of goods and services required as per ITB*] in accordance with your Invitation to Bid dated [*insert Bid date*]. We are hereby submitting our Bid, which includes the Technical Bid and Price Schedule.

We hereby declare that:

1. All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification;
2. We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
3. We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
4. We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby fully accept the Schedule of Requirements and Technical Specifications describing the duties and responsibilities required of us in this ITB, and the General Terms and Conditions of UNDP’s Standard Contract for this ITB.

We agree to abide by this Bid for [*insert: period of validity as indicated in Data Sheet*].

We undertake, if our Bid is accepted, to initiate the supply of goods and provision of related services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this Bid that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[Please mark this letter with your corporate seal, if available]*

**Section 5: Documents Establishing the Eligibility and Qualifications of the Bidder**

Bidder Information Form[[2]](#footnote-2)

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: [*insert Bidder’s legal name*] | | |
| 2. In case of Joint Venture (JV), legal name of each party: [*insert legal name of each party in JV*] | | |
| 3. Actual or intended Country/ies of Registration/Operation: [*insert actual or intended Country of Registration*] | | |
| 4. Year of Registration in its Location: [*insert Bidder’s year of registration*] | | |
| 5. Countries of Operation | 6. No. of staff in each Country | 7. Years of Operation in each Country |
| 8. Legal Address/es in Country/ies of Registration/Operation: [*insert Bidder’s legal address in country of registration*] | | |
| 9. Value and Description of Top three (3) Biggest Contract for the past five (5) years   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **Client** | **Contract value** | **Period of activity** | **Status or date completed** | **References contact details (name, phone, mail)** | | 1. |  |  |  |  |  | | 2. |  |  |  |  |  | | 3. |  |  |  |  |  | | | |
| 10. Latest Credit Rating (Score and Source, if any) | | |
| 11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved. | | |
| 12. Bidder’s Authorized Representative Information  Name: [*insert Authorized Representative’s name*]  Address: [*insert Authorized Representative’s address*]  Telephone/Fax numbers: [*insert Authorized Representative’s telephone/fax numbers*]  Email Address: [*insert Authorized Representative’s email address*] | | |
| 13. Are you in the UNPD List 1267.1989 or UN Ineligibility List?  YES or  NO | | |
| 14. Attached are copies of original documents of:  All eligibility document requirements listed in the Data Sheet  If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered  If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law. | | |

Joint Venture Partner Information Form (if Registered)[[3]](#footnote-3)

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: [*insert Bidder’s legal name*] | | |
| 2. JV’s Party legal name: [*insert JV’s Party legal name*] | | |
| 3. JV’s Party Country of Registration: [*insert JV’s Party country of registration*] | | |
| 4. Year of Registration: [*insert Party’s year of registration*] | | |
| 5. Countries of Operation | 6. No. of staff in each Country | 7. Years of Operation in each Country |
| 8. Legal Address/es in Country/ies of Registration/Operation: [*insert Party’s legal address in country of registration*] | | |
| 9. Value and Description of Top three (3) Biggest Contract for the past five (5) years | | |
| 10. Latest Credit Rating (if any) | | |
| 11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved. | | |
| 13. JV’s Party Authorized Representative Information  Name: [*insert name of JV’s Party authorized representative*]  Address: [*insert address of JV’s Party authorized representative*]  Telephone/Fax numbers: [*insert telephone/fax numbers of JV’s Party authorized representative*]  Email Address: [*insert email address of JV’s Party authorized representative*] | | |
| 14. Attached are copies of original documents of:[*check the box(es) of the attached original documents*]  All eligibility document requirements listed in the Data Sheet  Articles of Incorporation or Registration of firm named in 2.  In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law. | | |

**Section 6: Technical Bid Form[[4]](#footnote-4)**

|  |
| --- |
| ***INSERT TITLE OF THE ITB*** |

|  |  |
| --- | --- |
| **Name of Bidding Organization / Firm:** |  |
| **Country of Registration:** |  |
| **Name of Contact Person for this Bid:** |  |
| **Address:** |  |
| **Phone / Fax:** |  |
| **Email:** |  |

|  |
| --- |
| **SECTION 1: EXPERTISE OF FIRM/ ORGANISATION** |
| *This section should fully explain the Bidder’s resources in terms of personnel and facilities necessary for the performance of this requirement.*  1.1 Brief Description of Bidder as an Entity: Provide a brief description of the organization / firm submitting the Bid, its legal mandates/authorized business activities, the year and country of incorporation, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the delivery of goods and/or performance of related services, indicating the status/result of such litigation/arbitration.  1.2. Financial Capacity:Based on the latest Audited Financial Statement (Income Statement and Balance Sheet) describe the financial capacity (liquidity, stand-by credit lines, etc.) of the bidder to engage into the contract. Include any indication of credit rating, industry rating, etc.  1.3. Track Record and Experiences: Provide the following information regarding corporate experience within at least the last five (5) years which are related or relevant to those required for this Contract.   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Name of project** | **Client** | **Contract Value** | **Period of activity** | **Types of activities undertaken** | **Status or Date Completed** | **References Contact Details (Name, Phone, Email)** | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |

|  |
| --- |
| **SECTION 2 - SCOPE OF SUPPLY, TECHNICAL SPECIFICATIONS, AND RELATED SERVICES** |
| *This section should demonstrate the Bidder’s responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the specifications.*  2.1. Scope of Supply: Please provide a detailed description of the goods to be supplied, indicating clearly how they comply with the technical specifications required by the ITB (see below table); describe how the organisation/firm will supply the goods and any related services, keeping in mind the appropriateness to local conditions and project environment.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Item No.** | **Description/ Specification of Goods** | **Source/ Manufacturer** | **Country of Origin** | **Qty** | **Quality Certificate/ Export Licences, etc. (indicate all that applies and if attached)** | |  |  |  |  |  |  | |  |  |  |  |  |  |   *A supporting document with full details may be annexed to this section*  2.2. Technical Quality Assurance Mechanisms: The bid shall also include details of the Bidder’s internal technical and quality assurance review mechanisms, all the appropriate quality certificates, export licenses and other documents attesting to the superiority of the quality of the goods and technologies to be supplied.  2.3. Reporting and Monitoring: Please provide a brief description of the mechanisms proposed for this project for reporting to the UNDP and partners, including a reporting schedule.  2.4. Subcontracting: Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.  2.5. Risks / Mitigation Measures: Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.  2.6 Implementation Timelines: The Bidder shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.  2.7. Partnerships (Optional): Explain any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.  2.8. Anti-Corruption Strategy (Optional): Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.  2.9 Statement of Full Disclosure: This is intended to disclose any potential conflict in accordance with the definition of “conflict” under Section 4 of this document, if any.  2.10 Other: Any other comments or information regarding the bid and its implementation. |

**ITB18/1690-Technical Responsiveness Table**

**Bidders shall provide all the applicable data of the equipment offered, failing to do so may result in the bid being rejected. Corresponding documentation shall form part of the bidder’s offer.**

**LOT #1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Item Description** | **Specifications** | **√**  **Yes** | **√**  **No** | **Technical Compliance**  **Please provide details /description of offered feature)** |
| **1** | **Waste Disposal Truck** | |  |  |  |
| Condition | Brand New, year of production 2016 or later |  |  |  |
| Dimensions (± 5%) | Length, mm: max. 6500  Width, mm: max. 2600  Height, mm: max. 3200 |  |  |  |
| Total vehicle weight, kg, (± 5%) | max. 8,500 |  |  |  |
| Fuel | Diesel |  |  |  |
| Engine Horsepower HP, (± 5%) | min. 125 |  |  |  |
| European emission standards | Min. “Euro 3” |  |  |  |
| Steering | Steering mechanism with the hydraulic booster |  |  |  |
| Standard equipment | Spare wheel. First aid kit. Emergency triangle and lantern, lifting jack. The bracket for the installation of fire extinguishers. Set of tools. |  |  |  |
| Warranty | 12 months |  |  |  |
| Technical specifications of the waste container | |  |  |  |
| Loading type | Back loading;  1. Automatic loading:  Small dustbins – minimum 120 litters; (euro-standard)  Big dustbins - minimum 750 litters; (euro-standard)  OR  2. Manual loading |  |  |  |
| Capacity of load container, m**3**, (± 10%) | 7,5 |  |  |  |
| Lifting capacity of manipulating arm, kg | Min. 600 (in case of manual loading) |  |  |  |
| Compaction ratio | 1,5 – 4 (depending on the density of the load) |  |  |  |
| Mass of loaded waste, kg | min. 3000 |  |  |  |

**LOT #2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Item Description** | **Specifications** | **√**  **Yes** | **√**  **No** | **Technical Compliance**  **Please provide details /description of offered feature)** |
| **1** | **Waste Disposal Truck** | |  |  |  |
| Condition | Brand New, year of production 2016 or later |  |  |  |
| Dimensions (± 5%) | Length, mm: max. 7500  Width, mm: max. 2600  Height, mm: max. 3500 |  |  |  |
| Total vehicle weight, kg (± 5%) | max. 13500 |  |  |  |
| Fuel | Diesel |  |  |  |
| Engine Horsepower HP, (± 5%) | min. 155 |  |  |  |
| European emission standards | Min. “Euro 3” |  |  |  |
| Steering | Steering mechanism with the hydraulic booster |  |  |  |
| Standard equipment | Spare wheel. First aid kit. Emergency triangle and lantern, lifting jack. The bracket for the installation of fire extinguishers. Set of tools. |  |  |  |
| Warranty | 12 months |  |  |  |
| Technical specifications of the waste container | |  |  |  |
| Loading type | Back loading |  |  |  |
| Capacity of load container, m**3**, (± 10%) | 10 |  |  |  |
| Mass of loaded waste, kg | min. 4000 |  |  |  |
| Types of loadable dustbins, liters (euro-standards) | Small dustbins – minimum 120 litters;  Big dustbins - minimum 750 litters; |  |  |  |
| Additional options | Footboards and handles for operators |  |  |  |

**LOT #3**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Item Description** | **Specifications** | **√**  **Yes** | **√**  **No** | **Technical Compliance**  **Please provide details /description of offered feature)** |
| **1** | **Waste Disposal Truck** | |  |  |  |
| Condition | Brand New, year of production 2016 or later |  |  |  |
| Dimensions (± 5%) | Length, mm: max. 8500  Width, mm: max. 2600  Height, mm: max. 3800 |  |  |  |
| Total vehicle weight, kg (± 5%) | max. 19500 |  |  |  |
| Fuel | Diesel |  |  |  |
| Engine Horsepower HP, (± 5%) | min. 155 |  |  |  |
| European emission standards | Min. “Euro 3” |  |  |  |
| Steering | Steering mechanism with the hydraulic booster |  |  |  |
| Standard equipment | Spare wheel. First aid kit. Emergency triangle and lantern, lifting jack. The bracket for the installation of fire extinguishers. Set of tools. |  |  |  |
| Warranty | 12 months |  |  |  |
| Technical specifications of the waste container | |  |  |  |
| Loading type | Back loading |  |  |  |
| Capacity of load container, m**3**, (± 10%) | 16 |  |  |  |
| Mass of loaded waste, kg | min. 7000 |  |  |  |
| Types of loadable dustbins, liters (euro-standards) | Small dustbins – minimum 120 litters;  Big dustbins - minimum 750 litters; |  |  |  |
| Additional options | Footboards and handles for operators |  |  |  |

**Section 7: Price Schedule Form[[5]](#footnote-5)**

The Bidder is required to prepare the Price Schedule as indicated in the Instruction to Bidders.

The Price Schedule must provide a detailed cost breakdown of all goods and related services to be provided, from unit price to lot prices. Separate figures must be provided for each functional grouping or category, if any.

Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be listed separately.

The format shown on the following pages is suggested for use as a guide in preparing the Price Schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

1. **Cost Breakdown per Deliverable Items\***

**TABLE 1: Offer to Supply Equipment Compliant with Technical Specifications and Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Deliverables | Expected Date of Delivery  (or please insert your earliest delivery period) | Price per unit, USD,  VAT 0% | Quantity | Total, USD, VAT 0% |
| **LOT #1** | | | | | |
|  | Waste Disposal Truck with back loading – 7,5 cubic meters container capacity | 90 calendar days from Purchase Order is signed |  | **1** |  |
|  | Add : Cost of Transportation |  |  |  |  |
|  | Add : Cost of Insurance |  |  |  |  |
|  | Add : Other Charges (pls. specify) |  |  |  |  |
|  | **Total Price for LOT #1** |  |  |  |  |
| **LOT #2** | | | | | |
|  | Waste Disposal Trucks with back loading – 10 cubic meters container capacity | 90 calendar days from Purchase Order is signed |  | **2** |  |
|  | Add : Cost of Transportation |  |  |  |  |
|  | Add : Cost of Insurance |  |  |  |  |
|  | Add : Other Charges (pls. specify) |  |  |  |  |
|  | **Total Price for LOT #2** |  |  |  |  |
| **LOT #3** | | | | | |
|  | Waste Disposal Trucks with back loading – 16 cubic meters container capacity | 90 calendar days from Purchase Order is signed |  | **5** |  |
|  | Add : Cost of Transportation |  |  |  |  |
|  | Add : Cost of Insurance |  |  |  |  |
|  | Add : Other Charges (pls. specify) |  |  |  |  |
|  | **Total Price for LOT #3** |  |  |  |  |
|  | **TOTAL BID PRICE** |  |  |  |  |

*\* This shall be the basis of payment tranches*

*(see also the tables below)*

**TABLE 2: Estimated Operating Costs (consumables and spares, including their prices and details on local availability for the first 50 000 km mileage) \***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **List of Consumable Item/s** | **Mileage when servicing is required** | **List of replacement parts required** | **Cost of replacement parts** | **Cost of maintenance works** | **Total Price per Item**  **(USD, VAT 0%)** |
| **LOT #1 (indicate only those applicable)** | | | | | | |
| Motor Oil |  |  |  |  |  |
| Oil filter |  |  |  |  |  |
| Gearbox Oil |  |  |  |  |  |
| Timing Belt |  |  |  |  |  |
| Generator belt |  |  |  |  |  |
| Belt tensioner and pulleys |  |  |  |  |  |
| Spark Plugs |  |  |  |  |  |
| Air filter |  |  |  |  |  |
| Salon filter |  |  |  |  |  |
| Brake pads |  |  |  |  |  |
| **Total Cost for LOT #1** | | | | | **USD** |
| **LOT #2 (indicate only those applicable)** | | | | | | |
| Motor Oil |  |  |  |  |  |
| Oil filter |  |  |  |  |  |
| Gearbox Oil |  |  |  |  |  |
| Timing Belt |  |  |  |  |  |
| Generator belt |  |  |  |  |  |
| Belt tensioner and pulleys |  |  |  |  |  |
| Spark Plugs |  |  |  |  |  |
| Air filter |  |  |  |  |  |
| Salon filter |  |  |  |  |  |
| Brake pads |  |  |  |  |  |
| **Total Cost for LOT #2** | | | | | **USD** |
| **LOT #3 (indicate only those applicable)** | | | | | | |
| Motor Oil |  |  |  |  |  |
| Oil filter |  |  |  |  |  |
| Gearbox Oil |  |  |  |  |  |
| Timing Belt |  |  |  |  |  |
| Generator belt |  |  |  |  |  |
| Belt tensioner and pulleys |  |  |  |  |  |
| Spark Plugs |  |  |  |  |  |
| Air filter |  |  |  |  |  |
| Salon filter |  |  |  |  |  |
| Brake pads |  |  |  |  |  |
| **Total Cost for LOT #3** | | | | | **USD** |
|  | | | | |  |

\**These costs shall be quoted based on current prices at a local authorized service centre and shall be taken into account by UNDP during the evaluation process to calculate the life cycle cost of the vehicle. These maintenance services shall not be contracted by UNDP at this stage. The contract shall contain only the vehicles, warranty, delivery and other related charges.*

**TABLE 3 : Offer to Comply with Other Conditions and Related Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Information pertaining to our Quotation are as follows:** | **Your Responses** | | |
| ***Yes, we will comply*** | ***No, we cannot comply*** | ***If you cannot comply, pls. indicate counter proposal*** |
| Delivery Lead Time (up to 90 calendar days from PO contract signature) |  |  |  |
| Warranty and After-Sales Requirements |  |  |  |
| 1. Minimum 12 months warranty or 50,000 km on both parts and labor |  |  |  |
| 1. Availability of certificates of quality and origin for the offered equipment |  |  |  |
| 1. Availability of authorized service in Moldova |  |  |  |
| Validity of Bid: 90 calendar days |  |  |  |
| All Provisions of the UNDP General Terms and Conditions |  |  |  |

1. *No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.* [↑](#footnote-ref-1)
2. *The Bidder shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.* [↑](#footnote-ref-2)
3. *The Bidder shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.* [↑](#footnote-ref-3)
4. *Technical Bids not submitted in this format may be rejected.*  [↑](#footnote-ref-4)
5. *No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.* [↑](#footnote-ref-5)