APPENDIX 1

TECHNICAL SPECIFICATIONS FOR PURCHASE OF METROLOGY LABORATORY EQUIPMENT

1. General Background Information

1.1 The United Nations Industrial Development Organisation (UNIDO) is providing technical assistance to support the Quality infrastructure in Armenia.

1.2 The project aims to support Armenia in upgrading its metrology infrastructure, based on the needs of the public and private stakeholders for industrial development and trade competitiveness. The project will assist to establish four calibration and testing laboratories (electrical, force, dimensional and chemical), develop the required calibration and measurement capabilities, and prepare them for international recognition. By implementing this project, it is expected that Armenia will be able to better use the benefits of the Armenia–EU Comprehensive and Enhanced Partnership Agreement (CEPA), improve the quality of goods produced in Armenia, and ensure the international recognition of calibrations and tests performed in Armenia resulting in increased trade with the EU and other foreign markets. The project focuses on four results:

• Armenia’s capacity to effectively participate in the international and regional metrology communities is strengthened,
• The institutional capacity (legal, regulatory, governance and leadership) of NBSM is further developed in line with international recommendations and best practice,
• NBSM calibration and testing laboratories are prepared for international recognition, and
• Stakeholders have a greater understanding of the importance of metrology and are trained in critical aspects of metrology.

1.3 The National Body for Standards and Metrology (NBSM) is the main beneficiary of the project. These Technical Specifications outline the requirements for industrial metrology specific equipment (including measurement standards, software and reference materials) to enhance the services offered by NBSM in the industrial metrology specific fields.

2. The Scope of Supply

a. The technical details of the required equipment are indicated in ANNEX I.

All the quoted items must be new and unused. All items should be offered with standard accessories, where applicable. Details of all accessories should be included. All items offered in response to this tender must be moveable, to allow relocation to a different site in the future.

The bidders shall quote item prices separately from all other items as follows:

• Provision of installation and commissioning where applicable to the item (especially if required for warranty purposes).
• Options for repair, maintenance and spare parts shall be quoted for separately.

The supplier(s) shall complete the table in Annex I by filling in unit and total prices as well as indicate their compliance of deviation from the technical requirements.

The specifications outlined in this document are the minimum requirements to be accepted. Products offered in response to this tender must meet or exceed all requirements herein. Modifications or additions to basic standard products or less size or capability to meet these requirements will not be accepted.

**Suppliers are required to bid for complete lots in ANNEX I.** Only offers for complete lots will be considered. Suppliers can quote for certain lots only.

UNIDO reserves the right to source the listed items from different suppliers.

UNIDO possesses the prerogative to prioritize the equipment within the lots, should the budget be exceeded, thereby retaining the right to decline specific components of said lot.

**PLEASE NOTE THAT ONLY OFFERS SUBMITTED IN THE PROVIDED FORMAT OF THE TABLE IN ANNEX I WILL BE ACCEPTED/CONSIDERED.**

b. **Associated Services**

The equipment requires the following associated services to be provided: installation and commissioning, and training to be provided by the supplier.

The supplier must appoint a **project Focal Point**, who will be the primary contact point for UNIDO and will be responsible for the services of the supplier and especially for the installation. The Focal Point and additional staff on the ground (when and if required) must be suitably qualified and in possession of the necessary valid permits/visas to work in the Republic of Armenia for the duration of the contract. The supplier shall be responsible for all allowances, accommodation, transportation and such costs related to its personnel in the field.

• The supplier shall provide installation and commissioning. In case of travel restrictions for installation and commissioning, the supplier should provide a quotation for remote assistance through adequate software.

• The supplier should provide user’s training for at least 2 persons at the end user location.

• The supplier shall replace any or all the equipment in case of malfunctioning and/or incapable of achieving the required accuracy/specification as outlined in **Annex I**.

c. **Language Requirements**

- All written communication with UNIDO must be in **English**.

- All documents, including drawings, catalogues, illustrations, printed specifications and other documentation related to the present project, shall be in **English**.

- Instruction manuals, certificates, operator’s manual, service and maintenance manual and spare parts catalogue (if available) should be provided in **English** as part of the deliverables.

Operation and maintenance manuals in the Armenian language are highly desirable.
- User’s trainings must be provided in English, and however such trainings in the Armenian language or with interpretation are highly desirable.

d. **Spare Parts**
The availability for the spare parts should be **two (2) years** and deviating duration should be indicated. In case that the spares are not available in the Republic of Armenia, the nearest location where they are available must be indicated.

For spare parts, these must be delivered within fifteen (15) days from the order.

For replacements within warranty period, all costs (transport and other) must be paid by the supplier.

e. **Repair and in-situ Support**
During the guarantee period, for repair, as/if required, a service/repair technician need to be available to ensure in-situ repairs within fourteen (14) days.

f. **Electrical Plugs**
Ensure that equipment and accessories should be supplied with electrical plugs in line with Armenian requirements, meaning to be compliant for use in type C or type F sockets and for 230 V AC +/-10%, 50 Hz single phase.

g. **Warranty Requirements**
The minimum warranty on all the items shall be 12 months from the date of commissioning at final delivery site. During this period, the bidder shall warrant that the equipment be free from any defects in material and workmanship; if otherwise, the bidder shall bear full cost of replacement (transport and other).

h. **Delivery Period and Destination**
All Items should be delivered within three (3) months after signing the UNIDO Purchase Order (PO). Alternatively, bidders should quote earliest delivery. All products should be suitably packed for transportation.

Delivery should be in accordance with Delivered at Place (DAP) Incoterms 2020.

All items must be delivered to the following premises:

**National Body for Standards and Metrology (NBSM)**
Yerevan, 0051, 49/4 Komitas Avenue, Armenia,

Equipment for the shipment to the End-User, shall be packed and shipped in accordance with international standards that are applicable for the shipment of this kind of sensitive equipment.

i. **Currency of the Bid**
The bidder should submit a financial offer in Euro (EUR). Offers received in different currency than the one indicated will be converted to EUR currency at the UNIDO official rate of exchange prevailing on the date of the bid closing.

j. **VAT**
All quotation shall be submitted excluding VAT.

k. **Documentation**
Technical documentation for all equipment offered shall be required and provided with the offer.
Brands, models, units of measure shall be clearly indicated in the technical specifications and verified in the offers.
Bidders must include in the bid the manufacturer's name, country of origin of each item, as well as the model number.

For all equipment listed and supplied, the certificate of conformity to CE standards or equivalent must be provided, if applicable.

I. **Content of the offer**
The proposal submitted should provide a detailed description and cost of the following items:
   I. Price for items (with 12 months warranty)
   II. Transportation
   III. Insurance at 110%
   IV. Repair, maintenance and spare parts (if applicable).
   V. Installation and commissioning ON SITE in the Republic of Armenia (if applicable)
Bidder’s proposals must meet technical specifications detailed in ANNEX I. Bidders should refer to section “I. Scope of the Supply” of these Technical Specifications for detailed information regarding transportation, insurance, warranty, and additional specifications needed to submit a proposal.

3. **Qualification Requirements**
A fulfilment of all qualification’s requirements is mandatory; it is a pre-requisite for further consideration and evaluation of the offer against technical and commercial criteria.

Failure by the bidder to meet mandatory qualification requirements will exclude the bidder from further consideration in the procurement process.

The following are the mandatory qualification’s requirements:

- **Certificate of Incorporation:** The bidder should provide a copy of their Certificate of Incorporation or other documents setting forth the legal basis of the company and allowing bidder to bid and enter into a contract.
- **Capacity of Operations:** The bidder should provide a statement confirming that they are an authorized distributor of the manufacturer; and that they are licensed to sell, maintain service and honor the manufacturer’s warranty.
- **Years in Business:** The bidder should be in business for at least five (5) years.
- **Financial requirements:** Financial statements for the past three (3) years or for the period the bidder has been in business;
- **Dully filled and signed Declaration of Confirmations**
- **Experience Fulfilling Contracts with Similar Requirements:** Bidder must have experience of fulfilling at least two (2) contracts of a similar nature in the last five (5) years. List of at least two (2) references or similar document should be included to demonstrate this experience.
- **Internationally Recognized Quality Standards**: All equipment must conform to EU standards of manufacturing and safety: CE or GS/TUV or equivalent. The bidder must attach the certificates to the offer.

- **The supplier must commit to ethical principles below**
  
  i) company pursues a **zero tolerance towards fraud and corruption**;
  
  ii) company confirms that not of its managers/administrators /owners has been **convicted of any crime**
  
  iii) company confirms **absence of conflict of interest** of its employees, managers / administrators or owners in relation to this tender;
  
  iv) company confirms that it is not and has **not been suspended /barred from doing business** with any UN or other public organization.

4. **Evaluation Criteria**

If qualification’s requirements are met, then offers submitted by bidders will be assessed based on evaluation criteria listed in this section.

The bidder shall complete and submit **ANNEX I**. This document will be considered the official Technical and Commercial proposal from the bidder.

   a. **Technical evaluation criteria**
   
   - Compliance of the equipment with the technical requirements outlined in the Scope of Supply.
   
   - Compliance with the warranty requirements
   
   - Compliance with the timeframe for delivery

   **Note:** Bidders are encouraged to submit any additional document that provides proof of compliance with technical criteria.

   b. **Commercial evaluation criteria**
   
   - Costs of items and associated services;
   
   - Acceptance of UNIDO Contract Terms and Conditions.

   **PLEASE NOTE THAT ONLY OFFERS SUBMITTED IN THE PROVIDED FORMAT OF THE TABLE IN ANNEX I WILL BE ACCEPTED/CONSIDERED.**

5. **Certificate of Acceptance**

The acceptance of the equipment and associated services shall be documented by signing a Certificate of Acceptance. The Certificate of Acceptance shall be signed by all relevant stakeholders (UNIDO, the contractor and the project beneficiary as applicable).

6. **Award Conditions**

6.1 UNIDO reserves the right to split an award between any suppliers in any combination, as it may deem appropriate. If the quotation is submitted on an "all or none" basis, it should be clearly stated as such in your response to this ITB

6.2 UNIDO further reserves the right to make adjustment to the listed items in the lots as it may deem appropriate. If the quotation is submitted on an "all or none" basis, it should be clearly stated as such in your response to this RFQ.
7. **Additional remarks**

Bidders should confirm acceptance to UNIDO’s Model Contract and Conditions of Contract.

Additionally, bidders should state their agreement with UNIDO’s standard payment terms which will also be set out in the PO:

- 10% advance payment upon signature of contract
- 70% of value of goods plus 100% of the value of transport and insurance services upon shipping,
- 20% of value of goods plus 100% of installation, commissioning and training upon final receipt and acceptance of equipment, upon receipt of final invoice and fully completed Certificate of Acceptance (signed by supplier, end user and UNIDO) confirming all items have been delivered and commissioned in line with these TS.