

## Invitation to bid (ITB) for goods

Purchase of school furniture for schools  
in flood-affected areas

ITB No. UNOPS-SFRS-2014-G-012

Date: 18 August 2014

**Invitation to bid (goods)**  
**Purchase of school furniture for schools in flood-affected areas**  
**ITB No. UNOPS-SFRS-2014-G-012**

**Section 1: Bid data**

Bid number: ITB-UNOPS-SFRS-2014-G-012  
Project: 00091219 - Rehabilitation support after floods with  
funding from Norway  
00090845 - Support to the Serbia Floods Rehabilitation  
through restoration of infrastructure  
Procurement official's name: Suzana Tanaskovic  
Email: [suzanat@unops.org](mailto:suzanat@unops.org)  
Telephone number: +38111 2445-687  
Facsimile: +38111 2445-687  
Issue date: 18 August 2014

Pre-bid conference / site visit – NOT APPLICABLE

Requests for clarifications due Requests for clarification from bidders will not be accepted any later than 4 days before the Deadline for Bid Submission.

UNOPS clarifications to bidders due Responses to requests for clarification shall be communicated to bidders by posting responses on UNOPS web site ([www.unops.org](http://www.unops.org)), LBHT web site (<http://www.sagradimodom.org>) and EUPROGRES website ([www.euprogres.org](http://www.euprogres.org)) under ITB Case No. UNOPS-SFRS-2014-G-012.

Bid due:

Date: 01 September 2014  
Time: 15:00 hours CET

Planned award date:

Date: September 2014

Planned contract start date delivery date (on or before)

Date: October 2014

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**Section 2: ITB letter**

UNOPS plans to procure **school furniture for schools in flood-affected areas** as defined in accordance with these documents. UNOPS now invites sealed bids from qualified bidders for providing the requirements as defined in the UNOPS specification attached hereto. Bids must be received by UNOPS at the address specified not later than **15:00 a.m. CET (Serbian time zone UTC+01:00) on 01 September 2014.**

This ITB is conducted in accordance with the UNOPS Procurement Manual and all other relevant directives and issuances and can be accessed by following the below link. For clarification on specific issues or to learn more details about procurement at UNOPS bidders are encouraged to consult the UNOPS Procurement Manual. In case of contradictions between this ITB and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

<http://www.unops.org/SiteCollectionDocuments/Procurement/UNOPS%20procurement%20manual%20EN.pdf>

This UNOPS ITB consists of five sections and a series of annexes which will be completed by bidders and returned with their bid:

- ITB Section 1: Bid data sheet
- ITB Section 2: ITB letter (this document)
- ITB Section 3: Instructions to bidders
- ITB Section 4: UNOPS technical specifications
- ITB Section 5: UNOPS General Conditions of Contract for Goods

Annex A	Bid/No Bid Confirmation Form
Annex B	Check List Form
Annex C	Bid Submission, Technical and Price Schedule Offer Form
Annex D	UNGM Vendor registration form

Interested bidders may obtain further information by contacting this email address:  
srpc.procurement@unops.org

**Pre-cleared by:**

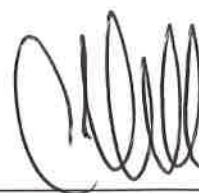
Date: 18/08/2014



Bozidar Radivojevic, Procurement Officer

**Approved by:**

Date: 18/08/2014



Graeme Tyndall, Programme Manager

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**Section 3: Instructions to bidders**

**1.1. Introduction**

UNOPS means the United Nations Office for Project Services, Sumatovacka 59, Belgrade, Serbia, with offices located in more than 80 countries worldwide.

Effective with the release of this ITB, all communications must be directed only to UNOPS Procurement Unit by email at [srpc.procurement@unops.org](mailto:srpc.procurement@unops.org). Bidders must not communicate with any other personnel of UNOPS regarding this ITB.

**1.2. Eligibility and pre-qualification criteria**

Bidders must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this invitation to bid.

Bidders must not be under a declaration of ineligibility for corrupt and fraudulent practices published by UNOPS on its website. Bidders must meet the eligibility criteria as published on the [UNOPS website](#).

When the bidder is not the manufacturer of the goods, and if so required in the UNOPS technical specifications/statement of work (section 4 of this ITB) the bidder shall be duly authorized by the manufacturer of the goods to submit this bid by completing annex J and returning it with its bid, assuring full guarantee and warranty obligations as per the contract.

The bidder must have the required and relevant experience and financial and production capability necessary to perform the contract as specified in the UNOPS technical specifications/statement of work (section 4 of this ITB)

Bidders may be disqualified if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements; and/or record of poor performance such as, not properly completing contracts, inordinate delays in completion, litigation history, financial failures etc.

**1.3. Cost of bid**

The bidder shall bear all costs associated with the preparation and submission of its bid. UNOPS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation process.

**1.4. Content of solicitation documents**

The goods required, bid procedures and contract terms are prescribed in these solicitation documents, contents of which are listed in the cover section, invitation to bid.

Bids must offer goods for the total requirement, unless otherwise permitted in the solicitation document. Bids offering only part of the goods may be rejected unless permitted otherwise in the solicitation document. The bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the solicitation documents. Failure to furnish all information required by these documents or submission of a bid that does not comply with these documents will be at the bidder's risk and may affect the evaluation of the bid.

**1.5. Clarification of solicitation documents**

1.5.1. A prospective bidder requiring any clarification of the solicitation documents may notify UNOPS in writing at UNOPS mailing address or email address indicated in the ITB indicated in the ITB. UNOPS will respond in writing to any request for clarification of the solicitation documents that it receives by the due date outlined on page 1. Written copies of UNOPS response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders that have received the solicitation documents.

If the ITB has been advertised publicly, the results of any clarification exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the UNOPS website and UNGM.

**1.6. Amendments of solicitation documents**

At any time prior to the deadline for submission of bids, UNOPS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the solicitation documents by amendment.

All prospective bidders that have received the solicitation documents will be notified in writing of all amendments to the solicitation documents. For open competitions, all amendments will be posted on the UNOPS website in the tender notice.

In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bids, UNOPS may, at its discretion, extend the deadline for the submission of bid. UNOPS may, at its discretion, cancel the requirement in part or in whole.

**1.7. Language of bids**

The bids prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and UNOPS, shall be written in English. Supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the bid, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall rest with the bidder.

**1.8. Documents comprising the bid**

Bidders shall not submit more than one bid per bidder in this ITB process, with the exception of alternative offers if so provided for in ITB Section 4, UNOPS technical specifications/statement of work.

The bid prepared by the bidder shall comprise the following components:

**ITB submission** (on or before bid due date) **15:00 a.m. CET (Serbian time zone UTC+01:00) on 01 September 2014:**

As a minimum, bidders shall complete and return the below listed documents (annexes to this ITB) as an integral part of their bid. Bidders may add additional documentation to their bids as they deem appropriate.

Failure to complete and return the below listed documents as part of the bid may result in bid rejection.

Part of bid	Check list form (Annex B hereto)
Part of bid	Signed Bid submission, technical and price schedule offer form (Annex C hereto)

If after assessing this opportunity you have made the determination not to submit your bid we would appreciate if you could return this form indicating your reasons for non-participation.

**Pre-submission:**

Bidders are requested to complete and return the Bid/No Bid Confirmation Form prior to the submission deadline indicating whether they do or do not intend to bid.

Stand-alone document	Bid/no bid confirmation form (Annex A hereto)
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**1.9. Bid prices**

The bidder shall indicate on the appropriate bid price sheet contained in these solicitation documents the prices of the goods it proposes to supply under the contract.

The price of the goods shall be quoted as per Incoterms mentioned in the Price Schedule Form.

Fixed price: Prices quoted by the bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected, pursuant to ITB Clause 24.

**1.10. Bid currencies**

All prices shall be quoted in RSD – Republic of Serbia Dinar for domestic companies and in USD (US Dollar) for foreign companies.

UNOPS reserves the right not to reject any bids submitted in another currency than the mandatory bidding currency stated above. UNOPS may accept bids submitted in another currency than stated above if the bidder confirms during clarification of bids (1.18) in writing that it will accept a contract issued in the mandatory bid currency and that for conversion the official United Nations operational rate of exchange of the day of ITB deadline as stated in the ITB letter shall apply.

Regardless of the currency of bids received, the contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

**1.11. Bid security - DOES NOT APPLY TO THIS ITB**

**1.12. Period of validity of bids**

Bids shall remain valid for 120 days after the date of bid submission prescribed by UNOPS, pursuant to the deadline clause. A bid valid for a shorter period may be rejected.

In exceptional circumstances, UNOPS may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Bid security provided shall also be suitably extended. A bidder may refuse the request without forfeiting its bid security.

**1.13. Format and signing of bids**

The bid shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the bid.

A bid shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

**1.14. Sealing and marking of bids**

The bidder shall seal the bid in an envelope, as detailed below:

Any envelope should be marked with ITB-UNOPS-SFRS-2014-G-012 and be addressed as follows for mailing or hand deliveries:

**\*\*\*CONFIDENTIAL BID - DO NOT OPEN UNLESS AUTHORIZED UNOPS RSPC\*\*\***  
**United Nations Office for Project Services**  
**Sumatovacka 59, 11 000 Belgrade**  
**Republic of Serbia**  
**Att.: Chair Person, Proposal Opening Committee. Case No.: UNOPS-SFRS-2014-G-012**

If the envelope is not sealed and marked as per the instructions in this clause, UNOPS does not assume responsibility for the bid's misplacement or premature opening.

**1.15. Deadline for submission of bids**

Bids must be received by UNOPS at the email address/office address specified under clause sealing and marking of bids not later than **15:00 a.m. CET (Serbian time zone UTC+01:00) on 01 September 2014**. All bids will be opened shortly thereafter.

UNOPS may, at its discretion, extend this deadline for the submission of bids by amending the solicitation documents in accordance with clause Amendment of solicitation documents, in which case all rights and obligations of UNOPS and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

**1.16. Late bid**

Any bids received by UNOPS after the deadline for submission of bids prescribed by UNOPS, pursuant to clause "Deadline for submission of bids", will be rejected. Where a bid security was requested any such bid security will be returned to the bidder after contract award has been made.

**1.17. Modification and withdrawal of bids**

The bidder may withdraw their bid after the bid's submission, provided that written notice of the withdrawal is received by UNOPS prior to the deadline prescribed for submission of bids.

The bidder's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of the clause 'Deadline for submission of bids'. No bid may be modified subsequent to the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity.

**1.18. Clarification of bids**

To assist in the examination, evaluation and comparison of bids, UNOPS may, at its discretion, ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted. UNOPS will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents in accordance with the UNOPS Procurement Manual 8.9 Discussions with vendors.

#### 1.19. Preliminary screening

UNOPS will examine the bids to determine whether they are complete, the documents have been properly signed, the bids are generally in order, and there are no computational errors in the Price Schedule.

#### 1.20. Determination of compliance

Compliance refers to whether or not the bid substantially meets the quantitatively and qualitatively defined criteria as per the requirements and other qualification criteria as stated in the solicitation documents. If the offer complies with all the criteria specified in the solicitation documents such as pre-qualification and eligibility requirements, the offer is deemed substantially compliant.

#### 1.21. Evaluation steps

All bids found substantially compliant with the formal criteria under 1.19 Preliminary screening will go through subsequent evaluation as follows:

- a. Pre-qualification and eligibility criteria as outlined in the UNOPS technical specifications/statement of work as contained in this ITB are evaluated prior to technical and financial evaluation. Only bids meeting the minimum pre-qualification and eligibility criteria will be evaluated further.
- b. Technical evaluation will be conducted to establish substantial compliance. When the specifications of the item/s quoted vary in one or more significant aspect/s from the minimum required technical specifications, the bid will not be considered substantially compliant and will not be evaluated further.
- c. The prices of bids found to be substantially compliant will be compared to identify the most substantially compliant bid which represents the lowest overall costs to UNOPS.

#### 1.22. Award criteria

Bidders must meet all the mandatory business criteria outlined in Annex C UNOPS technical specifications. The qualifications will be evaluated by UNOPS and bidders determined to have met all mandatory requirements will be considered for award.

UNOPS will award the contract to the best qualified contractor whose bid substantially conforms to the requirements set forth in the solicitation documents and offers the lowest overall cost to UNOPS. UNOPS reserves the right to conduct negotiations with the vendor regarding the contents of their offer. UNOPS reserves the right to accept or reject any bid, and to annul the solicitation process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for UNOPS action.

#### 1.23 UNOPS right to vary quantities at time of award

At the time the contract is awarded, UNOPS reserves the right to increase or decrease the quantity of goods and related services originally specified in Section 4, Technical specifications/SOW, provided this does not exceed the percentages specified in Section 4, Technical specifications/SOW, and without any change in the unit prices or other terms and conditions of the bid and the bidding documents.

#### 1.24 Notification of award

Prior to the expiration of the period of bid validity, UNOPS will notify the successful bidder in writing by email or letter, that its bid has been accepted. The notifications of award will constitute the formation of the contract. Please note that the bidder will be required to complete registration on the UNGM prior to the signature and finalization of the contract.

#### 1.25 **Signing of contract**

At the same time as UNOPS notifies a successful bidder that its bid has been accepted, UNOPS will invite the bidder, provided the bidder is successfully registered on the UNGM, to sign the final version of the Contract Form provided in the solicitation documents, incorporating all agreements between the parties.

**Invitation to bid (goods)**  
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**ITB No. UNOPS-SFRS-2014-G-012**

**Section 4: UNOPS technical specifications**

**A. Summary of requirements**

<b>1. List of goods</b>		
<b>Item N°</b>	<b>Description of goods</b>	<b>Quantity up to maximum</b>
1	<b>School desk two seats</b> Cantilever type Construction: metal welded pipes 2 mm wall thick Epoxy colour RAL 9006 Protection pads Top: 22 mm refined chipboard, beech colour, 2 mm ABS edging Front panel: 18 mm refined chipboard, beech colour, 2 mm melamine edging Under top metal net for luggage Side hooks for bags Dimensions: 130x50x76 cm	500
2	<b>School desk one seat</b> Cantilever type One seat Construction: metal welded pipes 2 mm wall thick Epoxy colour RAL 9006 Protection pads Top: 22 mm refined chipboard, beech colour, 2 mm ABS edging Front panel: 18 mm refined chipboard, beech colour, 2 mm melamine edging Under top metal net for luggage Side hooks for bags Dimensions: 70x50x76 cm	2500
3	<b>School desk two seats low</b> Cantilever type Construction: metal welded pipes 2 mm wall thick Epoxy colour RAL 9006 Protection pads Top: 22 mm refined chipboard, beech colour, 2 mm ABS edging Front panel: 18 mm refined chipboard, beech colour, 2 mm melamine edging Under top metal net for luggage Side hooks for bags Dimensions: 130x50x64 cm	500
4	<b>School desk one seat low</b> Cantilever type Construction: metal welded pipes 2 mm wall thick Epoxy colour RAL 9006 Protection pads Top: 22 mm refined chipboard, beech colour, 2 mm ABS edging Front panel: 18 mm refined chipboard, beech colour, 2 mm melamine edging Under top metal net for luggage Side hooks for bags Dimensions: 70x50x64 cm	500
5	<b>Teacher's desk</b> Construction: metal welded pipes 2 mm wall thick Epoxy colour RAL 9006 Protection pads Top: 22 mm refined chipboard, beech colour, 2 mm ABS edging Front panel: 18 mm refined chipboard, beech colour, melamine edging Under top shelf for bag Dimensions: 120x60x76 cm	150

6	<b>Conference table 180 cm</b> Top: 25 mm refined chipboard, beech colour, 2 mm ABS edging, dimensions 180x90 cm Sides: 25 mm refined chipboard, beech colour, melamine edging, dimensions 72x50 cm Mid connecting panel: 18 mm refined chipboard, beech colour, melamine edging, dimensions 175x55 cm	40
7	<b>Office desk cm</b> Top: 22 mm refined chipboard, beech colour, 2 mm ABS edging, dimensions 120x60 cm Sides: 22 mm refined chipboard, beech colour, melamine edging, dimensions 72x50 cm Front connecting panel: 18 mm refined chipboard, beech colour, melamine edging, dimensions 115x35 cm	40
8	<b>Drawer cabinet</b> Dimensions: 40-45x70x60 cm (LWH) Refined chipboard, beech colour, 2 mm ABS edging Three drawers -- lower deeper (higher) than upper two Four castors with at least two lockable	40
9	<b>School chair</b> Cantilever type Seat and back: beech laminated plywood, ergonomic, 8mm thick Construction metal welded pipes 1.5 mm thick Epoxy colour RAL 9006 Protection pads Seat height 46 cm	2500
10	<b>School chair low</b> Cantilever type Seat and back: beech laminated plywood, ergonomic, 8mm thick Construction metal welded pipes 1.5 mm thick Epoxy colour RAL 9006 Protection pads Seat height 38 cm	1000
11	<b>Teacher's chair</b> Seat and back: upholstered, fabric, colour blue Construction metal welded pipes 1.5 mm thick Epoxy colour RAL 9006 Protection pads Seat height 46 cm	400
12	<b>Office chair</b> Seat and back: upholstered, fabric, colour blue Adjustable backrest Turning and lifting mechanism Wheels	30
13	<b>School board</b> White magnetic Tray for markers Board markers: 5 sets x 4 colours Cleaning sponge with 250 ml cleaning liquid Dimensions: 240x120 cm	100
14	<b>School board green</b> Green board Tray for chalk Cleaning sponge Dimensions: 240x120 cm	100
15	<b>Cabinet for classroom</b> Top part: 2 doors 2 adjustable shelves Dimensions: 80x40x95cm Bottom part: 2 doors 2 adjustable shelves Dimensions: 80x40x95cm Frame: 18 mm refined chipboard, beech colour, melamine edging Doors: 18 mm refined chipboard, light grey colour, 2 mm ABS edging Complete with lock and handles Plinth: 10 cm	300

16	<b>Cabinet for register books</b> 4 parts Part dimensions: 80x40x47.5 cm Mid upper part with 19 partitions made of 10 mm plywood for register books 3 other parts 2 doors Plinth: 10 cm Frame: 18 mm refined chipboard, beech colour, melamine edging Doors: 18 mm refined chipboard, light grey colour, 2 mm ABS edging Complete with lock and handles Overall dimensions: 80x40x200 cm	15
17	<b>Book cabinet</b> Top part: 2 doors Glass 5mm with 8 cm width frame Dimensions: 80x40x125 cm Bottom part: 2 doors 2 adjustable shelves Dimensions: 80x40x65 cm Plinth: 10 cm Frame: 18 mm refined chipboard, beech colour, melamine edging Doors: 18 mm refined chipboard, light grey colour, 2 mm ABS edging Complete with lock and handles Overall dimensions: 80x40x200 cm	25
18	<b>Cabinet open</b> 5 adjustable shelves 18 mm refined chipboard, beech colour, melamine edging Plinth: 10 cm Dimensions: 80x40x200 cm	80
19	<b>Wardrobe panel</b> 7 double metal hooks Frame: 4x2 cm, laminate - nature beech Panel: MDF, light grey colour Dimensions: 90x120x2cm.	200
20	<b>Cabinet for chemistry</b> <b>Laboratory table x 5 pcs</b> For 6 working places (2x3) in line with energy block placed in the centre <b>Table:</b> Combination metal-wood protected with chemicals resistant material with under shelf <b>Energy block:</b> <ul style="list-style-type: none"> <li>• water basin acid-proof</li> <li>• 2 lab faucets</li> <li>• on each side of block two electro outlets IP 65</li> </ul> Overall working surfaces dimensions app: 420x60x76 cm Connections, valves and other necessary material for installation and safety of all functional parts of the table included  <b>Laboratory demonstration table</b> Upper board acid-proof material Locker with doors and transversal shelf lined with acid-proof material Lock with key 4 drawers Built in acid-proof water basin with lab faucet for cold water Two electro outlets IP 65 Central switch for energy blocks Table dimension app: 240x70x90 cm Connections, valves, and other necessary material for installation and safety of all functional parts of the table included  <b>Laboratory chair x 30 pcs</b> Combination wood-metal Mechanism for lifting and rotating	5

**NOTE: Stipulated quantities are maximum quantities to be purchased.** The exact quantities are to be determined in accordance to SFRS project needs.  
Based on Clause 1.23 of the ITB section 3: Instructions to bidders UNOPS reserves the right to increase or decrease the quantity of goods and related services originally specified provided that this does not exceed the 25% specified in Section 4, Technical specifications and without any change in the unit prices or other terms and conditions of the bid and the bidding documents.

For the ITB purposes the bidder shall provide the following documentary evidence:

1. Financial capability of the company
  - **Document from Business Registers Agency (APR) not older than 6 months**
  - **Tax administration receipt that the company paid all local and national taxes (not older than 6 months)**
  - **Financial statements and solvency reports for last 3 years to be provided.**
  
2. Experience and technical capacity
  - **At least 3 similar contracts executed successfully during the last 5 years. Reference letters to be provided.**
  - **Bidders shall furnish data to support that they have the production capacity to perform the Contract and complete delivery of the supplies within the stipulated delivery period.**
  - **Bidder should be in continuous business of manufacturing / supplying the specific product during the last 3 (three) years prior to bid opening.**
  - **Bidders shall provide catalogue, brochure or similar document that will prove the required technical characteristics of the product offered.**

#### **B. Drawings**

These bidding documents include no drawings.

#### **C. Inspections and tests**

There are no specific requirements related to inspections and tests.

#### **D. Manufacturer's authorization form**

Manufacturer's authorization is not required.

**Invitation to bid (goods)  
Purchase of school furniture for schools in flood-affected areas****ITB No. UNOPS-SFRS-2014-G-012****Section 5: UNOPS General Conditions of Contract**

In the event of an order, the UNOPS General Conditions of Contract will apply. The conditions are available at: <http://www.unops.org/english/whatweneed/Pages/Guidelinesforsuppliers.aspx> under "what we need" > "Information for vendors" > "UNOPS General Conditions of Goods". If your company is unable to access the document, please send an email request to: [srpc.procurement@unops.org](mailto:srpc.procurement@unops.org) and the UNOPS General Conditions of Contract will be sent to you electronically.

## ANNEX A

### Invitation to bid (goods) Purchase of school furniture for schools in flood-affected areas ITB No. UNOPS-SFRS-2014-G-012

#### Bid/no bid confirmation form

If after assessing this opportunity you have made the determination not to submit your bid we would appreciate if you could return this form indicating your reasons for non-participation.

Date:

To: UNOPS  
 Suzana Tanaskovic

Fax/email +381-11-243-5703  
 suzanat@unops.org

From: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Subject ITB-UNOPS-SFRS-2014-G-012

YES, we intend to submit an offer.

NO, we are unable to submit a bid in response to the above mentioned invitation to bid due to the reason(s) listed below:

- The requested products are not within our range of supply
- We are unable to submit a competitive offer for the requested products at the moment
- The requested products are not available at the moment
- We cannot meet the requested specifications
- We cannot offer the requested type of packing
- We can only offer FCA prices
- The information provided for quotation purposes is insufficient
- Your ITB is too complicated
- Insufficient time is allowed to prepare a quotation
- We cannot meet the delivery requirements
- We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.)
- We do not export
- Our production capacity is currently full
- We are closed during the holiday season
- We had to give priority to other clients' requests
- We do not sell directly but through distributors
- We have no after-sales service available
- The person handling the bids is away from the office
- Other (please provide reasons) \_\_\_\_\_
- \_\_\_\_\_
- We would like to receive future ITBs for this type of goods
- We don't want to receive ITBs for this type of goods

If UNOPS has questions to the bidder concerning this NO BID, UNOPS should contact Mr./Ms. (\_\_\_\_\_), phone/email (\_\_\_\_\_), who will be able to assist.

## ANNEX B

### Invitation to bid (goods)

### Purchase of school furniture for schools in flood-affected areas

### ITB No. UNOPS-SFRS-2014-G-012

#### Check list form

Bidders are requested to complete this form and return it as part of their bid submission.

Activity	Yes/No	Page no. in your bid	Remark
Have you duly completed all the bidding forms provided in the Instructions to bidders?			
<ul style="list-style-type: none"> <li>• Bid/no bid confirmation</li> </ul>			
<ul style="list-style-type: none"> <li>• Bid submission, technical and price schedule offer form</li> </ul>			
<ul style="list-style-type: none"> <li>• UNGM Vendor registration (desired, not required)</li> </ul>			
Have you provided the required information for qualification purposes as contained in ITB document 4: UNOPS Technical specifications/ including:			
<ul style="list-style-type: none"> <li>• Document from Business Registers Agency (APR) not older than 6 months</li> </ul>			
<ul style="list-style-type: none"> <li>• Tax administration receipt that the company paid all local and national taxes (not older than 6 months)</li> </ul>			
<ul style="list-style-type: none"> <li>• Financial statements and solvency reports for last 3 years to be provided</li> </ul>			
<ul style="list-style-type: none"> <li>• 3 reference letters to be provided</li> </ul>			
<ul style="list-style-type: none"> <li>• Confirmation letter that they have the production capacity to perform the Contract and complete delivery of the supplies within the stipulated delivery period</li> </ul>			
<ul style="list-style-type: none"> <li>• Catalogue, brochure or similar document that will prove the required technical characteristics of the product offered</li> </ul>			

## ANNEX C

### Invitation to bid (goods) Purchase of school furniture for schools in flood-affected areas ITB No. UNOPS-SFRS-2014-G-012

#### Bid submission, technical and price schedule offer form Cover page

Bidders are requested to complete this form and return it as part of their bid submission.

This cover page, the specification and the price schedule form are an integral part of the bid submission form. Bidders are expected to return signed as part of their bid. The bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Date:  
ITB No.: UNOPS-SFRS-2014-G-012

To: Procurement Unit

We, the undersigned, declare that:

- a. We have examined and have no reservations to the bidding documents, including amendment No.: \_\_\_\_\_ (Insert the number and issuing date of each amendment);
- b. We offer to supply in conformity with the bidding documents and in accordance with the delivery schedules specified in the Schedule of Requirements the following goods and related services \_\_\_\_\_ (Insert a brief description of the goods and related services);
- c. The total price of our bid, excluding any discounts offered in item (d) below, is: \_\_\_\_\_ (Insert the total bid price in words and figures, indicating the various amounts and the respective currencies);
- d. The discounts offered and the methodology for their application are:  
**Discounts:** If our bid is accepted, the following discounts shall apply: \_\_\_\_\_ (Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies.)  
**Methodology of application of the discounts:** The discounts shall be applied using the following method: \_\_\_\_\_ (Specify in detail the method that shall be used to apply the discounts);
- e. Our bid shall be valid for the period of time specified in Instructions to Bidders Sub-Clause 20.1, from the date fixed for the bid submission deadline in accordance with Instructions to Bidders Sub-Clause 24.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- f. If our bid is accepted, we commit to obtain a performance security in accordance with Instructions to Bidders Clause 44 and GCG Clause 12 for the due performance of the Contract;
- g. We have no conflict of interest in accordance with Instructions to Bidders Sub-Clause 4.2;
- h. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UNOPS, in accordance with Instructions to bidders Sub-Clause 4.3;
- i. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- j. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this ITB and will not engage in any such activity during the performance of any contract awarded.

Signed: \_\_\_\_\_ (Insert signature of person whose name and capacity are shown)

In the capacity of \_\_\_\_\_ (Insert legal capacity of person signing the Bid Submission Form)

Name: \_\_\_\_\_ (Insert complete name of person signing the Bid Submission Form)

Duly authorized to sign the bid for and on behalf of: \_\_\_\_\_ (Insert complete name of bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]

## Bid submission, technical and price schedule offer form

Bidders are requested to complete this form and return it as part of their bid submission. Bidders shall fill in the enclosed forms in accordance with the instructions indicated. Alternate bids will not be acceptable.

In the event of a supplier submitting more than one bid all bids marked alternative bids will be rejected and only the basic bid will be evaluated.

## Technical offer

Bidders are encouraged to include any additional information regarding the goods they offer in this section in form of free text.

## Comparative data/compliance table

To establish compliance of their bid with the UNOPS technical specifications/statement of work bidders must complete the right column of the below table and the compliance confirmation statement:

UNOPS minimum technical requirements	Bidders to fill-in
<b>School desk two seats</b> Cantilever type Construction: metal welded pipes 2 mm wall thick Epoxy colour RAL 9006 Protection pads Top: 22 mm refined chipboard, beech colour, 2 mm ABS edging Front panel: 18 mm refined chipboard, beech colour, 2 mm melamine edging Under top metal net for luggage Side hooks for bags Dimensions: 130x50x76 cm	
<b>School desk one seat</b> Cantilever type One seat Construction: metal welded pipes 2 mm wall thick Epoxy colour RAL 9006 Protection pads Top: 22 mm refined chipboard, beech colour, 2 mm ABS edging Front panel: 18 mm refined chipboard, beech colour, 2 mm melamine edging Under top metal net for luggage Side hooks for bags Dimensions: 70x50x76 cm	
<b>School desk two seats low</b> Cantilever type Construction: metal welded pipes 2 mm wall thick Epoxy colour RAL 9006 Protection pads Top: 22 mm refined chipboard, beech colour, 2 mm ABS edging Front panel: 18 mm refined chipboard, beech colour, 2 mm melamine edging Under top metal net for luggage Side hooks for bags Dimensions: 130x50x64 cm	
<b>School desk one seat low</b> Cantilever type Construction: metal welded pipes 2 mm wall thick Epoxy colour RAL 9006 Protection pads Top: 22 mm refined chipboard, beech colour, 2 mm ABS edging Front panel: 18 mm refined chipboard, beech colour, 2 mm melamine edging Under top metal net for luggage Side hooks for bags	

<p>Dimensions: 70x50x64 cm</p> <p><b>Teacher's desk</b>          Construction: metal welded pipes 2 mm wall thick          Epoxy colour RAL 9006          Protection pads          Top: 22 mm refined chipboard, beech colour, 2 mm ABS edging          Front panel: 18 mm refined chipboard, beech colour, melamine edging          Under top shelf for bag          Dimensions: 120x60x76 cm</p>	
<p><b>Conference table 180 cm</b>          Top: 25 mm refined chipboard, beech colour, 2 mm ABS edging, dimensions 180x90 cm          Sides: 25 mm refined chipboard, beech colour, melamine edging, dimensions 72x50 cm          Mid connecting panel: 18 mm refined chipboard, beech colour, melamine edging, dimensions 175x55 cm</p>	
<p><b>Office desk cm</b>          Top: 22 mm refined chipboard, beech colour, 2 mm ABS edging, dimensions 120x60 cm          Sides: 22 mm refined chipboard, beech colour, melamine edging, dimensions 72x50 cm          Front connecting panel: 18 mm refined chipboard, beech colour, melamine edging, dimensions 115x35 cm</p>	
<p><b>Drawer cabinet</b>          Dimensions: 40-45x70x60 cm (LWH)          Refined chipboard, beech colour, 2 mm ABS edging          Three drawers -- lower deeper (higher) than upper two          Four castors with at least two lockable</p>	
<p><b>School chair</b>          Cantilever type          Seat and back: beech laminated plywood, ergonomic, 8mm thick          Construction metal welded pipes 1.5 mm thick          Epoxy colour RAL 9006          Protection pads          Seat height 46 cm</p>	
<p><b>School chair low</b>          Cantilever type          Seat and back: beech laminated plywood, ergonomic, 8mm thick          Construction metal welded pipes 1.5 mm thick          Epoxy colour RAL 9006          Protection pads          Seat height 38 cm</p>	
<p><b>Teacher's chair</b>          Seat and back: upholstered, fabric, colour blue          Construction metal welded pipes 1.5 mm thick          Epoxy colour RAL 9006          Protection pads          Seat height 46 cm</p>	
<p><b>Office chair</b>          Seat and back: upholstered, fabric, colour blue Adjustable backrest          Turning and lifting mechanism          Wheels</p>	
<p><b>School board</b>          White magnetic          Tray for markers          Board markers: 5 sets x 4 colours          Cleaning sponge with 250 ml cleaning liquid          Dimensions: 240x120 cm</p>	
<p><b>School board green</b>          Green board          Tray for chalk</p>	

<p>Cleaning sponge Dimensions: 240x120 cm</p>	
<p><b>Cabinet for classroom</b> Top part: 2 doors 2 adjustable shelves Dimensions: 80x40x95cm Bottom part: 2 doors 2 adjustable shelves Dimensions: 80x40x95cm Frame: 18 mm refined chipboard, beech colour, melamine edging Doors: 18 mm refined chipboard, light grey colour, 2 mm ABS edging Complete with lock and handles Plinth: 10 cm</p>	
<p><b>Cabinet for register books</b> 4 parts Part dimensions: 80x40x47.5 cm Mid upper part with 19 partitions made of 10 mm plywood for register books 3 other parts 2 doors Plinth: 10 cm Frame: 18 mm refined chipboard, beech colour, melamine edging Doors: 18 mm refined chipboard, light grey colour, 2 mm ABS edging Complete with lock and handles Overall dimensions: 80x40x200 cm</p>	
<p><b>Book cabinet</b> Top part: 2 doors Glass 5mm with 8 cm width frame Dimensions: 80x40x125 cm Bottom part: 2 doors 2 adjustable shelves Dimensions: 80x40x65 cm Plinth: 10 cm Frame: 18 mm refined chipboard, beech colour, melamine edging Doors: 18 mm refined chipboard, light grey colour, 2 mm ABS edging Complete with lock and handles Overall dimensions: 80x40x200 cm</p>	
<p><b>Cabinet open</b> 5 adjustable shelves 18 mm refined chipboard, beech colour, melamine edging Plinth: 10 cm Dimensions: 80x40x200 cm</p>	
<p><b>Wardrobe panel</b> 7 double metal hooks Frame: 4x2 cm, laminate - nature beech Panel: MDF, light grey colour Dimensions: 90x120x2cm.</p>	
<p><b>Cabinet for chemistry</b> <b>Laboratory table x 5 pcs</b> For 6 working places (2x3) in line with energy block placed in the centre Table: Combination metal-wood protected with chemicals resistant material with under shelf Energy block:  <ul style="list-style-type: none"> <li>• water basin acid-proof</li> <li>• 2 lab faucets</li> </ul> </p>	

<ul style="list-style-type: none"> <li>• on each side of block two electro outlets IP 65</li> </ul> <p>Overall working surfaces dimensions app: 420x60x76 cm                  Connections, valves and other necessary material for installation and safety of all functional parts of the table included</p> <p><b>Laboratory demonstration table</b>                  Upper board acid-proof material                  Locker with doors and transversal shelf lined with acid-proof material                  Lock with key                  4 drawers                  Built in acid-proof water basin with lab faucet for cold water                  Two electro outlets IP 65                  Central switch for energy blocks                  Table dimension app: 240x70x90 cm                  Connections, valves, and other necessary material for installation and safety of all functional parts of the table included</p> <p><b>Laboratory chair x 30 pcs</b>                  Combination wood-metal                  Mechanism for lifting and rotating</p>	
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*Technical specification is Serbian is attached – Attachment I*

The offered products are in accordance with the required specifications and technical requirements:

YES                      NO

Any deviations must be listed below:

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## Bid prices

Bidders to submit their financial bid by completing the price schedules  
 Bidders shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules** shall coincide with the List of Goods specified by UNOPS in the technical specifications.

Bidder's prices for goods (price without VAT to be entered by bidder):				
	Description	Qty Up to maximum (a)	Currency:	
			Unit price DAP (b)	Total price DAP (a)x(b)
1.	School desk two seats	500		
2.	School desk one seat	2500		
3.	School desk two seats low	500		
4.	School desk one seat low	500		
5.	Teacher's desk	150		
6.	Conference table 180 cm	40		
7.	Office desk 120 cm	40		
8.	Drawer cabinet	40		
9.	School chair	2500		
10.	School chair low	1000		
11.	Teacher's chair	400		
12.	Office chair	30		
13.	School board white	100		
14.	School board green	100		
15.	Cabinet for classroom	300		
16.	Cabinet for register books	15		
17.	Book cabinet	25		
18.	Cabinet open	80		
19.	Wardrobe panel	200		
20.	Cabinet for chemistry	5		
<b>TOTAL:</b>				

## Bid summary

Total firm DAP price -All items are to be delivered (DAP and supplier to cover the costs of custom clearance agency if needed) to primary and secondary schools in Municipalities of Obrenovac, Svilajnac and Paracin. Offloading and installation to be included in price.

Bidder's delivery data		
Delivery time (DAP from the date of order) for all items		
As soon as possible (maximum 30 calendar days upon signing the contract)	All items	
Warranty period (standard warranty applies – minimum one year warranty period)	All items	

## ANNEX D

### Invitation to bid (goods) Purchase of school furniture for schools in flood-affected areas ITB No. UNOPS-SFRS-2014-G-012

#### UNGM vendor registration form

As part of the bid, it is desired that the bidder goes to the United Nations Global Marketplace (UNGM) registration website: <https://www.ungm.org/Registration/RegisterSupplier.aspx> and fills out the registration. If the bidder is already registered with UNGM, please provide your UNGM registration number (\_\_\_\_\_). Please ensure that your firm's information on UNGM is current.

Bidders need to familiarize themselves with the United Nations Supplier Code of Conduct. UNOPS encourages all suppliers to subscribe to the United Nations Global Compact.

The bidder may still bid even if not registered with the UNGM. However, if the bidder is selected for contract award, the bidder must register on the UNGM prior to contract signature.



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A small, handwritten signature or mark in the bottom right corner of the page.