###### TECHNICAL BID

To: **UNIDO**

Procurement Services Division

Attn.: C.Ziniel

**Wagramer Strasse 5**

**P.O Box 300**

**A-1220 Vienna**

**Austria**

**1.** In compliance with your **RFP No. 1100163258** for the **Provision of Equipment equipment and services for setting up 3 reclamation centers in Turkey,** for UNIDO Project No. 120632, the undersigned representative *<full name and title>* duly authorized to act in the name and for the account of the Bidder (Supplier) *<name and address of the bidder>* hereby submit the **TECHNICAL PROPOSAL (both the hard copy and soft copy),** containing:

1. Mandatory Statements and Confirmations
2. Statement of Confirmation
3. UNIDO Financial Statements and Certification Form
4. Description of the Goods and Services
5. Deviation Form for Terms of Reference
6. Spare Parts List

***Note for the Bidder:*** *In preparation of the Technical Proposal use the forms provided in sections iv) to vi) below. Expand the size of the tables as may be required to fit all the offered items.*

**CONFIRMATION OF TECHNICAL PART**

Registered office or other Address of the Bidder: Postal Address:

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Signature of authorized official of Bidder or person otherwise authorized to sign the proposal on behalf of the Bidder:

Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place (City and Country): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. MANDATORY STATEMENTS and CONFIRMATIONS

**Please note that the below Statements of Confirmation**

**MUST BE DULY FILLED AND COUNTERSIGNED**

**by the Bidder’s authorized official**

**The undersigned represents to UNIDO the following statements of confirmation:**

*Please note that these statements, forms and requested information are mandatory and your proposal will be rejected in the event these statements and requested information have not been provided with your proposal.*

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| --- | --- | --- | --- |
| **No.** | **MANDATORY STATEMENTS/CONFIRMATIONS** | **Please confirm by checking the box as appropriate:** | **Remarks, if any:** |
| **1** | Company/organization confirms its **ability and readiness to execute an eventual contract in accordance with the Request for Proposal (RFP) and its Appendices**. *Any deviation from the Terms of Reference (Appendix 1) or other documents contained in this RFP shall be clearly expressed.* | 🞎 |  |
| **2** | Company/organization confirms that it has the **ability to start work promptly**, including the earliest possible delivery date starting from the entry into force of the Contract. | 🞎 | ……..  *(state the date)* |
| **3** | Company/organization's confirms that it has the **ability to assign to the project a sufficient number of capable and experienced personnel** from the company/organization who shall be suitably qualified and in possession of the necessary valid work permits/ visas to work in Ukraine and confirmation that the Company/organization's capacity, in terms of qualified manpower resources, is adequate to **implement the Contract within the period of time** indicated in the Terms of Reference (Appendix 1). | 🞎 |  |
| **4** | Company/organization confirms that its **Proposal has a validity for a minimum period of 120 days** counting from the date of the RFP submission deadline. The price quoted in the Commercial Proposal must remain unchanged for the entire period of the resulting contract unless otherwise specified in this RFP. | 🞎 |  |
| **5** | **Company/organization confirms that it** (including proposed sub-contractors and/or experts) **was not involved in the preparation of the concerned procurement notice or the bidding documents,** including but not limited to the Terms of Reference being subsequently used by UNIDO. | 🞎 |  |
| **6** | Company/organization confirms that **none of its key personnel is associated - financial, family, employment wise - with concerned UNIDO officials, UNIDO experts/consultants recruited under the relevant project or with UNIDO’s Counterpart**. | 🞎 |  |
| **7** | Company/organization confirms that **no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the offer, have been given, received, or promised** in connection with the selection process or in contract execution. | 🞎 |  |
| **8** | Company/organization confirms that none of its personnel was involved in the preparation of the Terms of Reference/Technical Specifications. | 🞎 |  |
| **9** | Company/organization confirms satisfactory past performance and thatit is **not debarred from business with the United Nations and other organizations.** | 🞎 |  |
| **10** | Company/organization confirms **confidentiality,** *i.e.* that it will not disclose any information collected during the visits to site and the project implementation without prior authorization by UNIDO**.** | 🞎 |  |
| **11** | Company/organization confirms that it has the **ability to supply, install the equipment, train personnel and provide technical and commercial after sales service** in the country as indicated in the Terms of Reference. | 🞎 |  |
| **12** | Company/organization confirms **acceptance of the warranty period applicable to the offered goods which must be for a minimum period of twenty four (24) months**, starting from the date the issuance of the Certificate of Acceptance as described in the Terms of Reference and model Contract. | 🞎 |  |

**Your Technical Proposal MUST include:**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **MANDATORY INFORMATION/DOCUMENTATION:** | **Please confirm that information is provided in the bid:** | **Remarks, if any:** |
| **1** | A copy of the **company’s registration/incorporation** documents, setting forth the legal basis of the Company. | 🞎 |  |
| **2** | **Company description**, **structure** and **number of employees.** Kindly attach short company description. | 🞎 |  |
| **3** | **Experience fulfilling Contracts with Similar Requirements**  The bidder shall list at least two references (within the past five years) of projects and previous experiences in successfully fulfilling contracts of a similar nature / size to the subject RFP.  The bidder shall also indicate if the company has already provided services/works and supply to United Nations system of organizations.  Please provide contact information (company/client name, reference person, phone number, e-mail address). | 🞎 |  |
| **4** | **Years in Business**  The bidder must have been in operation for an uninterrupted period of at least three (3) years immediately prior to submission of its Proposal. | 🞎 |  |
| **4** | **Evidence of Company/organization’s operating standards and control systems** (please indicate if certificates of adherence to international quality standards such as ISO 9001, or similar are available and enclose copies thereof), if applicable. | 🞎 | ……..  *(state and explain if not applicable)* |
| **5** | **Evidence of relevant** **licenses and/or authorizations where applicable** enabling the company to perform the category of the services/work required under the RFP, if applicable. | 🞎 | ……..  *(state and explain if not applicable)* |
| **6** | Names, titles and assignments (functions) as well as the detailed **Curriculum Vitae of the key staff** **assigned for this Contract.** | 🞎 |  |
| **7** | **SUB-CONTRACTORS** (if any): Name(s) and qualifications (including description of activities, number of personnel employed, operating standards and control systems, references to the clients and completed projects) of the proposed **sub-contractor(s)** and/or equipment manufacturers, if any, and the extent and nature of such sub-contracting and/or equipment supply. | 🞎  🞎 |  |
| **8** | **Detailed description of the offered goods, including Technical Specification of each item of equipment proposed in the offer including individual main elements and components, systems and instrumentation,** in accordance with the provided templatefor in the Technical Proposal. | 🞎 |  |
| **9** | **Information on the offered services (i.e. delivery, installation, training, etc.)** in accordance all information/data requested in the Terms of Reference (Appendix 1). | 🞎 |  |
| **10** | **Country of origin**: the country of origin or assembly of all items offered has been indicated. | 🞎 | ……  *(please indicate)* |
| **11** | **A detailed Work Plan and Timetable for supply, delivery, installation, commissioning and training**, using internationally or nationally approved methods, including required services for the technical reception of the equipment at the end-user site. | 🞎 |  |
| **12** | **Quality Document**, i.e. documents confirming quality of the offered Goods, certificates including: Documents confirming conformity with the requirements of EU directives and EU harmonized standards and CE product conformity marking | 🞎 |  |
| **13** | **Catalogues, technical leaflets, manuals etc.** pertinent to the goods subject to this RFP and any other information you may consider appropriate. | 🞎 |  |
| **14** | **The Proposal shall include a list of spare parts** to cover the first two years of operation. | 🞎 |  |
| **15** | **Information on the warranty applicable to the offered goods.** The Warranty must be for a minimum period of twenty four (24) months, starting from the date the issuance of the Certificate of Acceptance or as stated otherwise in the Terms of Reference.  The bidder shall warrant that the goods supplied by him, his subcontractor(s) and/or sub-suppliers shall be new and free from defects in workmanship, materials and design. The supplier shall commit that in case it has been selected, it will repair or replace at his own expense and as soon as practicable any of the goods which, within the warranty period, prove to be defective as mentioned above or as a result of any erroneous or inadequate engineering drawings, Terms of Reference and/or operating instructions of the Supplier. These requirements will be incorporated in any purchase order contract resulting from this RFP. | 🞎 |  |
| **16** | **A certified copy of the Financial Statements**for the last 3 years of business and information regarding all claims, arbitration and other pending legal action concerning your company/organization, including the amounts of any pending claims, arbitration and other pending legal action of claims. | 🞎 |  |
| **17** | **A completed certified UNIDO’s Financial Statement and Certification** **form** (the form is provided in section iii) hereinafter). Certification shall be normally provided by your bank, insurance company or any other authority customarily providing such certification according to the laws of your country. *Note: The Proposal submitted without certified Financial Statement runs the risk of being rejected.* | 🞎 |  |
| **18** | **Company’s Signed** **Statement of Confirmation**, in the form provided in section ii) on the following pages. | 🞎 |  |
| **19** | Company to provide dully filled in original **BANK INFORMATIO FORM** | 🞎 |  |

1. STATEMENT OF CONFIRMATION

On behalf of (insert name of company or institution): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I hereby attest and confirm that the company/organization:

1. Possesses the legal status and capacity to enter into legally binding contracts with UNIDO for the supply of equipment, supplies, services or work.
2. Is not insolvent, in receivership, bankrupt or being wound up, and not under administration by a Court or Judicial Officer, and that it is not subject to the suspension of its business or legal proceedings for any of the foregoing reasons.
3. Has fulfilled all its obligations to pay taxes and social security contributions.
4. Has not, and that its Directors and Officers have not, within the last five years been convicted of any criminal offence related to professional conduct or the making of false statements or misrepresentations as to their capacity or qualifications to enter into a procurement or supply contract.
5. Pursues zero tolerance policy to all forms of corruption, including extortion and bribery.
6. That UNIDO, in the event that any of the foregoing should occur at a later time, will be duly informed thereof, and in any event, will have the right to disqualify the company/institution from any further participation in its procurement proceedings.
7. That UNIDO shall have the right to disqualify the company/institution from participation in any further procurement proceedings, if it offers, gives or agrees to give, directly or indirectly, to any current or former staff member of UNIDO a gratuity in any form, an offer of employment or any other thing of service or value, as an inducement with respect to an act or a decision of, or a procedure followed by UNIDO in connection with a procurement proceeding.
8. Does not have any conflict of interest such as the following:
9. None of the bidder’s key personnel is associated - financial, family, employment wise - with concerned UNIDO officials, UNIDO experts/consultants recruited under the relevant project;
10. no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the offer, have been given, received, or promised in connection with the subject RFP;
11. company and/or its affiliates did not participate in the preparation of the concerned procurement process, its design or the bidding documents, including, but not limited to, the technical specifications, terms of reference, and the scope of works, being subsequently used by UNIDO;
12. the company directly or indirectly controls, is controlled by or is under common control with another bidder;
13. receives or has received any direct or indirect subsidy from another bidder;
14. has the same legal representative as another bidder;
15. has a relationship with another bidder, directly or through common third parties (except declared sub-contractors), that puts it in a position to influence the bid of another bidder, or influence the decisions of UNIDO regarding the bidding process;
16. submits more than one bid in the bidding process, for example, on its own and separately as a joint venture partner (except as declared sub-contractor) with another bidder. A bidder’s submission of more than one bid (except as declared sub-contractor) will result in the disqualification of all bids in which such bidder is involved; or
17. The company is not debarred from business with the United Nations and other organizations;

Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place (City and Country): \_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. UNIDO FINANCIAL STATEMENTS AND CERTIFICATION FORM

The information requested in the tables below must be provided with your Technical Proposal, please complete accordingly:

**Table 1**

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| --- | --- | --- |
| **A.** | **Name of Company/organization** |  |
| **B.** | **Address of Head Office** |  |
| **C.** | **Fax and E-mail Numbers** |  |
| **D** | **Date Established and/or Registered** |  |
| **E.** | **Paid up Capital** |  |
| **F.** | **Date of the Latest Balance Sheet** |  |
| **G.** | **Fixed Assets** |  |
| **H.** | **Current Assets** |  |
| **I.** | **Long Term Liabilities** |  |
| **J.** | **Current Liabilities** |  |
| **K.** | **Net Worth** |  |
| **L.** | **Liquidity Ratio (Current Assets/Current Liabilities )** |  |
| **M.** | **Profit (or Loss) of the Financial Year** |  |
| **N.** | **Turnover** |  |
| **O.** | **Profit Margin Ratio [Profit (or Loss) / Turnover]\*100** |  |
| **P.** | **Name of Principal Officer** |  |
| **Q.** | **Where Applicable - Name and address**  **of your Representative in the Country**  **of the Project (if any) -** |  |

### Table 2

|  |  |  |  |
| --- | --- | --- | --- |
| Please state your Yearly Total Value of Business for the last three (3) Years in US$ | | | |
| **YEAR** | **DOMESTIC** | **EXPORT** | **US$ TOTAL** |
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#### Table 3

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please Provide Details of the Services/Goods Provided in the Advertised Sector during thelast three (3) Years, if any | | | | |
| CATEGORY/DESCRIPTION OF GOODS/SERVICES | **Value US$** | **1st. Year** | **2nd. Year** | **3rd. Year** |
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**2**. Please provide the Name and address of your company/organization’s bank:

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.** Litigation in progress

Please provide brief information regarding on-going arbitration and other pending legal action, if any

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**4.** Please provide details of Consortium or Group to which company/organization belongs, if any:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**5**. Please provide any other information (chronology and business line, organization structure, etc.):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We, the below, hereby certify to the best of our knowledge that the foregoing statements are true and correct and all available information and data have been provided herein, and that we agree to show you documentary proof thereof upon your request.

\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date) (Signature of Authorized Representative)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Printed Name of Authorized Representative)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Position of Authorized Representative)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Telephone No. And Fax No.)

Certified:

(Date) (Signature of Authorized Representative)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Printed Name of Authorized Representative)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Position of Authorized Representative)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Certifying Authority and Telephone No. And Fax No.)

1. DESCRIPTION OF THE GOODS AND SERVICES

The bidder is expected to provide the requested equipment and services as per the detailed descriptions of requirements in Appendix 1 – Terms of Reference.

Column 3 and Column 4 of the table below are to be filled in by the bidder and must detail what is offered (for example the words “compliant”, “included” and/or “yes” are not sufficient);

The bidder is expected to make comments on its proposed supply and to make eventual references to the documentation, catalogues, etc. to be attached.

The eventual documentation supplied additionally should clearly indicate (highlight, mark) the models offered and the options included, if any. Offers that do not allow identifying precisely the models and the specifications may be rejected by the evaluation committee.

The offer must be clear enough to allow the evaluators to make an easy comparison between the

requested and the offeredspecifications.

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| **1.**  **Items** | **2.**  **Specifications Required**  Please refer to **Appendix 1 –Terms of Reference** for a detailed description of the specifications required. | **3.**  **Specifications Offered** | **4.**  **Notes, remarks,  reference to additional documentation attached** |
| 1. **Equipment, parts, supplies** | | | |
| 1. | Recovery cylinder 12.5 ltr |  |  |
| 2. | Recovery cylinder 27 ltr |  |  |
| 3. | Recovery cylinder 61 ltr |  |  |
| 4. | Fleet recovery cylinder 450 ltr |  |  |
| 5. | Waste recovery cylinder 900 ltr |  |  |
| 6. | Distribution cylinder 12.5 ltr (reclaimed) |  |  |
| 7. | Distribution cylinder 61 ltr (reclaimed) |  |  |
| 8. | Platform scale floor legal for trade up to 150 kg |  |  |
| 9. | Pallet truck with scale |  |  |
| 10. | Refrigerant identifier |  |  |
| 11. | Service scale 120 kg |  |  |
| 12. | Thermometer |  |  |
| 13. | Leak detector |  |  |
| 14. | Ultrasonic thickness measurement |  |  |
| 15. | High accuracy pressure gauge |  |  |
| 16. | Inspection camera |  |  |
| 17. | Trolley with workbench top |  |  |
| 18. | Oil less refrigerant recovery unit |  |  |
| 19. | High capacity oil less refrigerant recovery unit |  |  |
| 20. | Vacuum pump set up |  |  |
| 21. | High capacity reclaim unit (with integrated chiller) |  |  |
| 22. | Simple to use semi-automatic filling machine. |  |  |
| 23. | Refrigerant mixer unit for 900 ltr cylinders |  |  |
| 24. | Unit to remove the cylinder valves from cylinders as provided in previous sections of this ITB |  |  |
| 25. | Drying rack |  |  |
| 26. | Pressure washer for cleaning cylinder |  |  |
| 27. | Hoist / lever/ bracket to turn cylinders upside down to clean |  |  |
| 28. | Goetz Tube assortment |  |  |
| 29. | Gas Chromatograph Agilent 490 Micro GC or similar |  |  |
| 30. | Gas Chromatograph Agilent 490 Micro GC |  |  |
| 31 | Ice Maker |  |  |
| 32 | Refrigerator |  |  |
| 33 | Ultrasonic Bath |  |  |
| 34 | Water Bath |  |  |
| 35 | Electronic Pipette |  |  |
| 36 | Dishwasher |  |  |
| 37 | Lab Water System |  |  |
| 38 | Laboratory scale 1000g |  |  |
| 39 | Sampling preparation equipment |  |  |
| 40 | Karl-Fischer titrator Metrohm 899 Coulometer |  |  |
| 41 | Moisture analyzer |  |  |
| 42 | pH Meter |  |  |
| 43 | Particle measurement device |  |  |
| 44 | Equipment of fire safety system |  |  |
| 45 | Safety camera system |  |  |
| 46 | Gas monitoring equipment |  |  |
| 47 | Filtration system |  |  |
| 48 | Air conditioner |  |  |
| 49 | Warranty/Guarantee |  |  |
| 50 | Spare Parts |  |  |
| 51 | Delivery |  |  |
| 52 | Installation, commissioning and training |  |  |

1. DEVIATION FORM FOR TERMS OF REFERENCE, if any

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item No. | Name of Goods | Specifications Required | Specifications Provided | Deviation | Remarks |
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1. SPARE PARTS LIST

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| --- | --- | --- |
| Item No. | Description | Quantity |
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