

Invitation to bid (ITB) for goods

Provision of educational materials for Learning Serbian as Non-Mother Tongue in 16 Elementary Schools of Presevo, Bujanovac and Medvedja

ITB No. UNOPS-EP-2015-G-021

Date: 28 July 2015

Invitation to bid (goods)
Provision of Educational Materials for Learning Serbian as
Non-Mother Tongue in 16 Elementary Schools of Presevo,
Bujanovac and Medvedja
ITB No.UNOPS-EP-2015-G-021

Section 1: Bid data

Bid number:	ITB-UNOPS-EP-2015-G-021
Project:	00088112 – European PROGRES
Procurement official's name:	Hana Ajdarpasic
Email:	hanaaj@unops.org
Telephone number:	+38111 2445-687
Facsimile:	+38111 2445-687
Issue date:	28 July 2015

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 LBHT web site (<http://www.sagradimodom.org>) and EUROPEAN PROGRES website (<http://www.europeanprogres.org/>) under ITB Case No. UNOPS-EP-2015-G-021.

Bid due:

Date: 13 August 2015
Time: 12:00 hours CET

Planned award date:

Date: August 2015

Planned contract start date delivery date (on or before)

Date: August 2015

**Invitation to bid (goods)
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ITB No.UNOPS-EP-2015-G-021

Section 2: ITB letter

UNOPS plans to procure **educational materials for learning Serbian as non-mother tongue in 16 elementary schools of Presevo, Bujanovac and Medvedja** 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 **12:00 a.m. CET (Serbian time zone UTC+01:00) on 13 August 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 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:

29/07/2015



Bozidar Radivojevic, Procurement Officer

Approved by:

Date:



Graeme Tyndall, UNOPS RSOC Manager

**Invitation to bid (goods)
Provision of Educational Materials for Learning Serbian as
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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. 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) **12:00 a.m. CET (Serbian time zone UTC+01:00) on 13 August 2015:**

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

There are no specific requirements related to bid security.

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 initialled 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-EP-2015-G-021 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, Proposal Opening Committee. Case No.: UNOPS-EP-2015-G-021

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 **12:00 a.m. CET (Serbian time zone UTC+01:00) on 13 August 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 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)
Provision of educational materials for Learning Serbian as Non-Mother Tongue in 16 Elementary Schools of Presevo, Bujanovac and Medvedja
ITB No.UNOPS-EP-2015-G-021

Section 4: UNOPS technical specifications

A. Summary of requirements

1. List of goods		
Item N°	Description of goods	Quantity
1. EDUCATIONAL MATERIAL AND BOOKS		
1. EDUCATIONAL MATERIAL		
1	Spelling poster- Latin	200
2	Spelling poster- alphabet	200
3	Flesh cards for foreign languages	125
4	Wall pictures for foreign languages- set of 8	50
5	Let's play with letters	138
6	Pictures for my classroom	50
7	I'm learning and playing (educative cards)	138
8	Play with names of professions AIDT Pikom	120
9	Serbian accent with ease 1-8 grade a set of 3 CDs and a textbook (set)	50
10	Small accent dictionary 1-8 grade, CD (set)	50
11.1	Audio tales 1-8 grade, set of CDs and a textbook - Set N. 1	20
11.2	Audio tales 1-8 grade, set of CDs and a textbook - Set N. 2	20
11.3	Audio tales 1-8 grade, set of CDs and a textbook - Set N. 3	20
11.4	Audio tales 1-8 grade, set of CDs and a textbook - Set N. 4	20
11.5	Audio tales 1-8 grade, set of CDs and a textbook - Set N. 5	20
11.6	Audio tales 1-8 grade, set of CDs and a textbook - Set N. 6	20
11.7	Audio tales 1-8 grade, set of CDs and a textbook - Set N. 7	20
11.8	Audio tales 1-8 grade, set of CDs and a textbook - Set N. 8	20
11.9	Audio tales 1-8 grade, set of CDs and a textbook - Set N. 9	20
11.10	Audio tales 1-8 grade, set of CDs and a textbook - Set N. 10	20
12	National prose 1-8 grade, a set of 6 CDs (set)	20
2. TEACHER'S BOOKS		
1	Teacher's books for I grade	25
2	Teacher's books for II grade	25
3	Teacher's books for III-IV grade	25
4	Teacher's books for upper grades	34
3. STUDENT'S BOOKS		
1	Books for IV grade	620
2.1	Books for V grade – N 1	680
2.2	Books for V grade – N 2	680
2.3	Books for V grade – N 3	680
3.1	Books for VI grade – N 1	690

A

3.2	Books for VI grade – N 2	690
3.3	Books for VI grade – N 3	690
4.1	Books for VII grade – N1	820
4.2	Books for VII grade – N2	820
4.3	Books for VII grade – N3	820
5.1	Books for VIII grade – N1	855
5.2	Books for VIII grade – N2	855
5.3	Books for VIII grade – N3	855

NOTE: All items must comply with the technical specifications. Offered items with different specifications and are not accepted as appropriate.

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 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. The exact quantity will be determined according to the programme needs. UNOPS reserves the right to make multiple contracts for this purchase.

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 in the total amount of minimum RSD 3,000,000.00. Reference letters to be provided.
 - 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

There are no specific requirements related to 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)**Provision of educational materials for Learning Serbian as Non-Mother Tongue in 16 Elementary Schools of Presevo, Bujanovac and Medvedja****ITB No. UNOPS-EP-2015-G-021****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 and the UNOPS General Conditions of Contract will be sent to you electronically.

ANNEX A**Invitation to bid (goods)****Provision of educational materials for Learning Serbian as Non-Mother Tongue in 16 Elementary Schools of Presevo, Bujanovac and Medvedja****ITB No. UNOPS-EP-2015-G-021****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
Hana AjdarpasicFax/email +381-11-243-5703
hanaaj@unops.orgFrom: _____

Subject ITB-UNOPS-EP-2015-G-021

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)

Provision of educational materials for Learning Serbian as Non-Mother Tongue in 16 Elementary Schools of Presevo, Bujanovac and Medvedja

ITB No. UNOPS-EP-2015-G-021

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"> • Bid/no bid confirmation 			
<ul style="list-style-type: none"> • Bid submission, technical and price schedule offer form 			
<ul style="list-style-type: none"> • UNGM Vendor registration 			
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"> • Document from Business Registers Agency (APR) not older than 6 months 			
<ul style="list-style-type: none"> • Tax administration receipt that the company paid all local and national taxes (not older than 6 months) 			
<ul style="list-style-type: none"> • Financial statements and solvency reports for last 3 years to be provided 			
<ul style="list-style-type: none"> • 3 reference letters to be provided 			
<ul style="list-style-type: none"> • Confirmation letter that you have the capacity to perform the Contract and complete delivery of the supplies within the stipulated delivery period 			
<ul style="list-style-type: none"> • Catalogue, brochure or similar document that will prove the required technical characteristics of the product offered 			



ANNEX C

Invitation to bid (goods)

Provision of educational materials for Learning Serbian as Non-Mother Tongue in 16 Elementary Schools of Presevo, Bujanovac and Medvedja

ITB No. UNOPS-EP-2015-G-021

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-EP-2015-G-021

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]

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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
1. EDUCATIONAL MATERIAL			
1	Spelling poster-Latin	Plakat slovarica – latinica, Zavod za udžbenike, Beograd	
2	Spelling poster-alphabet	Plakat slovarica – azbuka, Zavod za udžbenike, Beograd	
3	Flesh cards for foreign languages	Fleš karte za strane jezike, Zavod za udžbenike i nastavna sredstva, Beograd	
4	Wall pictures for foreign languages- set of 8	Zidne slike za strane jezike – 8 slika, Zavod za udžbenike i nastavna sredstva, Beograd, KB broj: 64049	
5	Let's play with letters	Igrajmo se slovima, Didakta, Novi Sad (kockice sa slovima)	
6	Pictures for my classroom	Slike za moju učionicu, Nova škola, Beograd	
7	I'm learning and playing (educative cards)	Učim i igram se - Prve reči, Vulkan izdavaštvo, Beograd (edukativne karte)	
8	Play with names of professions AIDT Pikom	Zavrti zanimanja, AIDT Pikom	
9	Serbian accent with ease 1-8 grade a set of 3 CDs and a textbook (set)	Srpski akcenat s lakoćom od 1. do 8. razreda – 3 CD-a i priručnik, Zavod za udžbenike i nastavna sredstva, Beograd	
10	Small accent dictionary 1-8 grade, CD (set)	Mali akcenatski rečnik - CD od 1. do 8. razreda, Zavod za udžbenike i nastavna sredstva, Beograd	
11.1	Audio tales 1-8 grade, set of CDs and a textbook - Set N. 1	Zvučne čitanke od 1. do 8. razreda, po jedan do četiri CD-a i priručnik za svaki razred, Zavod za udžbenike i nastavna sredstva, Beograd	

11.2	Audio tales 1-8 grade, set of CDs and a textbook - Set N. 2	CD Zvučna čitanka 1 (4CD), Zavod za udžbenike i nastavna sredstva, Beograd	
11.3	Audio tales 1-8 grade, set of CDs and a textbook - Set N. 3	CD ZVUČNA ČITANKA 2 , Zavod za udžbenike i nastavna sredstva, Beograd	
11.4	Audio tales 1-8 grade, set of CDs and a textbook - Set N. 4	CD ZVUČNA ČITANKA 3 , Zavod za udžbenike i nastavna sredstva, Beograd	
11.5	Audio tales 1-8 grade, set of CDs and a textbook - Set N. 5	CD: ZVUČNA ČITANKA 4 , Zavod za udžbenike i nastavna sredstva, Beograd	
11.6	Audio tales 1-8 grade, set of CDs and a textbook - Set N. 6	CD: ZVUČNA ČITANKA 5 (4 CD-a), Zavod za udžbenike i nastavna sredstva, Beograd	
11.7	Audio tales 1-8 grade, set of CDs and a textbook - Set N. 7	CD Zvučna čitanka 6 (4 CD-a), Zavod za udžbenike i nastavna sredstva, Beograd	
11.8	Audio tales 1-8 grade, set of CDs and a textbook - Set N. 8	CD: MALA ZVUČNA ČITANKA 6, Zavod za udžbenike i nastavna sredstva, Beograd	
11.9	Audio tales 1-8 grade, set of CDs and a textbook - Set N. 9	CD: ZVUČNA ČITANKA 7, Zavod za udžbenike i nastavna sredstva, Beograd	
11.10	Audio tales 1-8 grade, set of CDs and a textbook - Set N. 10	CD: ZVUČNA ČITANKA 8, Zavod za udžbenike i nastavna sredstva, Beograd	
12	National prose 1-8 grade, a set of 6 CDs (set)	CD: MALA ZVUČNA ČITANKA 8, Zavod za udžbenike i nastavna sredstva, Beograd	
2. TEACHER'S BOOKS			
1	Teacher's books for I grade	Učimo srpski 1: srpski kao nematernji jezik za prvi razred osnovne škole: priručnik za nastavnike; Nataša Dobrić i Biljana Maksimović; Zavod za udžbenike, Beograd, 2007.	
2	Teacher's books for II grade	Učimo srpski 2: srpski kao nematernji jezik za drugi razred osnovne škole: priručnik za nastavnike; Nataša Dobrić; Zavod za udžbenike, Beograd, 2007.	

3	Teacher's books for III-IV grade	Priručnik za nastavnike srpskog kao nematjernjeg jezika uz udžbenike za 3. i 4. razred osnovne škole; Dušanka Zvekić-Dušanović i Nataša Dobrić; Zavod za udžbenike, Beograd, 2008.	
4	Teacher's books for upper grades	Priručnik za nastavnike srpskog kao nematjernjeg jezika uz udžbenike od 5. do 8. razreda sa orijentacionim rasporedom gradiva; Dušanka Zvekić-Dušanović i Nataša Dobrić; Zavod za udžbenike, Beograd, 2010.	
3. STUDENT'S BOOKS			
1	Books for IV grade	Srpski kao nematjernji jezik – radna sveska uz čitanku „Daj mi zvezdu jedan krug“ za 4. razred osnovne škole; Nataša Dobrić, Gordana Štasni; Zavod za udžbenike	
2.1	Books for V grade – N 1	Pouke iz jezika - srpski kao nematjernji, za 5. razred osnovne škole; Mirjana Burzan, Jovan Jerković; Zavod za udžbenike	
2.2	Books for V grade – N 2	Pegavo detinjstvo- Čitanka za srpski jezik kao nematjernji za 5. razred osnovne škole; Jovan Ljuštanović; Zavod za udžbenike	
2.3	Books for V grade – N 3	Radna sveska uz čitanku „Pegavo detinjstvo“ za srpski kao nematjernji jezik za 5. razred osnovne škole; Nataša Dobrić; Zavod za udžbenike	
3.1	Books for VI grade – N 1	Pouke iz jezika i pravopisa - srpski kao nematjernji, za šesti razred osnovne škole; Mirjana Burzan, Jovan Jerković; Zavod za udžbenike	
3.2	Books for VI grade – N 2	Pletivo od reči - čitanka za srpski kao nematjernji za šesti razred osnovne škole; Nataša Dobrić, Dušanka Zvekić-Dušanović, Gordana Štasni; Zavod za udžbenike	
3.3	Books for VI grade – N 3	Srpski kao nematjernji jezik – radna sveska uz čitanku Pletivo od reči, za 6. razred osnovne škole; Nataša Dobrić, Dušanka Zvekić-Dušanović, Gordana Štasni; Zavod za udžbenike	
4.1	Books for VII grade – N1	U ogledalu sunca, čitanka za srpski jezik kao nematjernji jezik za sedmi razred osnovne škole; Nataša Dobrić, Dušanka Zvekić-Dušanović, Gordana Štasni; Zavod za udžbenike	
4.2	Books for VII grade – N2	Gramatika za srpski jezik kao nematjernji jezik za sedmi razred osnovne škole; Mirjana Burzan, Jovan Jerković; Zavod za udžbenike	
4.3	Books for VII grade – N3	Radna sveska za srpski jezik kao nematjernji jezik za sedmi razred osnovne škole; Nataša Dobrić, Dušanka Zvekić-Dušanović, Gordana Štasni; Zavod za udžbenike	
5.1	Books for VIII grade – N1	Gramatika 8 – srpski kao nematjernji jezik za 8. razred osnovne škole; Mirjana Burzan, Jovan Jerković; Zavod za udžbenike	
5.2	Books for VIII grade – N2	Nedokučive tajne uma i srca – čitanka za srpski kao nematjernji jezik za 8. razred osnovne škole; Gordana Štasni, Nataša Dobrić; Zavod za udžbenike	
5.3	Books for VIII grade – N3	Radna sveska za srpski kao nematjernji jezik za 8. razred osnovne škole; dr Dušanka Zvekić – Dušanović, Nataša Dobrić, Gordana Štasni; Zavod za udžbenike	

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

YES NO

Any deviations must be listed below:

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	Currency: RSD	
			Unit price DAP (b)	Total price DAP (a)x(b)
	EDUCATIONAL MATERIAL			
1	Spelling poster- Latin	200		
2	Spelling poster- alphabet	200		
3	Flesh cards for foreign languages	125		
4	Wall pictures for foreign languages- set of 8	50		
5	Let's play with letters	138		
6	Pictures for my classroom	50		
7	I'm learning and playing (educative cards)	138		
8	Play with names of professions AIDT Pikom	120		
9	Serbian accent with ease 1-8 grade a set of 3 CDs and a textbook (set)	50		
10	Small accent dictionary 1-8 grade, CD (set)	50		
11.1	Audio tales 1-8 grade, set of CDs and a textbook - Set N. 1	20		
11.2	Audio tales 1-8 grade, set of CDs and a textbook - Set N. 2	20		
11.3	Audio tales 1-8 grade, set of CDs and a textbook - Set N. 3	20		
11.4	Audio tales 1-8 grade, set of CDs and a textbook - Set N. 4	20		
11.5	Audio tales 1-8 grade, set of CDs and a textbook - Set N. 5	20		
11.6	Audio tales 1-8 grade, set of CDs and a textbook - Set N. 6	20		
11.7	Audio tales 1-8 grade, set of CDs and a textbook - Set N. 7	20		
11.8	Audio tales 1-8 grade, set of CDs and a textbook - Set N. 8	20		
11.9	Audio tales 1-8 grade, set of CDs and a textbook - Set N. 9	20		
11.10	Audio tales 1-8 grade, set of CDs and a textbook - Set N. 10	20		

12	National prose 1-8 grade, a set of 6 CDs (set)	20		
Sub-total:				

TEACHER'S BOOKS				
1	Teacher's books for I grade	25		
2	Teacher's books for II grade	25		
3	Teacher's books for III-IV grade	25		
4	Teacher's books for upper grades	34		
Sub-total:				

STUDENT'S BOOKS				
1	Books for IV grade	620		
2.1	Books for V grade – N 1	680		
2.2	Books for V grade – N 2	680		
2.3	Books for V grade – N 3	680		
3.1	Books for VI grade – N 1	690		
3.2	Books for VI grade – N 2	690		
3.3	Books for VI grade – N 3	690		
4.1	Books for VII grade – N1	820		
4.2	Books for VII grade – N2	820		
4.3	Books for VII grade – N3	820		
5.1	Books for VIII grade – N1	855		
5.2	Books for VIII grade – N2	855		
5.3	Books for VIII grade – N3	855		
1	Books for IV grade	620		
2.1	Books for V grade – N 1	680		
2.2	Books for V grade – N 2	680		
2.3	Books for V grade – N 3	680		



3.1	Books for VI grade – N 1	690		
3.2	Books for VI grade – N 2	690		
3.3	Books for VI grade – N 3	690		
4.1	Books for VII grade – N1	820		
4.2	Books for VII grade – N2	820		
4.3	Books for VII grade – N3	820		
5.1	Books for VIII grade – N1	855		
5.2	Books for VIII grade – N2	855		
5.3	Books for VIII grade – N3	855		
Sub-total:				
GRAND TOTAL:				

Bid summary

**Total firm DAP price - All items are to be delivered to a total of 16 Elementary schools in the territory of Bujanovac, Presevo and Medvedja. Detailed addresses & Distribution list will be available upon contract signing.
 Transport and offloading and 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 21 calendar days upon signing the contract**)

All items



ANNEX D

Invitation to bid (goods)

Provision of educational materials for Learning Serbian as Non-Mother Tongue in 16 Elementary Schools of Presevo, Bujanovac and Medvedja

ITB No. UNOPS-EP-2015-G-021

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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