

Section 2: Instruction to Bidders

Definitions

- a) *“Bid”* refers to the Bidder’s response to the Invitation to Bid, including the Bid Submission Form, Technical Bid and Price Schedule and all other documentation attached thereto as required by the ITB.
- b) *“Bidder”* refers to any legal entity that may submit, or has submitted, a Bid for the supply of goods and provision of related services requested by UNDP.
- c) *“Contract”* refers to the legal instrument that will be signed by and between the UNDP and the successful Bidder, all the attached documents thereto, including the General Terms and Conditions (GTC) and the Appendices.
- d) *“Country”* refers to the country indicated in the Data Sheet.
- e) *“Data Sheet”* refers to such part of the Instructions to Bidders used to reflect conditions of the tendering process that are specific for the requirements of the ITB.
- f) *“Day”* refers to calendar day.
- g) *“Goods”* refer to any tangible product, commodity, article, material, wares, equipment, assets or merchandise that UNDP requires under this ITB.
- h) *“Government”* refers to the Government of the country where the goods and related services provided/rendered specified under the Contract will be delivered or undertaken.
- i) *“Instructions to Bidders”* refers to the complete set of documents which provides Bidders with all information needed and procedures to be followed in the course of preparing their Bid
- j) *“ITB”* refers to the Invitation to Bid consisting of instructions and references prepared by UNDP for purposes of selecting the best supplier or service provider to fulfil the requirement indicated in the Schedule of Requirements and Technical Specifications.
- k) *“LOI”* (Section 1 of the ITB) refers to the Letter of Invitation sent by UNDP to Bidders.
- l) *“Material Deviation”* refers to any contents or characteristics of the bid that is significantly different from an essential aspect or requirement of the ITB, and (i) substantially alters the scope and quality of the requirements; (ii) limits the rights of UNDP and/or the obligations of the offeror; and (iii) adversely impacts the fairness and principles of the procurement process, such as those that compromise the competitive position of other offerors.
- m) *“Schedule of Requirements and Technical Specifications”* refers to the document included in this ITB as Section 3 which lists the goods required by UNDP, their specifications, the related services, activities, tasks to be performed, and other information pertinent to UNDP’s receipt and acceptance of the goods.
- n) *“Services”* refers to the entire scope of tasks related or ancillary to the completion or delivery of

the goods required by UNDP under the ITB.

- o) *“Supplemental Information to the ITB”* refers to a written communication issued by UNDP to prospective Bidders containing clarifications, responses to queries received from prospective Bidders, or changes to be made in the ITB, at any time after the release of the ITB but before the deadline for the submission of Bid.

A. GENERAL

1. UNDP hereby solicits Bids as a response to this Invitation to Bid (ITB). Bidders must strictly adhere to all the requirements of this ITB. No changes, substitutions or other alterations to the rules and provisions stipulated in this ITB may be made or assumed unless it is instructed or approved in writing by UNDP in the form of Supplemental Information to the ITB.
2. Submission of a Bid shall be deemed as an acknowledgement by the Bidder that all obligations stipulated by this ITB will be met and, unless specified otherwise, the Bidder has read, understood and agreed to all the instructions in this ITB.
3. Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of any Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this ITB.
4. UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See http://www.undp.org/about/transparencydocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf and http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/ for full description of the policies)
5. In responding to this ITB, UNDP requires all Bidders to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP’s interests paramount. Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:
 - 5.1 Are, or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Schedule of Requirements and Technical Specifications, cost analysis/estimation, and other documents to be used for the procurement of the goods and related services in this selection process;
 - 5.2 Were involved in the preparation and/or design of the programme/project related to the goods and related services requested under this ITB; or
 - 5.3 Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, Bidders must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.

6. Similarly, the following must be disclosed in the Bid:

- 6.1 Bidders who are owners, part-owners, officers, directors, controlling shareholders, or key personnel who are family of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving the goods and related services under this ITB; and
- 6.4 Others that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure of such disclosure may result in the rejection of the Bid.

- 7. The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered as an independent entity, the extent of Government ownership/share, receipt of subsidies, mandate, access to information in relation to this ITB, and others that may lead to undue advantage against other Bidders, and the eventual rejection of the Bid.
- 8. All Bidders must adhere to the UNDP Supplier Code of Conduct, which may be found at this link: <http://web.ng.undp.org/procurement/undp-supplier-code-of-conduct.pdf>

B. CONTENTS OF BID

9. Sections of Bid

Bidders are required to complete, sign and submit the following documents:

- 9.1 Bid Submission Cover Letter Form (see ITB Section 4);
- 9.2 Documents Establishing the Eligibility and Qualifications of the Bidder (see ITB Section 5);
- 9.3 Technical Bid (see prescribed form in ITB Section 6);
- 9.4 Price Schedule (see prescribed form in ITB Section 7);
- 9.5 Bid Security, if applicable (if required and as stated in the DSnos. 9-11, see prescribed Form in ITB Section 8);
- 9.6 Any attachments and/or appendices to the Bid (including all those specified under the **Data Sheet**)

10. Clarification of Bid

- 10.1 Bidders may request clarification of any of the ITB documents no later than the number of days indicated in the **Data Sheet** (DSno. 16) prior to the Bid submission date. Any request for clarification must be sent in writing via courier or through electronic means to the UNDP address indicated in the **Data Sheet** (DSno. 17). UNDP will respond in writing, transmitted by electronic means and will transmit copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Bidders who have provided confirmation of their intention to submit a Bid.
- 10.2 UNDP shall endeavor to provide such responses to clarifications in an expeditious

manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Bid, unless UNDP deems that such an extension is justified and necessary.

11. Amendment of Bid

- 11.1 At any time prior to the deadline for submission of Bid, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of a Supplemental Information to the ITB. All prospective Bidders will be notified in writing of all changes/amendments and additional instructions through Supplemental Information to the ITB and through the method specified in the **Data Sheet** (DS No. 18).
- 11.2 In order to afford prospective Bidders reasonable time to consider the amendments in preparing their Bid, UNDP may, at its discretion, extend the deadline for submission of Bid, if the nature of the amendment to the ITB justifies such an extension.

C. PREPARATION OF BID

12. Cost

The Bidder shall bear any and all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid was selected or not. UNDP shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

13. Language

The Bid, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the **Data Sheet** (DS No. 4). Any printed literature furnished by the Bidder written in a language other than the language indicated in the **Data Sheet**, must be accompanied by a translation in the preferred language indicated in the **Data Sheet**. For purposes of interpretation of the Bid, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language shall govern. Upon conclusion of a contract, the language of the contract shall govern the relationship between the contractor and UNDP.

14. Bid Submission Form

The Bidder shall submit the Bid Submission Form using the form provided in Section 4 of this ITB.

15. Technical Bid Format and Content

Unless otherwise stated in the **Data Sheet** (DSno. 28), the Bidder shall structure the Technical Bid as follows:

- 15.1 Expertise of Firm/Organization – this section should provide details regarding management structure of the organization, organizational capability/resources, and experience of organization/firm, the list of projects/contracts (both completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the ITB, manufacturing capacity of plant if Bidder is a manufacturer,

authorization from the manufacturer of the goods if Bidder is not a manufacturer, and proof of financial stability and adequacy of resources to complete the delivery of goods and provision of related services required by the ITB (see ITB Clause 18 and DS No. 26 for further details). The same shall apply to any other entity participating in the ITB as a Joint Venture or Consortium.

- 15.2 Technical Specifications and Implementation Plan – this section should demonstrate the Bidder’s response to the Schedule of Requirements and Technical Specifications by identifying the specific components proposed; how each of the requirements shall be met point by point; providing a detailed specification and description of the goods required, plans and drawings where needed; the essential performance characteristics, identifying the works/portions of the work that will be subcontracted; a list of the major subcontractors, and demonstrating how the bid meets or exceeds the requirements, while ensuring appropriateness of the bid to the local conditions and the rest of the project operating environment during the entire life of the goods provided. Details of technical bid must be laid out and supported by an Implementation Timetable, including Transportation and Delivery Schedule where needed, that is within the duration of the contract as specified in the **Data Sheet** (DS No. 29 and 30).

Bidders must be fully aware that the goods and related services that UNDP require may be transferred, immediately or eventually, by UNDP to the Government partners, or to an entity nominated by the latter, in accordance with UNDP’s policies and procedures. All bidders are therefore required to submit the following in their bids:

- a) A statement of whether any import or export licences are required in respect of the goods to be purchased or services to be rendered, including any restrictions in the country of origin, use or dual use nature of the goods or services, including any disposition to end users;
- b) Confirmation that the Bidder has obtained license of this nature in the past, and have an expectation of obtaining all the necessary licenses, should their bid be rendered the most responsive; and
- c) Complete documentation, information and declaration of any goods classified or may be classified as “Dangerous Goods”.

- 15.3 Management Structure and Key Personnel – This section should include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the technical bid, clearly defining their roles and responsibilities. CVs should establish competence and demonstrate qualifications in areas relevant to the requirements of this ITB.

In complying with this section, the Bidder assures and confirms to UNDP that the personnel being nominated are available to fulfil the demands of the Contract during its stated full term. If any of the key personnel later becomes unavailable, except for unavoidable reasons such as death or medical incapacity, among other possibilities, UNDP reserves the right to render the Bid non-responsive. Any deliberate substitution of personnel arising from unavoidable reasons, including delay in the implementation of the project of programme through no fault of the Bidder, shall be made only with UNDP’s acceptance of the justification for substitution, and UNDP’s approval of the qualification of the replacement who shall be either of equal or superior credentials as the one being replaced.

15.4 Where the **Data Sheet** requires the submission of the Bid Security, the Bid Security shall be included along with the Technical Bid. The Bid Security may be forfeited by UNDP, and reject the Bid, in the event of any or any combination of the following conditions:

- a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the **Data Sheet** (DSno. 11), or;
- b) If the Bid Security amount is found to be less than what is required by UNDP as indicated in the **Data Sheet** (DSno. 9), or;
- c) In the case the successful Bidder fails:
 - i. to sign the Contract after UNDP has awarded it;
 - ii. to comply with UNDP's variation of requirement, as per ITB Clause 35; or
 - iii. to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering effective the contract that may be awarded to the Bidder.

16. Price Schedule

The Price Schedule shall be prepared using the attached standard form (Section 7). It shall list all major cost components associated with the goods and related services, and the detailed breakdown of such costs. All goods and services described in the Technical Bid must be priced separately on a one-to-one correspondence. Any output and activities described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of the items or activities, as well as in the final total price of the bid.

17. Currencies

All prices shall be quoted in the currency indicated in the **Data Sheet** (DSno. 15). However, where Bids are quoted in different currencies, for the purposes of comparison of all Bid:

- 17.1 UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bid; and
- 17.2 In the event that the Bid found to be the most responsive to the ITB requirement is quoted in another currency different from the preferred currency as per **Data Sheet** (DSno. 15), then UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.

18. Documents Establishing the Eligibility and Qualifications of the Bidder

18.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided under Section 5, Bidder Information Forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfactions. These include, but are not limited to the following:

- a) That, in the case of a Bidder offering to supply goods under the Contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination;
- b) That the Bidder has the financial, technical, and production capability necessary to perform the Contract; and

- c) That, to the best of the Bidder's knowledge, it is not included in the UN 1267 List or the UN Ineligibility List, nor in any and all of UNDP's list of suspended and removed vendors.

18.2 Bids submitted by two (2) or more Bidders shall all be rejected by UNDP if they are found to have any of the following:

- a) they have at least one controlling partner, director or shareholder in common; or
- b) any one of them receive or have received any direct or indirect subsidy from the other/s; or
- c) they have the same legal representative for purposes of this ITB; or
- d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this ITB process;
- e) they are subcontractors to each other's bid, or a subcontractor to one bid also submits another Bid under its name as lead Bidder; or
- f) an expert proposed to be in the bid of one Bidder participates in more than one Bid received for this ITB process. This condition does not apply to subcontractors being included in more than one Bid.

19. Joint Venture, Consortium or Association

If the Bidder is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all entities that comprise the joint venture.

After the bid has been submitted to UNDP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of UNDP. Furthermore, neither the lead entity nor the member entities of the joint venture can:

- a) submit another Bid, either in its own capacity; nor
- b) as a lead entity or a member entity for another joint venture submitting another Bid.

The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the ITB, both in the bid and in the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP.

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the ITB, it should present such information in the following manner:

- a) Those that were undertaken together by the joint venture; and
- b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the ITB.

Previous contracts completed by individual experts working privately but who are permanently

or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

If the Bid of a joint venture is determined by UNDP as the most responsive Bid that offers the best value for money, UNDP shall award the contract to the joint venture, in the name of its designated lead entity, who shall sign the contract for and on behalf of all the member entities.

20. Alternative Bid

Unless otherwise specified in the **Data Sheet** (DSnos. 5 and 6), alternative bid shall not be considered. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative bid.

21. Validity Period

21.1 Bid shall remain valid for the period specified in the **Data Sheet** (DSno. 8), commencing on the submission deadline date also indicated in the **Data Sheet** (DSno. 21). A Bid valid for a shorter period shall be immediately rejected by UNDP and rendered non-responsive.

21.2 In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bid. The request and the responses shall be made in writing, and shall be considered integral to the Bid.

22. Bidder's Conference

When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the **Data Sheet** (DSno. 7). All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be either posted on the UNDP website, or disseminated to the individual firms who have registered or expressed interest with the contract, whether or not they attended the conference. No verbal statement made during the conference shall modify the terms and conditions of the ITB unless such statement is specifically written in the Minutes of the Conference, or issued/posted as an amendment in the form of a Supplemental Information to the ITB.

D. SUBMISSION AND OPENING OF BID

23. Submission

23.1 The Technical Bid and the Price Schedule **must** be submitted together and sealed together in one and the same envelope, delivered either personally, by courier, or by electronic method of transmission. If submission will not be done by electronic means, the Technical Bid and Price Schedule must be sealed together in an envelope whose external side must :

- a) Bear the name of the Bidder;
- b) Be addressed to UNDP as specified in the **Data Sheet** (DSno.20); and
- c) Bear a warning not to open before the time and date for Bid opening as specified in the **Data Sheet** (DSno. 24).

If the envelope is not sealed nor labeled as required, the Bidder shall assume the responsibility for the misplacement or premature opening of Bid due to improper sealing and labeling by the Bidder.

- 23.2 Bidders must submit their Bid in the manner specified in the **Data Sheet** (DSnos. 22 and 23). When the Bid is expected to be in transit for more than 24 hours, the Bidder must ensure that sufficient lead time has been provided in order to comply with UNDP's deadline for submission. UNDP shall indicate for its record that the official date and time of receiving the Bid is the actual date and time when the said Bid has physically arrived at the UNDP premises indicated in the **Data Sheet** (DSno. 20).
- 23.3 Bidders submitting Bid by mail or by hand shall enclose the original and each copy of the Bid, in separate sealed envelopes, duly marking each of the envelopes as "Original Bid" and the others as "Copy of Bid". The two envelopes, consisting of original and copies, shall then be sealed in an outer envelope. The number of copies required shall be as specified in the **Data Sheet** (DS no. 19). In the event of any discrepancy between the contents of the "Original Bid" and the "Copy of Bid", the contents of the original shall govern. The original version of the Bid shall be signed or initialed by the Bidder or person(s) duly authorized to commit the Bidder on every page. The authorization shall be communicated through a document evidencing such authorization issued by the highest official of the firm, or a Power of Attorney, accompanying the Bid.
- 23.4 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder accepts the General Contract Terms and Conditions of UNDP as attached hereto as Section 11.

24. Deadline for Submission of Bid and Late Bids

Bid must be received by UNDP at the address and no later than the date and time specified in the **Data Sheet** (DSno.20 and 21).

UNDP shall not consider any Bid that arrives after the deadline for submission of Bid. Any Bid received by UNDP after the deadline for submission of Bid shall be declared late, rejected, and returned unopened to the Bidder.

25. Withdrawal, Substitution, and Modification of Bid

- 25.1 Bidders are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of its Bid to the requirements of the ITB, keeping in mind that material deficiencies in providing information requested by UNDP, or lack clarity in the description of goods and related services to be provided, may result in the rejection of the Bid. The Bidder shall assume any responsibility regarding erroneous interpretations or conclusions made by the Bidder in the course of understanding the ITB out of the set of information furnished by UNDP.
- 25.2 A Bidder may withdraw, substitute or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 23, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid must accompany the respective written notice. All notices must be received by UNDP prior to the deadline

for submission and submitted in accordance with ITB Clause 23 (except that withdrawal notices do not require copies). The respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION".

- 25.3 Bid requested to be withdrawn shall be returned unopened to the Bidders.
- 25.4 No Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bid and the expiration of the period of Bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.

26. Bid Opening

UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members. If electronic submission is permitted, any specific electronic Bid opening procedures shall be as specified in the **Data Sheet** (DSno. 23).

The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submission, for which the Bid shall be returned unopened to the Bidder.

27. Confidentiality

Information relating to the examination, evaluation, and comparison of Bid, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.

Any effort by a Bidder to influence UNDP in the examination, evaluation and comparison of the Bid or contract award decisions may, at UNDP's decision, result in the rejection of its Bid.

In the event that a Bidder is unsuccessful, the Bidder may seek a meeting with UNDP for a debriefing. The purpose of the debriefing is discussing the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving the bid presented to UNDP. The content of other bid and how they compare to the Bidder's submission shall not be discussed.

E. EVALUATION OF BID

28. Preliminary Examination of Bid

UNDP shall examine the Bid to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, whether or not the Bidder is in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors, and whether the Bid are generally in order, among other indicators that may be used at this stage. UNDP may reject any Bid at this stage.

29. Evaluation of Bid

29.1 UNDP shall examine the Bid to confirm that all terms and conditions under the UNDP General Terms and Conditions and Special Conditions have been accepted by the Bidder without any

deviation or reservation.

29.2 The evaluation team shall review and evaluate the Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the **Data Sheet** (DS No. 25). Absolutely no changes may be made by UNDP in the criteria after all Bids have been received.

29.1 UNDP reserves the right to undertake a post-qualification exercise, aimed at determining, to its satisfaction the validity of the information provided by the Bidder. Such post-qualification shall be fully documented and, among those that may be listed in the **Data Sheet** (DS No.33), may include, but need not be limited to, all or any combination of the following :

- a) Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted;
- b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;
- c) Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder;
- d) Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
- e) Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder;
- f) Testing and sampling of completed goods similar to the requirements of UNDP, where available; and
- g) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.

30. Clarification of Bid

To assist in the examination, evaluation and comparison of bids, UNDP may, at its discretion, ask any Bidder to clarify its Bid.

UNDP's request for clarification and the Bidder's response shall be in writing. Notwithstanding the written communication, no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Bid, in accordance with ITB Clause 35.

Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bid.

31. Responsiveness of Bid

UNDP's determination of a Bid's responsiveness will be based on the contents of the Bid itself.

A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the ITB without material deviation, reservation, or omission.

If a Bid is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

32. Nonconformities, Reparable Errors and Omissions

32.3 Provided that a Bid is substantially responsive, UNDP may waive any non-conformities or omissions in the Bid that, in the opinion of UNDP, do not constitute a material deviation.

32.4 Provided that a Bid is substantially responsive, UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

32.5 Provided that the Bid is substantially responsive, UNDP shall correct arithmetical errors as follows:

- a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the above.

32.6 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall be rejected.

F. AWARD OF CONTRACT

33. Right to Accept, Reject, or Render Non-Responsive Any or All Bid

33.1 UNDP reserves the right to accept or reject any Bid, to render any or all of the Bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. Furthermore, UNDP is not obligated to award the contract to the lowest price offer.

33.2 UNDP shall also verify, and immediately reject their respective Bid, if the Bidders are found to appear in the UN's Consolidated List of Individuals and Entities with Association to Terrorist Organizations, in the List of Vendors Suspended or Removed from the UN Secretariat Procurement Division Vendor Roster, the UN Ineligibility List, and other such lists that as may be established or recognized by UNDP policy on Vendor Sanctions. (See http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/)

34. Award Criteria

Prior to expiration of the period of Bid validity, UNDP shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification, and has offered the lowest price (See DS No. 32).

35. Right to Vary Requirements at the Time of Award

At the time of award of Contract, UNDP reserves the right to vary the quantity of the goods and/or related services, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

36. Contract Signature

Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP.

Failure of the successful Bidder to comply with the requirement of ITB Section F.3 and this provision shall constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security if any, and on which event, UNDP may award the Contract to the Bidder with the second highest rated Bid, or call for new Bid.

37. Performance Security

A performance security, if required, shall be provided in the amount and form provided in Section 9 and by the deadline indicated in the **Data Sheet** (DSno. 14), as applicable. Where a Performance Security will be required, the submission of the said document, and the confirmation of its acceptance by UNDP, shall be a condition for the effectivity of the Contract that will be signed by and between the successful Bidder and UNDP.

38. Bank Guarantee for Advanced Payment

Except when the interests of UNDP so require, it is the UNDP's preference to make no advanced payment(s) on contracts (i.e., payments without having received any outputs). In the event that the Bidder requires an advanced payment upon contract signature, and if such request is duly accepted by UNDP, and the said advanced payment exceeds 20% of the total Bid price, or exceed the amount of USD 30,000, UNDP shall require the Bidder to submit a Bank Guarantee in the same amount as the advanced payment. A bank guarantee for advanced payment shall be furnished in the form provided in Section 10.

39. Vendor Protest

UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a purchase order or contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <http://www.undp.org/procurement/protest.shtml>

Instructions to Bidders

DATA SHEET

The following data for the supply of goods and related services shall complement / supplement the provisions in the Instruction to Bidders. In the case of a conflict between the Instruction to Bidders and the Data Sheet, the provisions in the Data Sheet shall prevail.

DS No.	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
1		Project Title :	Adaptation aux Changements Climatiques - CIDA Fast Start
2		Title of Goods/Services/Work Required:	Supply, Installation and Training of Bromatology (Bromatologia) Laboratory Equipments
3		Country:	CAPE VERDE
4	C.13	Language of the Bid:	English or Portuguese
5	C.20	Conditions for Submitting Bid for Parts or sub-parts of the Total Requirements	Allowed. A bid may be submitted for any single item or for all items.
6	C.20	Conditions for Submitting Alternative Bid	Shall not be considered
7	C.22	A pre-Bid conference will be held on:	N/A
8	C.21.1	Period of Bid Validity commencing on the submission date	60 days
9	B.9.5 C.15.4 b)	Bid Security	Not Required
10	B.9.5	Acceptable forms of Bid Security	N/A
11	B.9.5 C.15.4 a)	Validity of Bid Security	N/A

12		Advanced Payment upon signing of contract	Allowed up to a maximum of 20% of contract ¹
13		Liquidated Damages	Will be imposed under the following conditions : Percentage of contract price per day of delay :0.5% Max. no. of days of delay : 1 calendar month Next course of action: UNDP may terminate the contract.
14	F.37	Performance Security	Not Required
15	C.17 C.17.2	Preferred Currency of Bid and Method for Currency conversion	<ul style="list-style-type: none"> - United States Dollars (US\$) - or any convertible currency; however local suppliers will be paid in local currency (CVE). Local suppliers who choose to submit offers in USD will be paid in local currency at the UN Exchange rate at the time of payment. <p>The prevailing UN operational rate of exchange is available for public from the following link: http://treasury.un.org/operationalrates/OperationalRates.aspx/</p>
16	B.10.1	Deadline for submitting requests for clarifications/questions	7 working days before the submission date.
17	B.10.1	Contact Details for submitting clarifications/questions ²	<p>Focal Person in UNDP: Antonio Querido / Pedro Gomes Address: Av. OUA, Achada Santo Antonio, Praia, Cape Verde Fax No. : 238 262 1404 E-mail address dedicated for this purpose: antonio.querido@cv.jo.un.org / pedro.gomes@cv.jo.un.org</p>
18	B.11.1	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	Direct communication to prospective Bidders by email or fax, and posting on the www.un.cv website.
19	D.23.3	No. of copies of Bid that must be submitted	Original : 1 Copies : 1

¹If the advanced payment that the Bidder will submit will exceed 20% of the Price Offer, or will exceed the amount of USD 30,000, the Bidder must submit an Advanced Payment Security in the same amount as the advanced payment, using the form and contents of the document in Section 10

²This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.

20	D.23.1 b) D.23.2 D.24	Bid submission address	The Joint Office of UNDP, UNFPA and UNICEF Av. OUA, Achada de Santo Antonio Praia, Cabo Verde
21	C.21.1 D.24	Deadline of Bid Submission	<u>August 7, 2015 3:00 PM – Cape Verde – Local Time (-1 GMT)</u>
22	D.23.2	Manner of Submitting Bid	Courier/Hand Delivery and Electronic submission of Bid ³
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	<ul style="list-style-type: none"> - Official Address for e-submission: procurement.cv@cv.jo.un.org - Free from virus and corrupted files - Format : PDF files only, password protected - Password <u>must</u> not be provided to UNDP until the date and time of Bid Opening as indicated in No. 24 - Max. No. of transmission : 2 - No. of copies to be transmitted : 2 - Mandatory subject of email : “Technical proposal ITB: Supply Bromatology Equipments” and separate email “Financial proposal ITB: Supply Bromatology Equipments - DO NOT OPEN IN ADVANCE” - Time Zone to be Recognized: <i>CAPE VERDE</i> - <u>Any proposal sent to the private email addresses of any procurement staff will be automatically disqualified.</u>
24	D.23.1 c)	Date, time and venue for opening of Bid	<p>Date : <u>August 7 2015</u> Time : <u>3:30 PM</u> Venue : UN House, Praia, Cape Verde</p> <p>All prospective Bidders who submit Bids may attend the procedure of opening the bids. Interested Bidders should confirm when submitting their Bids if they would like to participate in the Bid Opening.</p>
25		Evaluation method to be used in selecting the most responsive Bid	<ul style="list-style-type: none"> - Non-Discretionary “Pass/Fail” Criteria on the Technical Requirements; and - Most responsive bid based on “Lowest price offer of technically qualified/responsive Bid for each items”. Top 3 bidders that quoted for the most items at the lowest price per item may be awarded.
26	C.15.1	Required Documents that must be Submitted to	<ul style="list-style-type: none"> - Duly Accomplished Form as provided in Section 4; - Duly Accomplished Form as provided in Section 5;

³If this will be allowed, security features (e.g., encryption, authentication, digital signatures, etc.) are strictly required and must be enforced to ensure confidentiality and integrity of contents.

		<p>Establish Qualification of Bidders (In "Certified True Copy" form only)</p>	<ul style="list-style-type: none"> - Duly Accomplished Form as provided in Section 6; - Duly Accomplished Form as provided in Section 7; - Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured, - 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, - Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation, - Trade name registration papers, if applicable, - Local Government permit to locate and operate in the current location of office or factory, - Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country, - Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any - Environmental Compliance Certificates, - Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder, - Certification or authorization to act as Agent in behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer, - Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value the past 2 years, - List of Bank References (Name of Bank, Location, Contact Person and Contact Details), - All information regarding any past and current litigation during the last five (2) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.
27		<p>Other documents that may be Submitted to Establish Eligibility</p>	<ul style="list-style-type: none"> - A statement whether any import or export licenses are required in respect of the goods to be purchased including any restrictions on the country of origin, use/dual use nature of goods or services, including and disposition to end users; - Detailed Specifications, including catalog pictures, Manufacturer, model and country of origin should be provided; - Written Self-Declaration of not being included in the

			UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;
28	C.15	Structure of the Technical Bid and List of Documents to be Submitted	Technical bid should be prepared and documents submitted as per Section 2, clause 15 (Instruction to Bidders) and as per Section 3a and 3b requirements. In addition please provide documents and data listed under Section 6 Technical Bid Form.
29	C.15.2	Latest Expected date for commencement of Contract	Upon Contract Signature
30	C.15.2	Maximum Expected duration of contract	3 Months
31		UNDP will award the contract to:	<p>One or more Bidders (max 3 bidders), depending on the following factors : Most responsive bid based on the “Lowest Priced, technically compliant bid for each items”.</p> <p>Top 3 Bidders that quoted for the most items at the lowest price per item may be awarded.</p> <p>Note: If a Proposer declines or offers major deviations to the General Conditions of Contract, the offer (s) will be declined at any stage (either at the proposals evaluation stage on contract negotiation)</p>
32	F.34	Criteria for the Award and Evaluation of Bid	<p><u>Award Criteria</u></p> <ul style="list-style-type: none"> - Non-discretionary “Pass” or “Fail” rating on the detailed contents of the Schedule of Requirements and Technical Specifications, - Compliance on the qualification requirements indicated in the specifications. - Most responsive bid based on “Lowest Priced, technically compliant bid for each items”. <p>Top 3 bidders that quoted for the most items at the lowest price per item may be awarded.</p> <p><u>Bid Evaluation Criteria</u></p> <ul style="list-style-type: none"> - Minimum experience in similar contracts: at least 2 successful supplies of similar equipment or equipment of similar value; - Full compliance of Bid to the Technical Requirements; - Warranty on parts and services for a minimum period of 12 months; - After-sales service; - Acceptability of the Delivery Terms; - Quality Certificates for the goods to be supplied;

33	E.29	Post qualification Actions	<ul style="list-style-type: none"> - Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted; - Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; - Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
34		Conditions for Determining Contract Effectivity	<ul style="list-style-type: none"> - Signature of Contract by duly authorized persons representing both parties, UNDP and the selected bidder.
35		Other Information Related to the ITB	<p>UNDP shall effect payments to the Contractor after acceptance by UNDP of the invoices submitted by the contractor, upon achievement of the corresponding deliverables as set in the contract.</p> <p>All prices/rates quoted must be exclusive of all taxes, since the UNDP is exempt from taxes.</p> <p>Further information, instruction and/or amendments to the solicitation documents shall be published at the following website: www.un.cv under the section Anuncio.</p>

Section 3a: Schedule of Requirements and Technical Specifications

No.	Items	Description/Specification of Goods	Qty
1	Moinho centrífugo Ultra Centrifugal Mill	Ultra centrifugal mill, used to pulverizes a great variety of substances, extremely fast, adjustable from 6000-18000/m allowing for high sample through put without degradation of sample properties. Grinding set easily cleaned without any tools to avoid cross contamination from frequently changing samples. Rotor compartment and electronic parts also protected from dust and sample residues	1
2	Balança Analítica High Precision Weighing Scales	High precision weighing scales Control panel digital with functions key sensitive to touch and water resistant, option of automatic measurement considering the weight vibration and other environmental conditions. Direct communication with windows applications. Input/output rs 232c / data input/ output for electronic printers conformal with GLP/GMP/SIO 9000 norms. Internal clock , conformal with INMETRO with the seal Unit conversion, gram, mom, quilates, ounces, pounds, penny weights, ounce troy, grains, teal. Capacity of 220 grams with 4 digits precision. Linearidade 0.2 mg com campo de taragem total ; stabilization time 0.8 a 1.0 segundos. Repeatability +/- 0.2 mg . plate diameter 80 mm working temperature 5-40°C . selective voltage 110/220V	2
3	Balança Semi Analítica Weighting Scale Semi-Analitical	Automatic calibration and mechanical overload protection system, command buttons for on /off , tare function and exchange prints; panel resistant to splash and aggressive media; weighing unit : gram, carat , oncas, pounds , pennyweight , ounces, troy grains, tael, vibrations adjustment 3 levels. Capacity 3320 grams. Readability 0.001g ; linearity with 0.001g total field tare, stabilization time 0.8 to 1.0 seconds , response time 1.0 to 1.2 seconds ; repeatability 0.001gram. Thermic 0.001 +/- 5ppm, weighing plate 100 x100 mm stainless steel 304. Display LCD with backlight , metal cabinet with epoxy paint, presents functions of counting , percentage , weight and formulation; leveling legs with bubble level for easy viewing; automatic voltage 90 to 240 V frequency 50/60 Hz ; Board weighing in acrylic for protection during weighing.	1

4	<p>Medidor de PH Portátil Microprocessado</p> <p>Portabale PH meter</p>	<p>Measures pH/mV/ORP and temperature . works with all types of electrodes, including alcohol . individual temperature sensor in stainless steel, allowing the use the equipment with thermometer. Alphanumeric display provides messages that guide the user and prevent operating errors. Checks and reporting problems with the electrode, the temperature sensor and the buffer solutions. Stable reading indicator shows when it can take longer to read. Compensation automatic or manual temperature. Cabinet in ABS prevents corrosion. Individual support to the electrode and temperature sensor. Automatic calibration, supports various types of caps. Computer output type RS 232 included. Work range in pH :0 to 14 Resolution , accuracy and uncertainty in pH: 0.01 working range in mV : -1999 to +1999. Resolution, accuracy and uncertainty in mV: 0.1 working temperature range: 0. 100°C. Resolution, accuracy and uncertainty in Temperature: 0.1°C calibration: automatic. CAPS pH: 6.86; 7.01;/ 4.00; 9.00 and 10.00. power : 9 volt alkaline battery or 110/220 VAC</p>	2
5	<p>Estufa de secagem por convecção</p> <p>Dry Oven with Convection</p>	<p>Temperature de 50°C to 300°C, controlled by a thermostat. Bimetal thermometer on the dashboard. Internally painted on sturdy aluminum resistant to high temperatures. Externally finished in textured electrostatic paint. Insulation between the inner chamber and the outer wool roofing. Door with silicone seal and locking roller type. Temperature Control: thermostats electromechanical; nominal volume of tank : 200L ; No. Shelves: 3 parts; temperature range of 50°C to 300°C; high temperature resistant –aluminized : internal painting Indication: bimetal thermometer analog front –panel; silicone seal and locking roller type; heating power : 1320W; resistance : in nickel-chrome ribbon isolated with natural mica.</p>	1
6	<p>Forno mufla para laboratório</p> <p>Muffle furnace for lab</p>	<p>Working range 50-1100°C temperature controlled electronically. Inner chamber 15x17x30cm. Isolation of the base low density ceramic fibers. Heat exchange with the slow external environment , ensuring electricity savings. Inside the chamber, made entirely of refractory ceramic specially formulated, does not need heating. Resistances piroceramica. Domestic and foreign bureau steel plate</p>	1

7	<p>Unidade de digestão</p> <p>Digestion Unit</p>	<p>Nitrogen /protein, ammonia , total nitrogen kjedhal nitrite (after reduction), phenols, fatty acids, cyanide, sulfur dioxide, alcohol content in cereals, cereals , food, water. Quality parameters: distiller built anticorrosive stainless steel equipped with steam generation boiler fed by deionized water ensures high steam production in a short time and with absolute safety. Addition of soda made through the operation of the pump and the volume to be dosed is monitored using located in front of the machine scale. Water cooling stop automatically during the periods of pauses through a solenoid valve the unit provided security window that prevents spills or vapors scape. Timer intergrated LCD display, protection group in plastic and titanium condenser increasing cooling capacity with low flow of cooling water. Using pipes of different volumes including kjedhal 500ml flasks –distillation time: 5 minutes 100mls – cooling water consumption : 05L/min at 15°C and 1L/min at 30°C. Assay system: approximately 1% . recovery :>=99.5% Limit of detection :> 0,1mg . Alimentacao =220V/ 60 Hz.</p>	1
8	<p>Agitador Magnético com Aquecimento</p> <p>Magnetic Stirrer with Heating</p>	<p>Electronic speed control and temperature. User a Teflon coated stir bar for agitation. Metal cabinet. Heating through efficient emitting infrared (pyro ceramic) with enameled finish plate. Temperature control: electronic rheostat of 50 to 400°C office: SAE 1020 steel with electrostatic epoxy paint. Platform (size) : 175 x 175 mm. Resistant / cover : pyro-ceramic with enameled reflector platform and AISI 304 stainless steel. Capacity for agitation : up to 10Liters of liquid of low viscosity.</p>	2
9	<p>Espectrofotômetro UV/VIS/NIR –</p> <p>Spectrophotometer UV / VIS / NIR -</p>	<p>Optics beam with holographic grid 1200L/mm, band pass 4 mm light , working range 190-1100nm, accuracy of ± 2 nm , repeatability of ± 1nm , light scatter < 0.3% T at 220 nm and 340 nm.Speed with adjustment for fast , medium of slow scanning photometric range from 0 to 125.0% T, A and 0-3000 0-9999 C photometric repeatability ± 0.003 A to 0.5A , baseline ± 0.004 A at 500 nm, noise ± 0.002A</p>	1

10	<p>Banho Maria Metabólico Dubnoff Digital-</p> <p>(Maria) bath Metabolic Dubnoff Digital</p>	<p>Device with longitudinal motion platform. Tray stainless steel with cleats and capacity of 250 ml bottles. Electronic speed controller electronic thermostat with digital temperature display and “ set – point”</p> <p>Speed control: Electronic</p> <ul style="list-style-type: none"> • Temperature control : digital with • Microprocessor PID. Sensor temperature : PT 100 . • Heating : resistance tubular stainless cube 1,400 W: AISI 304 pressed and polished seamless with round corners. Nominal volume of the tub: 28 liter. • Working range : 7°C above environment temperature to + 100°C. • Precision : + /-0.2 °C • Cabinet: steel SAE 1020 finish: powder coating in textured epoxy. • Platform/trays: stainless steel AISI 304 with cleats. • Platform dimensions:230x320mm • Number of bottles: 250ml 10 • Power : 220V external . • Dimension : (LxHxD): 660x320x330 mm • Internal dimension: LxHxD): 500x200x300 mm • Motor: 50w/60 Hz. 	1
11	<p>Centrífuga</p> <p>Centrifuge</p>	<p>Bench top centrifuge microprocessor induction motor high tork, free of brushes and driven by frequency inverter. Chamber of centrifugation in stainless steel. Ventilation system that maintains the internal temperature at suitable levels. Electronic timer adjustable with digital display. Security system with shutdown and automatic braking. Front panel with backlight LCD display with at least 64 characters, showing detailed information of the process and adjustments made through fifth membrane-type keys. Let record up to 10 programs of study , with steps of rotation 100 rpm or RCF according to the programmed radius , the process time up to 240 min, acceleration and declaration phases of 55 with 6 stages. Display: interactively the stage during the process. Monitoring system in Portuguese. Detection of unbalanced loads through the alarm display system, interrupting the process to complete stoppage of the crosshead (rotor)for inspection. Detection system crosshead type, which limits the maximum speed of the set values in secure. Digital speed readout. Cover with dual safety system that does not allow the starting and open during the centrifuge process. Engine with high torque brushless type (brushless) equipped with shielded bearings immune to temperature fluctuations and crashes permanent lubrication. Maximum capacity of 2 liters(4x500ml).Equipment registration with the ministry of health (ANVISA). Capacity of samples with horizontal rotor: 80x5ml, 15ml 40x 16x50 ml, 4x100ml 250 ml, 4x4x4 x500ml or 750ml(specify). Maximum speed horizontal rotor: 3500 rpm. Capacity rotor angular samples: 12x15ml. maximum rotation with angular rotor : 6000 rpm. Speed control: digital microprocessor with frequency converter. Brake: automatic stop at end of cycle or manual actuation via button of the panel. Cabinet : steel SAE 1020 high strength composite stainless steel. Cover : SAE</p>	1

		1020 steel with electromagnetic lock security.. timer : digital multi-scale from 1 to 99 minutes with a 1 minute step	
12	Bomba calorimétrica Calorimetric Pump	For determination of calorific food, solids and liquids. Determines the energy of solids/liquids in accordance with international standards, DIN 51900, ISO 1928 ASTM D 240, D5865, D 1989, D5468, E 71187. For testing the combustion of solid and liquid substances, determining elements like halogen, sulfur and other products. 4 different test procedures: Isoperibolico-17min, approx, dynamic 8min. approx manual -17min. approx controlled time - 14min. approx. Possibility to connect the printer. 40.000J maximum measurement range corresponding to temperature rise in 4 k in the inner chamber including accessories for standard Operation oxygen bottled	1
13	Destilador Kjeldhl Kjeldhl Distiller	Determination TKN for the chemical analyzers of soil addition of sodium/automatic water/ steam flow regulation hydroxide : 10-100%. <ul style="list-style-type: none"> • Tap water consumption : from 0.5 L.min at 15°C from 1L/min at 30°C • Reproducibility (RSD): ≤ 1% • Recovery : ≥99.5 % in nitrogen levels between 1 and 200mg N limit of detection : 0.1 mg N ≥ Standard • Compliance : AOAC, EPA, ISO , POWER 2100 	1
14	Agitador de tubos por vibração Shaker type Vortex Tubes	<ul style="list-style-type: none"> • Type vortex, box : 1020 steel with anticorrosive treatment and electrostatic powder coated, • Commands: on, off , automatic , • External dimension (mm): L=600, P =245 A-140 • Engine: dc , feet type windy. • Platform : support neoprene rubber tube with an internal diameter of 25mm or even 40mm optional, • RPM : electronic dimmer until 3400 • power : 220V 	1

15	Estufa incubadora Incubator	<p>Incubator for B.O.D for use in low medium temperatures. Cabinet type refrigerator. Operating temperature between -10 and 60°C</p> <p>Thermal insulation polyurethane expanded forced convection , hot or cold air vertically, providing perfect homogenization within the chamber. Front control panel in polycarbonate. Temperature control with electronic microprocessor with PID system. Digital display of working temperature. Accompanies shelves.</p> <ul style="list-style-type: none"> • Air circulation: vertical forced air convection. • Temperature control: digital microprocessor. • Temperature range : -5°C to 60°C. • Insulation : expanded polyurethane • Motor : sealed compressor . • Motor power : 1/6 Hp . • Heating power : 350 W • Resistance sensor: PT 100 • Protection system: w/electromechanically thermostat. • Cooling unit: sealed • Nominal volume : 290 L • Useful volume : 180L • Power : 220 V • External dimension : (LxHxD): 550x 1650x550 mm • Internal dimension : (LxHxD): 450x 850x450 mm 	1
16	Conduktivimeter Conduktivímetros	<p>Display 2000 count LCD with Bargraph Conductivity ranges 0 to 199.9µS/cm 200 to 1999µS/cm 2.00 to 19.99mS/cm TDS ranges 0 to 99.9ppm or mg/L (Variable ratio) 100 to 999ppm or mg/L 1.00 to 9.99ppt or g/L Salinity range 0 to 99.9ppm 100 to 999ppm 1.00 to 9.99ppt TDS Ratio 0.4 to 1.0 adjustable Salinity Ratio 0.4 to 0.6 automatic Conductivity ATC 2.0% per oC Temperature Range 0.0°C to 65.0oC (32.0°F to 149°F) Temperature Resolution 0.1 up to 99.9, 1 >100 Temperature Accuracy ±1°C; 1.8°F (from 0 to 50°C; 32 to 122°F) ±3°C; 5.4°F (from 50 to 65°C; 122 to 149°F) Conductivity ATC Range 0.0°C to 60.0 oC (32.0°F to 140 oF) Accuracy Conductivity: ±2% full scale TDS: ±2% full scale Salinity: ±2% full scale Measurement Storage 25 tagged (numbered) readings Low battery indication 'BAT' appears on the LCD Power Four (4) CR2032 Lithium Ion Batteries Auto power off After 10 minutes (override available) Operating conditions -5°C to 50 oC (23°F to 122o F) Dimensions 40 x 187 x 40 mm (1.6 x 7.4 x 1.6") Weight 87 g (3.1 oz)</p>	2
17	ANÁLISE DE FIBRAS CSF6 E GDE . Ref 18420 Dietary Fiber Extrator CSF6 and DGE (Enzymatic Digester - Filtration Unit)	<p>Equipment designed to meet the Official Methods of Analysis</p> <p>Technical features:</p> <ul style="list-style-type: none"> Peristaltic pump with high suction power System pressure (triggers air in the opposite direction in crucibles clogging case) Filtering waste collector Short filtration time: 06 simultaneously samples up to 20 minutes GDE Bath mounted on a magnetic stirrer without heating for 6 simultaneous tests Temperature controller with water circulation system Temperature range: ambient to 100 ° C 	1

18	<p>ANÁLISE DE GORDURAS SER 148/6 para seis amostras simultâneas;</p> <p>Fat Extraction, for 6 samples simultaneously</p>	<p>Características técnicas: Solvent extraction is used to determine the quantity of various components contained in agricultural, industrial or environmental samples. Structure built in stainless steel with resistance mechanical and chemical attacks and corrosion in general. 02 displays showing: Temperature recurrent and temperature scheduled. Security tools 02 microprocessors controlling circuits with electronic probe in Pt 100 and IP 55 protection - Warning sign for Warning for lack of water. Maximum volume of the cup extraction 150 ml. Working temperature 100 to 260 °C. Number of programs 29 PROGRAMMABLE ITEMS AND VALUES. Immersion time 0 to 999 minutes. Wash time 0 to 999 minutes. Recovery time 0 to 999 minutes. PERFORMANCE: Reproducibility ≤ 1%. Solvent Recovery 50 to 75%. CONSUMPTION: Cooling water 8l / min. Sample quantity 0.5 to 15g (average 2 -3g). Solvent volume 30 to 100 mL (75% recovery).</p>	1
19	<p>Medidor de ° Brix Portatil</p> <p>Hand-Held Digital Brix Meter Sugar Refractometer, portable</p>	<p>Hand-held, digital brix meter Light-weight, portable, includes protective carrying case Measures concentration of sugar and dissolved solids in aqueous solution Automatic Temperature Compensation (ATC) Ideal for on-site measurement of juices and other sugar-based liquids Determine fruit quality during harvest, shipping, receiving, processing, storage. Brix Meter is a precise instrument that measures sugar content by using a sample of liquid from soft drinks, processed foods, concentrates or juice from fruit and vegetables.</p>	2

Section 3b: Related Services

Further to the Schedule of Requirements in the preceding Table, Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfillment of the requirements :

Delivery Term [INCOTERMS 2010]	<input checked="" type="checkbox"/> CPT Praia, and CIF Praia. Please provide bid for air and sea freight. <input checked="" type="checkbox"/> UNDP Country office will clear the goods and deliver to the site for installation
Exact Address of Delivery/Installation Location	Praia, Cape Verde Islands
Mode of Transport Preferred	AIR
	SEA
Delivery Date	Maximum of 8 Weeks from Purchase Order Signature
Customs, if needed, clearing shall be done by:	UNDP
Warranty Terms	Warranty on Equipment for minimum period of not less than 12 months after the signed by both parties act of acceptance date.
Technical Compliance Requirements	Acceptance of Scope of Works as per Section 3a "Schedule of Requirements and Technical Specifications" and parameters of Annex A "Technical Specifications"
Payment Terms (<i>max. advanced payment is 20% of total price as per UNDP policy</i>)	<input checked="" type="checkbox"/> 100% within 30 days upon UNDP's acceptance of the goods delivered, installed and accepted in writing by UNDP as specified and receipt of invoice, and training on operations and maintenance of goods
Conditions for Release of Payment	<input checked="" type="checkbox"/> Installation, commissioning and startup of goods <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with ITB requirements
After-sale services required	<input checked="" type="checkbox"/> Warranty on Parts and Labor for minimum period of ____ <input checked="" type="checkbox"/> Technical Support
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> Portuguese
