



ItB24/02855: EU4EDU/ Procurement of 10 (ten) minibuses for children transportation

United Nations Development Programme, hereinafter referred to as UNDP, "**Improving Quality Education and Lifelong Learning Opportunities for All**" hereby invites prospective bidders to submit a bid for **procurement of 10 (ten) minibuses for children transportation** 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-00462** 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=300000127714247>

Please note that the access link to the Supplier registered profile is sent from Oracle within up to 3 days. In case you have not received the access link after 3 days since registration, you should address for support to UNDP at the email address: sc.md@undp.org. In case you encounter errors with registration (e.g. system states Supplier already is registered), you should address for support to UNDP at the email address: sc.md@undp.org.

Computer firewall could block oracle or undp.org extension and Suppliers might not receive the Oracle notifications. Please turn down any firewalls on your computers to ensure receipt of email notification.

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	ItB24/02855: EU4EDU/ Procurement of 10 minibuses for children transportation
Contact Point	Procurement Unit
Outcome	
E-Mail	sc.md@undp.org
Reference Number	ItB24/02855
Beneficiary Country	MDA
Introduction	

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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



1.2 Tender Timeline

Preview Date
Open Date 07/05/24 12:13 PM
Close Date 04/06/24 13:30 PM
Time Zone Coordinated Universal Time

1.3 Response Rules

This negotiation is governed by all the rules displayed below.

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

1.4 Terms

Negotiation Currency USD



2 Requirements

**Response is required*

Please review carefully the requirements and questions in this section.

*Provide answers where required (marked with *asterisk symbol) and upload supporting documents when requested so (marked with *asterisk symbol).*

Please note that there are several Sections to be filled in, under the "Requirements" step on the right side the page:



Section 1. General Provisions ▾
Section 1. General Provisions
Section 2. Preliminary Exa...
Section 3. Eligibility and...
Section 4. Technical Evalu...

Section 1. General Provisions ▾

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.

Attachments:

File Name or URL	Type	Description
Section 2_General instructions	File	Section 2 - General Instructions to Bidders

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?

***2. Proposal Validity**

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

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 completing 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?

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

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

***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.

Additionally, please attach evidence of the capacities, capabilities and reputation of the JV partners/Subcontractors that should meet respective requirements listed in Section 4 of the ITB.

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

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

Attach also supporting documentation as applicable.

***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.

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

Have you provided Price Schedule as instructed?

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.

***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.

***12. Company profile**

Please provide a Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods being procured that must be presented together with the application package.

***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)
- Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country

***14. 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).

***15. 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.

***16. 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 (2021-2023).

***17. Details of Previous Relevant Experience / Copies of Contracts**

Please provide details of Previous Relevant Experience within the last five (5) years, indicating the Beneficiary name and contact details, scope of contract, contract amount and period of contract execution. Additionally, please provide copies of three (3) signed contracts to prove that Offeror meets the similar experience requirement (stated under Section 4: Evaluation Criteria of the ITB).

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.

***18. Statement of Satisfactory Performance**

Please provide at least three (3) Clients' statements confirming satisfactory performance by the Bidder, each JV partner/Subcontractor (if the case), on the three contracts of highest value carried out, during the past five (5) years, by each intended participant.

***19. Catalogues highlighting information related to the proposed products**

Please provide catalogues highlighting information related to the proposed products.

***20. Certificates of quality, conformity and origin for the offered goods, materials and accessories (where applicable)**

Please provide certificates of quality, conformity (EU-type approval) and origin for the offered goods, materials and accessories (where applicable).



- *21. Quality Certificates (e.g., ISO, etc.)**
Please provide Quality Certificates (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, as per Annex 1.
- *22. Statement of Authorized Service Center**
Please provide a statement of availability of the authorized service in Moldova (including Name, address and contact details) along with supporting documents to prove business relationship between the authorized representative and Contractor and that the local partner is a registered business in the country.
- *23. Statement of Warranty**
Please provide statement of warranty of defects in materials and workmanship and operation and performance guarantee, backed by the manufacturer's guarantee on the main components, that meets or exceeds the required period (60 months or 150.000 km whichever comes first) as per Section 5: Schedule of Requirements.
- *24. Detailed delivery schedule**
Please provide detailed delivery schedule for the proposed goods as per Section 5: Schedule of Requirements.
- *25. 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.
- *26. Export Licenses**
Please provide Export Licenses, if applicable.

2.3 Section 3. Evaluation Criteria - Minimum eligibility

- 1. Evaluation Criteria - Minimum Eligibility**
Eligibility will be evaluated on a Pass/Fail basis. If the bid is submitted as a Joint Venture, Consortium or Association, each member should meet the minimum criteria, unless otherwise specified.

Eligibility Criteria are listed below:

Eligibility Criteria	Documents to establish compliance
Bidder is a legally registered entity	Form D: Bidder Information
Bidder belongs to a diverse supplier group including micro, small or medium sized enterprise, women or youth owned business or other.	Form D: Bidder Information



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.	Form C: Bid Submission
No conflicts of interest in accordance with Section 2 Article 4.	Form C: Bid Submission
The bidder has not declared bankruptcy, in not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	Form C: Bid Submission
<p>Certificates and Licences:</p> <ul style="list-style-type: none"> • 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. • Certificate of origin of the proposed goods. • Patent Registration Certificates, if any of technologies submitted in the bid is patented by the bidder. • Export/Import Licenses, if applicable. 	Form D: Bidder Information

2.4 Section 4. Evaluation Criteria - Qualifications

1. Evaluation Criteria - Qualification

Qualification will be evaluated on a Pass/Fail basis.

If the Bid is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Qualification Criteria are presented below:

Qualification Criteria	Documents to establish compliance
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History of non-performing contracts ^[1] : Non-performance of a contract did not occur as a result of contractor default within the last 3 years.	Form F: Eligibility and Qualification
Litigation History: No consistent history of court/arbitral award decisions against the bidder for the last 3 years.	Form F: Eligibility and Qualification
Previous Experience:	
Minimum five (5) years of relevant experience in provision and supply of passenger transportation units <i>(For JV/Consortium/Association, the Team Leader should meet requirement).</i>	Form F: Eligibility and Qualification
Minimum three (3) contracts in the provision and supply of passenger transportation units of similar value and type implemented over the last five (5) years with a cumulative value of USD 1,700,000. <i>(For JV/Consortium/Association, the Team Leader should meet requirement).</i>	Form F: Eligibility and Qualification
Financial Standing:	
<u>Liquidity</u> : the ratio Average current assets / Current liabilities over the last three (3) years (2021-2023) must be equal or greater than 1. <i>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' 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.</i> <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Copy of audited financial statements for the last three years. Form F: Eligibility and Qualification
<u>Turnover</u> : Bidders should have average cumulative	Copy of audited financial statements for the last



turnover of minimum: 1,300,000 USD for the last three (3) years (2021-2023). <i>For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	three years. Form F: Eligibility and Qualification
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[1]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 Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

2.5 Section 5. Technical Evaluation Criteria

- *1. **Technical offer and specifications**
Goods/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
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).
Response attachments are optional.
- *3. **Warranty Requirements**
The bid is substantially compliant with Warranty Requirements included in Section 5: Schedule of Requirements and does not contain any material deviation(s).
Response attachments are optional.
- *4. **Local Service, Technical Support and After-Sales Requirements**
The bid is substantially compliant with Local Service, Technical Support and After-Sales Requirements included in Section 5: Schedule of Requirements and does not contain any material deviation(s).
Response attachments are optional.

2.6 Section I-1.



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).*

The currency of Bid shall be US Dollar / USD. The prices shall be exclusive of VAT.

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Procurement of 10 (ten) minibuses for children transportation	25101501		PC	10			