



ITB22/02561: FPI/Technical training equipment for educational institutions that train specialists in the energy field

SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereinafter referred to as UNDP, through **FPI Programme on "Addressing the impacts of the energy crisis in the Republic of Moldova: Initiating solutions toward energy security and energy poverty"** hereby invites prospective bidders to submit a bid for **ITB22/02561: FPI/Technical training equipment for educational institutions that train specialists in the energy field** in accordance with the General Conditions of Contract and the Schedule of Requirements as set out in this Invitation to Bid (ITB).

To enable you to submit a bid, please read the following attached documents carefully.

Section 1: This Letter of Invitation

Section 2: Instructions to Bidders

Section 3: Data Sheet

Section 4: Evaluation Criteria

Section 5: Schedule of Requirements

Section 6: Conditions of Contract and Contract Forms

Section 7: Bidding Forms

- Form A: Bid Confirmation

- Form B: Checklist

- Form C: Bid Submission

- Form D: Bidder Information

- Form E: Joint Venture/Consortium/Association Information

- Form F: Eligibility and Qualification

- Form G: Technical Bid

- Form H: Price Schedule



- Form I: Bid Security

When preparing your bid, please be guided by the ITB Instructions and Data Sheet. Please note that bids must be submitted directly in the system responding to the questions and uploading required documents by the deadline for submission of bids (date and time), indicated in the online system. System will not accept submission of any bid after that date and time. It is your responsibility to ensure that your bid is submitted before the deadline. Bids received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

Bids must be submitted directly in Quantum NextGenERP supplier portal following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal (please log in using your username and password).

Follow the instructions in the user guide to search for the tender using search filters, namely

Negotiation ID: UNDP-MDA-00042

and subscribe to the tender in order to get notifications in case of amendments of the tender document and requirements.

In case you have never registered before, follow this link to register a profile:

https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_adf.ctrl-state=azywmctp_1&_afLoop=6329722925931702&_afWindowMode=0&_afWindowId=null&_afFS=16&_afMT=screen&_afMFW=1042&_afMFH=575&_afMFDW=1280&_afMFDH=720&_afMFC=8&_afMFCI=0&_afMFM=0&_afMFR=144&_afMFG=0&_afMFS=0&_afMFO=0

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Should you require further clarifications on the application through the Quantum online portal, kindly contact the Procurement Unit at sc.md@undp.org. Please pay attention that the bid shall be submitted online through the Quantum system and any bid sent to the above email shall be disqualified.

Should you require further clarifications on the Invitation to Bid, Schedule of Requirements or other requirements, kindly communicate using the messaging functionality in the portal.



Deadline for Submission of Offers (Date and Time), which is visible in the online procurement system will be final. System will not accept submission of any bid after that date and time. It is the responsibility of the bidder to make sure that the bid is submitted prior to this deadline for submission.

Bidders are advised to upload bid documents and to submit their offer a day prior or well before the date and time indicated under the deadline for submission of Offers. Do not wait until last minute. If Bidder faces any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP may not be able to assist on such a short notice and will not be held liable in such instance. UNDP will not accept any offer that is not submitted directly through the System.

Thank you and we look forward to receiving your bid.

UNDP Moldova



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1 Overview

1.1 General Information

Title	ITB22/02561: FPI/Technical Training Equipment
Contact Point	Mihai Lupu
Outcome	Purchase Order
E-Mail	mihai.lupu@undp.org
Reference Number	ITB22/02561
Beneficiary Country	Republic of Moldova
Introduction	

ITB22/02561: FPI/Technical training equipment for educational institutions that train specialists in the energy field

United Nations Development Programme, hereinafter referred to as UNDP, through **FPI Programme on "Addressing the impacts of the energy crisis in the Republic of Moldova: Initiating solutions toward energy security and energy poverty"** hereby invites prospective bidders to submit a bid for **ITB22/02561: FPI/Technical training equipment for educational institutions that train specialists in the energy field** in accordance with the General Conditions of Contract and the Schedule of Requirements as set out in this Invitation to Bid (ITB).

To enable you to submit a bid, please read the following attached documents carefully.

Section 1: This Letter of Invitation
Section 2: Instructions to Bidders
Section 3: Data Sheet
Section 4: Evaluation Criteria
Section 5: Schedule of Requirements
Section 6: Conditions of Contract and Contract Forms

Section 7: Bidding Forms

- Form A: Bid Confirmation
- Form B: Checklist
- Form C: Bid Submission
- Form D: Bidder Information



- Form E: Joint Venture/Consortium/Association Information
- Form F: Eligibility and Qualification
- Form G: Technical Bid
- Form H: Price Schedule
- Form I: Bid Security

When preparing your bid, please be guided by the ITB Instructions and Data Sheet. Please note that bids must be submitted directly in the system responding to the questions and uploading required documents by the deadline for submission of bids (date and time), indicated in the online system. System will not accept submission of any bid after that date and time. It is your responsibility to ensure that your bid is submitted before the deadline. Bids received after the submission deadline outside the online portal, for whatever reason, will not be considered for evaluation.

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https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_adf.ctrl-state=azywmctp_1&_afLoop=6329722925931702&_afWindowMode=0&_afWindowId=null&_afFS=16&_afMT=screen&_afMFW=1042&_afMFH=575&_afMFDW=1280&_afMFDH=720&_afMFC=8&_afMFCl=0&_afMFM=0&_afMFR=144&_afMFG=0&_afMFS=0&_afMFO=0



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Deadline for Submission of Offers (Date and Time), which is visible in the online procurement system will be final. System will not accept submission of any bid after that date and time. It is the responsibility of the bidder to make sure that the bid is submitted prior to this deadline for submission.

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Thank you and we look forward to receiving your bid.

UNDP Moldova

1.2 Tender Timeline

Preview Date	
Open Date	22-Nov-2022 18.08.14
Close Date	13-Dec-2022 17.30.00
Time Zone	Eastern European Time

1.3 Response Rules

This negotiation is governed by all the rules displayed below.



	Rule
<input checked="" type="checkbox"/>	Suppliers are allowed to respond to selected lines
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

1.4 Terms

Negotiation Currency USD (US Dollar)

1.5 Attachments

File Name or URL	Type	Description
ITB22_02561 Invitation to Bid Sections and Annexes	File	ITB22_02561 Invitation to Bid Sections and Annexes
ITB22_02561 Section 7 - Returnable Bidding Forms	File	ITB22_02561 Section 7 - Returnable Bidding Forms
UNDP Quantum - User Guide for Suppliers - English	File	UNDP Quantum - User Guide for Suppliers - English
UNDP Quantum - User Guide for Suppliers - Russian	File	UNDP Quantum - User Guide for Suppliers - Russian



2 Requirements

**Response is required*

The requirement section of this document includes general instructions and information for suppliers as well as requirements and sections that suppliers need to respond. Please review this section carefully and provide responses in the manner and format required by uploading required forms and when required also keying in the information directly in the system.

2.1 Section 1. General Provisions

1. General Instructions to Bidders

This solicitation process is governed by the General Instructions to Suppliers attached herewith and Bid Data Sheet and other information listed herewith. By submitting a bid response to this tender supplier confirms to have read, understood, and accepted such provisions.

2. Bid Data Sheet

Bid Data sheet contains information and instructions specific to this Tender. By submitting a bid you confirm to have read, understood, and accepted the provisions herewith attached.

2.2 Section 2. Evaluation Criteria - Preliminary Examination

*1. General Conditions of Contract

Do you accept the General Conditions of Contract (GTCs) as specified herewith.

Select one of the following:-

a. Confirm acceptance of GTCs

*2. Proposal Validity

Do you accept that your bid is valid as required in General Instructions and Bid Data Sheet?

Select one of the following:-

a. Confirm Bid Validity as required

3. Form A: Bid Confirmation

Please acknowledge interest to participate in this Tender by creating a draft bid response in the system. This will allow you to receive notifications from the system in case of amendments.

If you do not submit a bid, UNDP would appreciate your feedback on the reasons. You can provide your feedback by completed the form A herewith attached and sending it via email to contact details specified for this tender in Bid Data Sheet.

4. Form B: Checklist

Please complete the returnable bidding forms in accordance with instructions and attach them as part of your bid response in the system. No alteration to the format of the forms shall be permitted and no substitution shall be accepted.



***5. Form C: Bid Submission**

Have you attached Bid Submission form as per template provided and duly signed by a legal representative of your company?

Select one of the following:-

- a. Bid Submission form provided (*Response attachments are required*)

***6. Form D: Bidder Information**

Have you attached form D with information on the bidder using template herewith attached?

Select one of the following:-

- a. Bidder Information provided (*Response attachments are required*)

***7. Form E: Joint Venture/Consortium/Association Information**

Have you provided information on Joint Venture/Consortium/Association Information using the template and instructions attached?

Choose the applicable answer from options below.

Evidence of the capacities, capabilities and reputation of the JV partners/Subcontractors (if any) should meet respective requirements listed in Section 4.

Select one of the following:-

- a. Not applicable
 b. Joint Venture (*Response attachments are optional*)
 c. Consortium (*Response attachments are optional*)
 d. Association (*Response attachments are optional*)

***8. Form F: Eligibility and Qualifications**

Have you provided the information required to establish eligibility and qualifications as per form F herewith attached?

Attach also supporting documentation as applicable.

Select one of the following:-

- a. Information provided (*Response attachments are required*)

***9. Form G: Technical Bid**

Have you provided your technical offer using the template herewith attached.

Please provide also additional supporting documents such as technical specifications, brochures, etc.

Select one of the following:-

- a. Technical Bid offered (*Response attachments are required*)

***10. Form H: Price Schedule**

Have you provided duly filled-in Price Schedule (as per Form H)?

At the same time, prices must be submitted directly in the system line items section, and detailed tables attached when requested.

Please make sure that the figures are consistent.

Select one of the following:-

- a. Price Schedule Provided (*Response attachments are optional*)



***11. Form I: Bid Security**

Have you provided Bid Security as per the template herewith attached and instructions in the Tender document?

A scanned copy shall be attached with bid response in the system and original sent to the address specified in Bid Data Sheet.

Select one of the following:-

- a. Bid Security Provided (*Response attachments are required*)
- b. Not applicable - Bidder applied for less than 3 (three) LOTS (*Response attachments are optional*)

***12. Company profile**

Please provide a Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the works/services being procured.

Select one of the following:-

- a. Company profile provided (*Response attachments are required*)

***13. Legal documents**

Please provide legal documents including:

- Certificate of Incorporation/ Business Registration
- Certified details of the ownership of the Bidder company (including each member of a JV consortium), providing the percentage ownership, share or stockholding of each party with an interest exceeding 5% of the company ownership (or Annex 1 to Business Registration Certificate – for local companies)
- Certified Letter of Appointment and power of attorney authorizing the representative of the Bidder to sign bids committing the Bidder and his joint venture partners (if any) to engagement for the Contract
- Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country

Select one of the following:-

- a. Legal documents provided (*Response attachments are required*)

***14. Tax Registration/Payment Certificate**

Please provide the Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder.

Select one of the following:-

- a. Tax Registration/Payment Certificate provided (*Response attachments are required*)

***15. Financial Statements**

Please provide the Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Reports (for international companies) or registered Financial Report at the Statistical Bureau (for local companies) for the past 3 (three) years (2019, 2020, 2021).

Select one of the following:-

- a. Financial Statements provided (*Response attachments are required*)

***16. Details of Previous Relevant Experience**

Please provide details of Previous Relevant Experience within the last 3 (three) years, indicating the



Beneficiary name and contact details, scope of executed works, contract amount and period of contract execution.

Please indicate if details provided by selecting the acceptable value, as per the requirement. Detailed information about relevant experience must be provided in Form F: Eligibility and Qualification.

Select one of the following:-

a. Details of Previous Relevant Experience provided *(Response attachments are optional)*

***17. Prove of successful completion of contracts**

Please provide copies of signed contracts and/or any other prove of successful completion of delivery of goods/provision of services included under similar experience (as required in Section 4).

Select one of the following:-

a. Prove of successful completion of works provided *(Response attachments are required)*

***18. Statement of Satisfactory Performance**

Please provide at least 3 (three) Clients' statements confirming satisfactory performance by the Bidder, each JV partner/Subcontractor (if the case), on the two contracts of highest value carried out, during the past 3 (three) years, by each intended participant.

Select one of the following:-

a. Statement of Satisfactory Performance provided *(Response attachments are required)*

***19. Schedule of activities/work**

Please provide the schedule of activities/work indicating duration and key dates for each stage.

Select one of the following:-

a. Schedule of activities/work provided *(Response attachments are required)*

***20. Technical documentation, certificates of conformity and/or quality, catalogue**

Please provide adequate technical documentation, certificates of conformity and/or quality, catalogue (s) and other printed material or information pertinent to the equipment according to LOT applied.

Select one of the following:-

a. Technical documentation, certificates of conformity and/or quality, catalogue provided *(Response attachments are required)*

***21. List of qualified key personnel, together with CVs and professional certificates**

Please provide the list of qualified key personnel/specialists (operation and maintenance trainer(s)), together with CVs and professional certificates (valid at the date of presentation) indicating professional qualifications, experience in the field of training and use of the delivered equipment (as required in Section 4 above).

Select one of the following:-

a. List of qualified key personnel, together with CVs provided *(Response attachments are required)*

***22. Warranty Certificates**

Please provide equipment warranty certificates for at least twelve (12) months from the date of delivery.



Select one of the following:-

- a. Warranty Certificates provided(*Response attachments are required*)

***23. Evidence of the Bidder's Environmental and Social Management capability**

Please provide evidence of the Bidder's Environmental and Social Management capability by submitting a plan which will ensure that all identified negative biological, physical and/or socio-economic impacts are minimized, mitigated or reversed.

Select one of the following:-

- a. Evidence of the Bidder's Environmental and Social Management capability provided(*Response attachments are optional*)

***24. Certificates of quality and origin for offered goods**

Please provide certificates of quality and origin for the offered goods, materials and accessories (where applicable), if any.

Select one of the following:-

- a. Certificates of quality and origin provided(*Response attachments are optional*)

***25. Quality Certificates (e.g., ISO, etc.)**

Please provide quality certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any.

Select one of the following:-

- a. Quality Certificates (e.g., ISO, etc.) provided(*Response attachments are optional*)

***26. Certification or authorization to act as Agent on behalf of the Manufacturer**

Please provide certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney (if Supplier is not the manufacturer).

Select one of the following:-

- a. Certification/authorization provided(*Response attachments are optional*)

***27. Export Licenses**

Please provide Export Licenses, if applicable.

Select one of the following:-

- a. Export Licenses provided(*Response attachments are optional*)

***28. Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices**

Please provide Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures.

Select one of the following:-

- a. Environmental Compliance Certificates provided(*Response attachments are optional*)



2.3 Section 3. Evaluation Criteria - Minimum eligibility

*1. Legal Registration

Bidder is a legally registered entity and all relevant information is provided.

Upload scanned copies of legal registration documents according to options listed below and any other relevant document.

Select all that apply:-

- a. Certificate of Company Incorporation *(Response attachments are optional)*
- b. Tax Registration Certificate *(Response attachments are optional)*
- c. Board of Directors *(Response attachments are optional)*
- d. Power of Attorney *(Response attachments are optional)*
- e. Other - please specify in comments *(Response attachments are optional)*

*2. Sanctions List

Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Section 2 Article 4.

Select one of the following:-

- a. Not suspended or ineligible

*3. Bankruptcy

Do you confirm that you have not declared bankruptcy or not involved in bankruptcy or receivership proceedings and there is no judgment or pending legal action against the company that could impair operations in the foreseeable future.

Select one of the following:-

- a. Not involved in Bankruptcy or similar proceedings
- b. Involved in bankruptcy or other similar proceedings *(Response attachments are required)*

*4. Certificates and Licences

Have you provided required certificate and licences? Select any of the options below as applicable and attach corresponding supporting documents.

- Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer.
- Official appointment as local representative, if bidder is submitting a bid on behalf of an entity located outside the country.
- Patent Registration Certificates, if any of technologies submitted in the bid is patented by the bidder.
- Export/Import Licenses, if applicable.

Select one of the following:-

- a. Agent on behalf of manufacturer *(Response attachments are optional)*
- b. Official appointment as local representative *(Response attachments are optional)*
- c. Patent Registration Certificates *(Response attachments are optional)*
- d. Export/Import licences *(Response attachments are optional)*
- e. Not applicable *(Response attachments are optional)*

2.4 Section 4. Evaluation Criteria - Qualifications

*1. History of non-performing contracts



Have you provided the history of non-performing contracts that did not occur as a result of contractor default within the last 3 (three) years?

Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employer's decision was overruled by the dispute resolution mechanism.

Select one of the following:-

- a. No history of non-performing contracts
- b. Information provided (*Response attachments are required*)

***2. Litigations**

No consistent history of court/arbitral award decisions against the bidder for the last 3 (three) years.

Select one of the following:-

- a. No Litigations
- b. Litigations history provided (*Response attachments are required*)

***3. Relevant Experience**

The Bidder must have minimum three (3) years of relevant experience in provision of similar equipment and training services on the use of the equipment (in accordance with LOT applied).

(For JV/Consortium/Association, the Team Leader should meet requirement).

Please indicate the number of years, as per the requirement, in this text entry box. Detailed information about relevant experience must be provided in Form F: Eligibility and Qualification.

Response attachments are optional.

***4. Recent Experience**

The Bidder must have minimum one (1) contract of similar or higher value, nature and complexity implemented over the last 3 (three) years (in accordance with LOT applied).

(For JV/Consortium/Association, the Team Leader should meet requirement).

Please indicate the number of contracts, as per the requirement, in this text entry box. Detailed information about relevant experience must be provided in Form F: Eligibility and Qualification.

Response attachments are optional.

***5. Financial Standing - Liquidity**

The average ratio Current assets/Current liabilities over the last 3 (three) years must be equal or greater than 1. Bidders must include audited balance sheets covering the last 3 (three) years and must demonstrate the current soundness of their financial standing and indicate their prospective long-term profitability.

If QR is less than 1: UNDP shall verify financial capacity of the bidder and had the authority to seek references from concerned parties & banks on the bidder's financial standing. UNDP had the right to reject any bid if submitted by a contractor whom investigation leads to a result that he is not financially capable and/or had serious financial problems.



(For JV/Consortium/Association, all Parties cumulatively should meet requirement).

Please indicate the average ratio in this text entry box. Detailed information to be included in Form F: Eligibility and Qualification.

Response attachments are optional.

***6. Financial Standing - Turnover**

Bidders should have annual sales turnover of minimum

30,000 USD in case of applying to LOT 1
30,000 USD in case of applying to LOT 2
270,000 USD in case of applying to LOT 3

for the last three years (2019-2021).

(For JV/Consortium/Association, all Parties cumulatively should meet requirement).

Please indicate the average turnover amount for the last 3 (three) years in USD in this text entry box. Detailed information to be included in Form F: Eligibility and Qualification.

Response attachments are optional.

***7. Key Personnel**

The minimum personnel for each Lot required for the implementation of the assignment is:

- 1 (one) Trainer with minimum 2 (two) years of experience in providing tutorial sessions for operation and maintenance of technical equipment mentioned in Section 5.

(For JV/Consortium/Association, all Parties cumulatively should meet requirement).

Please indicate the Key Personnel proposed (name and position) in this text entry box. Detailed information to be included in Form F: Eligibility and Qualification.

Response attachments are optional.

2.5 Section 5. Technical Evaluation Criteria

***1. Technical Offer and Specifications**

Goods/works/services offered in the bid are substantially compliant and do not contain any material deviation(s) from the minimum required as included in Section 5: Schedule of Requirements.

Please indicate if the bid is substantially compliant and does not contain any material deviation(s) from the minimum required as included in Section 5: Schedule of Requirements in this text entry box. Detailed information to be included in Form G: Technical Bid.

Response attachments are optional.

***2. Delivery Requirements**



The bid is substantially compliant with the minimum Delivery Requirements included in Section 5: Schedule of Requirements and do not contain any material deviation(s).

Please indicate if the bid is substantially compliant with the minimum Delivery Requirements included in Section 5: Schedule of Requirements and does not contain any material deviation(s) in this text entry box. Detailed information to be included in Form G: Technical Bid.

Response attachments are optional.

***3. Warranty Requirements**

The bid is substantially compliant with the minimum Warranty Requirements included in Section 5: Schedule of Requirements and does not contain any material deviation(s).

Please indicate if the bid is substantially compliant with the minimum Warranty Requirements included in Section 5: Schedule of Requirements and does not contain any material deviation(s) in this text entry box. Detailed information to be included in Form G: Technical Bid.

Response attachments are optional.

***4. Technical Support Requirements**

The bid is substantially compliant with requirements related to the availability of one authorized representative located in Moldova or neighbouring countries for technical support provision as outlined in Section 5: Schedule of Requirements and do not contain any material deviation(s).

Please indicate if the bid is substantially compliant with the minimum Technical Support Requirements included in Section 5: Schedule of Requirements and does not contain any material deviation(s) in this text entry box. Detailed information to be included in Form G: Technical Bid.

Response attachments are optional.

***5. Quality and/or Conformity Requirements**

The bid is substantially compliant with Quality and/or Conformity Requirements included in Section 5: Schedule of Requirements and do not contain any material deviation(s).

Please indicate if the bid is substantially compliant with the minimum Quality and/or Conformity Requirements included in Section 5: Schedule of Requirements and does not contain any material deviation(s) in this text entry box. Detailed information to be included in Form G: Technical Bid.

Response attachments are optional.



3 Lines

Instructions

Please fill in this form in accordance with the lines below. Additionally, please supplement this online form with the duly filled in, signed and stamped Form H: Price Schedule attached herewith.

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

The currency of Proposal shall be US Dollar / USD.

The prices shall be exclusive of VAT.

3.1 Line Information

Line	Category Name	Item	UOM	Target Quantity	Unit Price	Total Price	Additional Attributes
1-LOT 1 – Tools and electrical equipment for training							
1.1-LOT 1 – Tools and electrical equipment for training - Overall Price - as per Form H	Electrical hardware and supplies		Lot	1			



Line	Category Name	Item	UOM	Target Quantity	Unit Price	Total Price	Additional Attributes
2-LOT 2 – Measurement and verification equipment for training							
2.1-LOT 2 – Measurement and verification equipment for training - Overall Price - as per Form H	Temperature and heat measuring instruments		Lot	1			
3-LOT 3 – Laboratory stands for training							
3.1-LOT 3 – Laboratory stands for training - Overall Price - as per Form H	Ergonomic support aids		Lot	1			

