



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

VIENNA INTERNATIONAL CENTRE
PO BOX 300, A-1400, VIENNA, AUSTRIA

TELEPHONE: (+43 1) 26026-0

FAX: (+43 1) 26026-6815

<http://www.unido.org>

E-mail: unido@unido.org

Reference: 12000727 AO/VS

Date: 22 June 2009

INVITATION TO BID (ITB) No. 12000727 AO/VS

1. The UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION (UNIDO) hereby invites you to submit your written bid for the supply of the goods for the UNIDO Headquarters/Vienna International Centre(VIC), for following item(s) in accordance with this document and Appendixes 1 to 7 thereto.

Drinking Water Valves for the Vienna International Centre (VIC) as per attached technical specifications (Appendix 7)

To ensure consideration, your bid must reach the address and office indicated in paragraph 5 below by **24 July 2009, close of business (17:00 hours Vienna time)**. It is the *sole* responsibility of the bidders to ensure that the envelope/package containing their Bid reaches the address and office indicated below before the time and date stated above.

Delivery to any UNIDO office other than that stated in this ITB will be at the risk of bidder and will not constitute timely delivery. **Bids received after the above-mentioned deadline will be invalidated.**

2. Bids must be submitted strictly using the attached Bid Form, Appendix 2, 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 comply with and follow the **Instructions for the Preparation and Submission of Bids**, Appendix 1.

4. You should accustom yourself with UNIDO qualification requirements and evaluation criteria specified in Appendix 3 to this ITB. **Please note that only the bidders who meet UNIDO qualification requirements and evaluation criteria will be considered for a contract.**

5. Your bid must be clearly marked and addressed as follows:

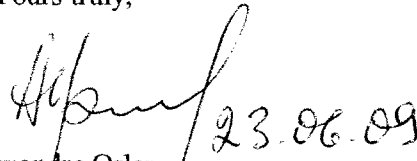
**United Nations Industrial Development Organization (UNIDO)
Procurement Services Unit/OSS/PSM (Attn. Mr. A. Orlov / Ms. V. Saf)
Wagramer Strasse 5, P.O Box 300, A-1400 Vienna
Austria
Invitation to Bid (ITB) No. 12000727 AO/VS
Goods for UNIDO HQ/VIC
Closing Date: 24 July 2009
Do not open before the Closing Date**

6. The terms set forth in this ITB and its appendixes, including the Technical Specifications and UNIDO General Conditions of Purchase Contract, will form a part of any contract should UNIDO accept your Bid. Any such contract will require compliance with all factual statements and representations made in the Bid, subject to any modifications to the Bid agreed to by UNIDO in the context of negotiations, should negotiations be entered into.

7. Any requests for clarifications, additional information, etc., relating to this ITB must be addressed in writing to the Procurement Services Unit/OSS/PSM (Attn. Mr. Alexandre ORLOV). **If despite the above instruction additional information and clarifications are obtained by the bidder from other sources, the bidder will be disqualified and its bid rejected.**

8. UNIDO will respond in writing to any request for clarification, 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 (including an explanation of the query but without identifying the source of inquiry) **to all bidders who submitted a completed Acknowledgment Copy, indicating their intent to Bid.**

Yours truly,



Alexandre Orlov
Procurement Officer

on behalf of the Chief, Procurement Services Unit
Operational Support Services Branch, PSM

Enclosures

- Appendix 1: Instructions for the Preparation and Submission of Bids
- Appendix 2: Qualification Requirements and Evaluation Criteria
- Appendix 3: Bid Form
- Appendix 4: Form of Purchase Order Contract and General Conditions (Annex A)
- Appendix 5: Financial Statement and Certification
- Appendix 6: Acknowledgement Form
- Appendix 7: Technical Specifications