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Invitation To Bid (ITB) For Services

Lease of RSOC premises in Belgrade,
Republic of Serbia

ITB No. UNOPS-RSOC-2015-S-010

Invitation ToBid (Services)
Lease of RSOC premises in Belgrade, Republic of Serbia
ITB No.UNOPS-RSOC-2015-S-010

Section 1: Bid Data

Bid number: ITB UNOPS-RSOC-2015-S-010
Project: RSOC
Procurement official's name: Bozidar Radivojevic
Email: bozidarr@unops.org
Telephone number: +38111 2445-687)
Facsimile: +38111 2445-687
Issue date: 4 June 2015

Pre-bid conference / site visit – NOT APPLICABLE

UNOPS clarifications to bidders due - Responses to requests for clarification shall be communicated to bidders by posting responses on LBHT web site (<http://www.sagradimodom.org>) and European PROGRES website (www.europeanprogres.org) under ITB Case No. UNOPS-RSOC-2015-S-010.

Bid due

BIDDERS ARE RESPONSIBLE FOR THE TIMELY SUBMISSION OF THEIR BID.

Bid due Date: 22 June 2015
Time: 12:00h noon, CET

Planned award date

Date: July 2015

Planned contract start date / delivery date (on or before)

Date: August/September 2015

Invitation ToBid (Services)
Lease of RSOC premises in Belgrade, Republic of Serbia
ITB No.UNOPS-RSOC-2015-S-010

Section 2: ITB Letter

UNOPS plans to procure lease services for RSOC office in Belgrade 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 **12:00h noon, CET, 22 June 2015**.

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 six sections and a series of annexes that 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/statement of work
- ITB Section 5: UNOPS General Conditions of Contract (goods/services/small services)
- ITB Section 6: Special Conditions for Services

- | | |
|---------|---------------------------------------------------------|
| Annex A | Bid/No Bid confirmation form |
| Annex B | Check list form |
| Annex C | Bid submission, technical and price schedule offer form |

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

Sincerely,

Pre-cleared by:

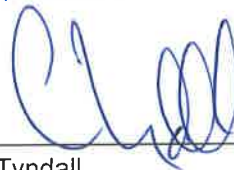
Date: 04/06/2015



Bozidar Radivojevic
Procurement Officer

Approved by:

Date: 04/06/2015



Graeme Tyndall
UNOPS Serbia Operations Centre Manager]

Invitation Bo Bid (Services)
Lease of RSOC premises in Belgrade, Republic of Serbia
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Section 3: Instructions to Bidders

1. Introduction

UNOPS means the United Nations Office for Project Services, 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 official, name) by email at srpc.procurement@unops.org. Bidders must not communicate with any other personnel of UNOPS regarding this ITB.

THE BIDDER ASSUMES FULL RESPONSIBILITY FOR THE TIMELY DELIVERY OF THE BID TO THE SUMATOVACKA 59, 11 000 BELGRADE. BIDS DELIVERED TO ANY OTHER OFFICE, LOCATION, OR EMAIL ADDRESS MAY BE REJECTED.

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 or any other UN agency on their website. Bidders must meet the eligibility criteria as published on the [UNOPS website](#).

All suppliers are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#).

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.

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.

4. Content of Solicitation Documents

The services and goods required, bid procedures and contract terms are prescribed in these solicitation documents, contents of which are listed in Section 2, ITB Letter.

Bids must offer services and 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.

5. Clarification of Solicitation Documents and Pre-bid Conference/Site Visit [if applicable]

- a. A prospective bidder requiring any clarification of the solicitation documents may notify UNOPS in writing at UNOPS mailing or email address indicated in the ITB by the specified date and time. UNOPS will respond in writing to any request for clarification of the solicitation documents that it receives by the due date outlined on section 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.

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 bids. UNOPS may, at its discretion, cancel the requirement in part or in whole.

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 typed 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.

8. Documents Comprising the Bid

Bidders shall not submit more than one bid 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): 12:00 a.m. CET (Serbian time zone UTC+01:00) on 22 June 2015

As a minimum, bidders shall complete and return the listed documents below (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)
Part of bid	Detailed information about the Bidder submitting the bid

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 shall 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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9. Bid Prices

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

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.

10. Bid Currencies

All prices shall be quoted in EUR (euro).

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 in writing during clarification of bids (18) 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 the 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.

11. Bid Security- DOES NOT APPLY TO THIS ITB**12. Period of Validity of Bids**

Bids shall remain valid for ninety (90) days after the date of bid submissions prescribed by UNOPS, pursuant to the deadline clause. Any bid validity with 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.

13. Format and Signing of Bids

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

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-RSOC-2015-S-010 and be addressed as follows for mailing or hand deliveries:

CONFIDENTIAL BID - DO NOT OPEN UNLESS AUTHORIZED UNOPS RSOC

**United Nations Office for Project Services
Sumatovacka 59, 11 000 Belgrade
Republic of Serbia
Att.: Chair Person, Bid Opening Committee. Case No.: UNOPS-RSOC-2015-S-010**

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.

15. Deadline for the Submission of Bids

Bids must be received by UNOPS at the email address/office address specified under clause 14 Sealing and Marking of Bids not later than **12:00 a.m. CET (Serbian time zone UTC+01:00) on 22 June 2015**. 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 the clause Amendment of solicitation documents. In this case, all rights and obligations of UNOPS and bidders previously subject to the deadline, will thereafter be subject to the deadline as extended.

16. Late Bids

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

17. Modification and Withdrawal of Bids

The bidder may withdraw their bid after the bid's submission, provided that a 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.

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.

19. Preliminary Examination

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

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.

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 services 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.

22. Award Criteria

Bidders must meet all the mandatory business criteria outlined in Annex C UNOPS requirements. 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 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.

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.

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 mail, that its bid has been accepted. The notifications of the 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.

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 ToBid (Services)
Lease of RSOC premises in Belgrade, Republic of Serbia
ITB No.UNOPS-RSOC-2015-S-010
Section 4: UNOPS Technical Specifications
A. Summary of Requirements
Technical requirements and Comparative data table

The UNOPS intends to enter a lease agreement for a period of two (2) years, with the possibility of extension. During this period the size of the office space occupied by UNOPS may vary within the range of 700-1200 sqm as agreed and negotiated with the owner of the building well in advance.

Our minimum requirements:	Your offer (Please fill in):
Location	
Belgrade, not more than 5 km by road from the city centre. Easy access to major city road network and highway.	<i>(Please provide the address and GPS location map if available)</i>

Requirements	
Stand alone building or part of one larger building, recently constructed (not older than 10 years) or fully renovated (not more than 5 years ago). All construction works must be completed prior to occupancy. In the case of lease of part of the larger building 'other parts of the building shall not be let or used for any illegal purpose or for gambling'	<i>(Access to premises 24/7)</i>
Location, building and surroundings must be appropriate for diplomatic representation. New or well maintained building, built of solid construction material, good quality interior finishing, Neighbourhood: Well kept surrounding buildings. Clean paved streets. Safe area. Not close to establishments of dubious reputation.	<i>(Please provide details of construction materials and of interior finishing)</i>
Total Rental Space (not including parking and storage space): up to 1200 m2	
Office space description: Adaptable to approximately 80 workstations <ul style="list-style-type: none"> - 5 single occupancy - Approximately 25 offices for 75 workstations (partitioned to cover 2-4 workstations) 	

<p>Common Area Description:</p> <ul style="list-style-type: none"> - 1 larger room to serve as conference room for 40 persons - 1 room to serve as small conference room for 10 persons - Server room - Archives, filing, storage, - Kitchenettes - Reception / waiting area, corridors - Toilets 	
<p>The following must be attached to the Technical Proposal:</p> <p>Recent photographs of grounds and premises, parking lot/garage</p> <p>Site Plan</p> <p>Architectural plans, layouts of floors and offices and parking lot/garage</p>	
<p>Major potential initial adjustments of premises, such as separation of office space, to be provided by the Lessor without additional cost. Please indicate your agreement.</p>	
<p>Reserved secure parking lot or garage for approximately 10 vehicles. Parking must be on-site or adjacent to the proposed facility.</p>	
<p>Maintenance of the premises could be provided by the Lessor, included in the cost components of the offer.</p>	
<p>Water Supply and Sanitation: tap water and sewage connection with public city network; access to regular garbage service</p>	
<p>Heating and Cooling: independent stand-alone system or connected to a central system with independent internal thermostat control.</p>	
<p>Light: daylight (sufficient number of windows to allow natural light) and suitable electrical lighting, and sufficient outdoor lighting of entrances, perimeter and parking</p>	
<p>Appropriate space for Server with wiring centre</p>	
<p>Room with appropriate system for cooling, ventilation and air conditioning</p>	

Doors and Windows: secure, and weather proof; shall fulfil requested insulation and fire protection standards.	
Entrance and Exits: main entrance with security control, reception and visitors waiting area; at least 2 emergency exits/staircases for unimpeded evacuation;	
Undisputed legal title of ownership	
Compliance with applicable regulations on property ownership, building, insurance, fire, seismic, health and safety regulations.	
Free of unsettled payments for costs, taxes, duties and levies related to the offered premises	

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

YES

NO

Invitation ToBid (Services)**Lease of RSOC premises in Belgrade, Republic of Serbia****ITB No.UNOPS-RSOC-2015-S-010****Section 5: UNOPS General Conditions of Contract**

In the event of an order, the following contract will apply:

- UNOPS General Conditions of Contract for goods and services

The conditions are available at: <http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx>

Invitation To Bid (Services)**Lease of RSOC premises in Belgrade, Republic of Serbia****ITB No. UNOPS-RSOC-2015-S-010****Section 6: UNOPS Special Conditions for Services**

The following Special Conditions for Services (SCG) shall supplement and/or amend the General Conditions for Services (GCG).

Whenever there is a conflict, the provisions in the GCG shall prevail.

Invitation ToBid (Services)**Lease of RSOC premises in Belgrade, Republic of Serbia****ITB No.(UNOPS-RSOC-2015-S-010)****Section 7: UNOPS Contract Form****Attached**

ANNEX A**Invitation ToBid (Services)****Lease of RSOC premises in Belgrade, Republic of Serbia****ITB No. UNOPS-RSOC-2015-S-010****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
Bozidar RadivojevicFax/email +381-11-243-5703
bozidarr@unops.orgFrom: _____

Subject ITB-UNOPS-RSOC-2015-S-010

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 services/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 services/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 (Services)

Lease of RSOC premises in Belgrade, Republic of Serbia

ITB No. UNOPS-RSOC-2015-S-010

Checklist Form

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

Activity	Yes/No/NA	Page No in your Bid	Remark
Have you duly completed all the bidding forms provided in the instructions to bidders?			
- Bid/No Bid confirmation			
- Bid Submission, Technical and Price Schedule Offer Form			
Have you provided the required information for qualification purposes as contained in the ITB document 4: UNOPS Technical Specifications/Statement of Works including:			
- Owner/Agent/Property Management Firm Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured			
- Members of the Governing Board and their Designations duly certified by the Corporate Secretary, or its equivalent document if Bidder is not a corporation			
- List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Bidder is not a corporation			
- 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			
- Certification or authorization to act as Agent in behalf of the Owner			

<ul style="list-style-type: none"> - All information regarding any past and current litigation during the last five (5) 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. 			
<ul style="list-style-type: none"> - Recent photographs of grounds and premises, parking lot/garage Site Plan 			
<ul style="list-style-type: none"> - Architectural plans, layouts of floors and offices and parking lot/garage 			
<ul style="list-style-type: none"> - Proof of ownership of premises 			

ANNEX C

Invitation to Bid (Services)

Lease of RSOC premises in Belgrade, Republic of Serbia

ITB No. UNOPS-RSOC-2015-S-010

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 / statement of work form 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-RSOC-2015-S-010

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 for 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 the Instructions to Bidders Sub-Clause 12, from the date fixed for the bid submission as set out in the Invitation To Bid Section 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 Sub-Clause 11 Bid Security, and Terms and Conditions of the Contract;
- g. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS;
- h. Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
- i. We embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact;
- j. 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 the Instructions to Bidders Sub-Clause 2, Eligibility;

- k. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;
- l. 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

I, _____ (name of signing official), certify that I am
_____ (position) of _____ (legal name of company); that by
signing this ITB for and on behalf of _____ (legal name of company) I am certifying that
all information contained herein is accurate and truthful and that the signing of this bid is within the scope
of my powers.

(Signature) _____ (Name) _____ (Title)

(Date)

Provide the name and contact information for the primary contact from your company for this quotation:

Name: _____ Title: _____

Mailing address (street name/number/city/town/province/state): _____

Tel. no: _____ Fax no: _____

Email address: _____

Offer valid until: _____ (date) Must be at least days

Currency of offer: (state currency) Payment terms 30 days accepted:

Are you a UNOPS registered vendor? Yes No If yes, provide vendor number: _____

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 and Related Services specified by UNOPS in the technical specifications/statement of work.

CONTRACTOR AGREES TO SUPPLY ALL GOODS AND/OR PERFORM ALL WORK AS SPECIFIED IN THIS BID AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS BID AT THE PRICES QUOTED ON THIS FORM.

	Description of the services	Currency EUR	Total number of m2	Unit price per m2 (if applicable)	Total price per service
1.	<i>Lease amount</i>				
2.	<i>Other expenses (for example electricity, security, water supply, etc.)</i>				
3.	<i>Cleaning services (if charged separately)</i>				
4.	<i>Parking (per lot)</i>				
5.	<i>Other expenses (per m2 or lump sum)</i>				
TOTAL:					



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