

## Invitation to Bid (ITB)

*For the procurement of Analog radiography system with ceiling-mounted X-ray tube  
for Primary Health Centre Ivanjica*

*Name of Country: Serbia*

*Name of Project: UNOPS/EU PROGRES*

**ITB Number and Title: UNOPS-EUPROGRES-2013-G-101 - Procurement of Analog radiography system with  
ceiling-mounted X-ray tube for Primary Health Centre Ivanjica**

**Date of issuance: 19 November 2013**

1. UNOPS now invites bids from eligible and qualified Bidders for the supply of the goods and services as described above.
2. Bidding will be conducted through the One Envelope International Competitive Bidding procedures specified in the UNOPS Procurement Manual and is open to all eligible Bidders as defined in this ITB.
3. Interested eligible Bidders may obtain further information from Procurement Unit, [srpc.procurement@unops.org](mailto:srpc.procurement@unops.org)
4. Qualifications requirements are specified in the ITB.
5. Bids must be delivered as specified in the Instructions to Bidders of this ITB (please read this part carefully). Late bids will be rejected
6. UNOPS strongly encourages all Bidders to subscribe to the Tender Alert Service available on the United Nations Global Market Place ([www.ungm.org](http://www.ungm.org)). This will allow Bidders to be notified automatically of all UNOPS business opportunities for the products and services for which they have registered. Instructions on how to subscribe to the Tender Alert Service can be found in the [UNGM Interactive Guide for Suppliers](#).

**Pre-cleared by:**

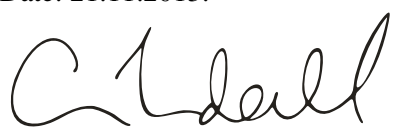
Date: 21.11.2013.



**Bozidar Radivojevic**  
Procurement Advisor

**Approved by:**

Date: 21.11.2013.



**Graeme Tyndall**  
Programme Manager

# ITB for Procurement of Goods

## Summary

### **Section I. Instructions to Bidders**

This Section provides information to help Bidders prepare their bids. Information is also provided on the submission, opening, and evaluation of bids and on the award of Contracts. Section I contains provisions that are to be used without modification.

### **Section II. Bidding Forms**

This Section includes the forms for the Bid Submission, Price Schedules, Bid Security, and the Manufacturer's Authorization to be submitted with the Bid.

### **Section III. Schedule of Requirements**

This Section includes the List of Goods and Related Services, the Delivery and Completion Schedules, the Technical Specifications and the Drawings that describe the Goods and Related Services to be procured.

### **Section IV. UNOPS General Conditions for Goods (GCG)**

This Section includes the general clauses to be applied in all contracts. The text of the clauses in this Section shall not be modified.

### **Section V: Contract Forms**


This Section includes the form for the Agreement, which, once completed, incorporates corrections or modifications to the accepted bid that are permitted under the Instructions to Bidders, the General Conditions for Goods, and the Special Conditions for Goods. The forms for Performance Security and Advance Payment Security, when required, shall only be completed by the successful Bidder after contract award.



# Section I. Instructions to Bidders

## Table of Clauses

- A. General**
  - 1. Scope of Bid
  - 2. Source of Funds
  - 3. Fraud and Corruption
  - 4. Eligible Bidders
  - 5. Eligible Goods and Related Services
- B. Contents of Bidding Documents**
  - 6. Sections of Bidding Documents
  - 7. Clarification of Bidding Documents
  - 8. Amendment of Bidding Documents
- C. Preparation of Bids**
  - 9. Cost of Bidding
  - 10. Language of Bid
  - 11. Documents Comprising the Bid
  - 12. Bid Submission Form and Price Schedules
  - 13. Alternative Bids
  - 14. Bid Prices and Discounts
  - 15. Currencies of Bid
  - 16. Documents Establishing the Eligibility of the Bidder
  - 17. Documents Establishing the Eligibility of the Goods and Related Services
  - 18. Documents Establishing the Conformity of the Goods and Related Services
  - 19. Documents Establishing the Qualifications of the Bidder
  - 20. Period of Validity of Bids
  - 21. Bid Security
  - 22. Format and Signing of Bid
- D. Submission and Opening of Bids**
  - 23. Submission, Sealing and Marking of Bids
  - 24. Deadline for Submission of Bids
  - 25. Late Bids
  - 26. Withdrawal, Substitution, and Modification of Bids
  - 27. Bid Opening
- E. Evaluation and Comparison of Bids**
  - 28. Confidentiality
  - 29. Clarification of Bids
  - 30. Responsiveness of Bids
  - 31. Nonconformities, Errors, and Omissions
  - 32. Preliminary Examination of Bids
  - 33. Examination of Terms and Conditions; Technical Evaluation
  - 34. Conversion to Single Currency
  - 35. Domestic Preference
  - 36. Evaluation of Bids
  - 37. Comparison of Bids
  - 38. Post-qualification of the Bidder
  - 39. UNOPS's Right to Accept Any Bid, and to Reject Any or All Bids
- F. Award of Contract**
  - 40. Award Criteria
  - 41. UNOPS's Right to Vary Quantities at Time of Award
  - 42. Publication of Contract Award
  - 43. Signing of Contract
  - 44. Performance Security



## Section I. Instructions to Bidders

### A. General

#### 1. Scope of Bid

- 1.1 The type of Goods and Related Services to be purchased is: **Analog radiography system with ceiling-mounted X-ray tube for Primary Health Centre Ivanjica**

#### 2. Source of Funds

- 2.1 UNOPS intends to apply a portion of the funds it has received from funding sources to eligible payments under the contract for the procurement of Analog radiography system with ceiling-mounted X-ray tube for Primary Health Centre Ivanjica.


#### 3. Fraud and Corruption

- 3.1 It is UNOPS policy to require that Bidders, suppliers, and contractors and their subcontractors under UNOPS contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, UNOPS:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
  - (i) bribery is the act of unduly offering, giving, receiving or soliciting anything of value to influence the process of procuring goods or services, or executing contracts;
  - (ii) extortion or coercion is the act of attempting to influence the process of procuring goods or services, or executing contracts by means of threat of injury to person, property or reputation;
  - (iii) fraud is the misrepresentation of information or facts for the purpose of influencing the process of procuring goods or services, or executing the contracts, to the detriment of UNOPS or other participants;
  - (iv) collusion is the agreement between Bidders designed to result in bids at artificial prices that are not competitive.
- (b) will reject a proposal to award a contract if it determines that a vendor recommended for award has engaged in corrupt practices in competing for the contract in question;
- (c) will declare a vendor ineligible, either indefinitely or for a stated period of time, to become a UN registered vendor if it at any time determines that the vendor has engaged in corrupt practices in competing for or in executing a UNOPS contract;
- (d) will cancel or terminate a contract if it determines that a vendor has engaged in corrupt practices in competing for or in executing a UNOPS contract;
- (e) will normally requires a UNOPS vendor to allow UNOPS, or any person that UNOPS may designate, to inspect or carry out audits of the vendor's accounting records and financial statements in connection with the contract.

- 3.2 Any vendor participating in UNOPS' procurement activities, shall facilitate to UNOPS personnel upon first request, all documents, records and other elements needed by UNOPS to investigate the allegations of misconduct by either vendors or any other party to the procurement activities. The absence of such cooperation may be sufficient grounds for the debarment of the vendor from UNOPS vendor roster and may lead to suspension following review by UNOPS Vendor Review Committee.

- 3.3 Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UNOPS Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UNOPS Ethics Officer (during preliminary reviews in line with UNOPS whistle blower policy) as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNOPS to repudiate and terminate the contract, and to debar and remove the supplier from UNOPS's list of registered suppliers.



- 3.4 Information regarding Bid Protest can be found at:  
<http://www.unops.org/english/whatwedo/services/procurement/Pages/Procurementpolicies.aspx>

#### **4. Eligible Bidders**

- 4.1 A Bidder, and all parties constituting the Bidder, may have the nationality of any country.
- 4.2 A Bidder shall not have a conflict of interest. All Bidders found to have conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they:
- i) are or have been associated in the past, 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 to be purchased under these Bidding Documents ; or
  - ii) submit more than one bid in this bidding process, except for alternative offers permitted under Instructions to Bidders Clause 13. However, this does not limit the participation of subcontractors in more than one bid.
- 4.3 A Bidder that is under a declaration of ineligibility by UNOPS in accordance with Instructions to Bidders Clause 3, at the date of contract award, shall be disqualified. Bidders shall not be eligible to submit a bid when at the time of bid submission:
1. Suppliers are already suspended by UNOPS; or,
  2. Supplier's names are mentioned in the UN 1267 Terrorist list issued by the Security Council resolution 1267 which establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban; or,
  3. Suppliers are suspended by the UN Procurement Division (UNPD); or,
  4. Suppliers have been declared ineligible by the World Bank (see <http://www.worldbank.org/debarr>).
- 4.4 Bids may be submitted by a Joint Venture (JV). In the case of a JV:
- a. The duly filled Form 6: Joint Venture Partner Information Form of Section II, Bidding Forms must be included with the Bid; and
  - b. All parties to the JV shall be jointly and severally liable; and
  - c. The JV shall nominate a Representative who shall have the authority to conduct all businesses:
    - for and on behalf of any and all the parties of the JV during the bidding process; and
    - in the event the JV is awarded the Contract, during contract execution.

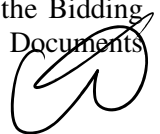
#### **5. Eligible Goods and Related Services**

- 5.1 All the Goods and Related Services to be supplied under the Contract may have their origin in any country.
- 5.2 For purposes of this Clause, the term “origin” means the country where the goods have been mined, grown, cultivated, produced, manufactured or processed; or, through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.

### **B. Contents of Bidding Documents**

#### **6. Sections of Bidding Documents**

- 6.1 The Bidding Documents consist of:
- Section I. Instructions to Bidders
  - Section II. Bidding Forms
  - Section III. Schedule of Requirements
  - Section IV. General Conditions for Goods (GCG)
  - Section V. Contract Forms
- 6.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.



- 6.3 Bidders are cautioned to read the specifications carefully, as there may be special requirements. The technical specifications presented herein are not to be construed as defining a particular manufacturer's product. Bidders are encouraged to advise UNOPS, if they disagree.
- 6.4 The specifications are the minimum requirements for the products. Products offered must meet or exceed all requirements herein. The products shall conform in strength, quality and workmanship to the accepted standards of the relevant industry. Modifications of or additions to basic standard products of less size or capability to meet these requirements will not be acceptable.
- 7. Clarification of Bidding Documents**
- 7.1 A prospective Bidder requiring any clarification of the Bidding Documents shall contact UNOPS in writing at [srpc.procurement@unops.org](mailto:srpc.procurement@unops.org). UNOPS will respond in writing to any request for clarification, provided that such request is received no later than 4 (four) days prior to the deadline for submission of bids. UNOPS shall forward copies of its response to all those who have acquired the Bidding Documents directly from it, including a description of the inquiry but without identifying its source.
- 8. Amendment of Bidding Documents**
- 8.1 At any time prior to the deadline for submission of bids, UNOPS may amend the Bidding Documents by issuing amendment.
- 8.2 Any amendment issued shall be part of the Bidding Documents and shall be communicated in writing to all who have obtained the Bidding Documents directly from UNOPS.
- 8.3 To give prospective Bidders reasonable time in which to take an amendment into account in preparing their bids, UNOPS may, at its discretion, extend the deadline for the submission of bids.

## C. Preparation of Bids

### 9. Cost of Bidding

- 9.1 The Bidder shall bear all costs associated with the preparation and submission of its bid.

### 10. Language of Bid

- 10.1 The Bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and UNOPS, shall be written in English language. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages into English, in which case, for purposes of interpretation of the Bid, such translation shall govern.

### 11. Documents Comprising the Bid

- 11.1 The Bid shall comprise the following:
- (a) Bid Submission Form and the applicable Price Schedules, in accordance with Instructions to Bidders Clauses 12, 14, and 15;
  - (b) Bid Security in accordance with Instructions to Bidders Clause 21
  - (c) documentary evidence in accordance with Instructions to Bidders Clause 16 establishing the Bidder's eligibility to bid;
  - (d) documentary evidence in accordance with Instructions to Bidders Clause 17, that the Goods and Related Services to be supplied by the Bidder are of eligible origin;
  - (e) documentary evidence in accordance with Instructions to Bidders Clauses 18 and 30, that the Goods and Related Services conform to the Bidding Documents;
  - (f) documentary evidence in accordance with Instructions to Bidders Clause 19 establishing the Bidder's qualifications to perform the contract if its bid is accepted.

### 12. Bid Submission Form and Price Schedules

- 12.1 The Bidder shall submit the Bid Submission Form and the Price Schedules using the forms furnished in Section II, Bidding Forms.



**13. Alternative Bids**

- 13.1 Alternative Bids will not be accepted. In the event of a supplier submitting more than one Bid, the following shall apply:
- (a) All Bids marked alternative Bids will be rejected and only the base Bid will be evaluated.
  - (b) All Bids will be rejected if no indication is provided as to which Bids are alternative Bids.

**14. Bid Prices and Discounts**

- 14.1 The prices and discounts quoted by the Bidder in the Bid Submission Form and in the Price Schedules shall conform to the requirements specified below. Unit prices and total prices shall be quoted as specified in Price Schedule included in Section II, Bidding Forms. Bidders are allowed the option to submit the Bid for any one or more lots specified in the Schedule of Requirements, see Section III, and to offer discounts for combined lots. However, Bidders shall quote for the complete requirement of Goods and Related Services specified under each lot on a single responsibility basis. Incomplete offers for the quoted lots, will be rejected.
- 14.2 The term DAP (bidder to cover the costs of custom clearance agency if needed) and other similar terms shall be governed by the rules prescribed in the Incoterms 2011, published by The International Chamber of Commerce.
- 14.3 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 shall be treated as non responsive and shall be rejected.

**15. Currencies of Bid**

The Bidder shall quote in RSD for domestic and in EUR or USD for international companies.

**16. Documents Establishing the Eligibility of the Bidder**

- 16.1 To establish their eligibility in accordance with Instructions to Bidders Clause 4, Bidders shall:
- a) complete the Bid Submission Form, included in Section II, Bidding Forms.

**17. Documents Establishing the Eligibility of the Goods and Related Services**

- 17.1 To establish the eligibility of the Goods and Related Services in accordance with Instructions to Bidders Clause 5, Bidders shall complete the country of origin declarations in the Price Schedule Forms, included in Section II, Bidding Forms.

**18. Documents Establishing the Conformity of the Goods and Related Services**

- 18.1 To establish the conformity of the Goods and Related Services to the Bidding Documents, the Bidder shall furnish as part of its Bid the documentary evidence that the Goods conform to the technical specifications and standards specified in Section III, Schedule of Requirements.
- 18.2 Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by UNOPS in the Schedule of Requirements, are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to UNOPS's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Schedule of Requirements.

**19. Documents Establishing the Qualifications of the Bidder**

- 19.1 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to UNOPS's satisfaction:
- (a) that the Bidder meets each of the qualification criterion specified in Instructions to Bidders, Sub-section 38.4.

**20. Period of Validity of Bids**

- 20.1 Bids shall remain valid for a period of 120 (one hundred twenty) days after the bid submission deadline date prescribed by UNOPS. A bid valid for a shorter period shall be rejected by UNOPS as non responsive.



20.2 In exceptional circumstances, prior to the expiration of the bid validity period, UNOPS may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. If a Bid Security is requested in accordance with Instructions to Bidders Clause 21, it shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its bid.

## **21. Bid Security**

21.1 A Bid Security as part of the Bidder's bid **shall** be required.

21.2 The Bid Security shall be in original, in favour of UNOPS Sumatovacka 59, 11 000 Belgrade, in the amount equivalent to RSD 365,000.00, and denominated in a freely convertible currency, and shall:

- (a) at the Bidder's option, be in the form of either a bank guarantee from a banking institution, as per the form included in Section II, Bidding Forms, or a demand draft, cashier's cheque or irrevocable cheque certified by a banking institution. In the event of Bidders submitting the Bid Security in the form of a cheque or demand draft, such documents shall be accompanied by a signed statement from the issuing bank on its letterhead indicating the validity period and confirming irrevocability of the cheque or demand draft during the required validity period;
- (b) be issued by a reputable institution selected by the Bidder. Reputable banking institutions have to be banks certified by the Central bank of the country to operate as commercial bank;
- (c) be payable promptly upon written demand by UNOPS in case the conditions listed in Instructions to Bidders Clause 21.5 are invoked;
- (d) remain valid for a period of 30 (thirty) days beyond the validity period of the bids, as extended, if applicable, in accordance with Instructions to Bidders Clause 20.2;

21.3 Any bid not accompanied by a substantially responsive Bid Security in accordance with Instructions to Bidders Sub-Clause 21.2, shall be rejected by UNOPS as non-responsive.

21.4 The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the Performance Security pursuant to Instructions to Bidders Clause 44.

21.5 The Bid Security may be forfeited:

- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Submission Form, except as provided in Instructions to Bidders Sub-Clause 20.2; or
- (b) if the successful Bidder fails to:
  - (i) sign the Contract in accordance with Instructions to Bidders Clause 43;
  - (ii) furnish a Performance Security in accordance with Instructions to Bidders Clause 44;
  - (iii) accept the arithmetical correction in accordance with Instructions to Bidders Clause 33.

21.6 The Bid Security of a joint venture (JV) must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Security shall be in the names of all future partners as named in the letter of intent mentioned in Section II, Bidding Forms, JV Partner Information Form, Item 4.

## **22. Format and Signing of Bid**

22.1 The Bidder shall prepare one original of the documents comprising the bid as described in Instructions to Bidders Clause 11 and clearly mark it "ORIGINAL." No copy of the bid is required.

22.2 The original of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder.

22.3 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the Bid.





**D. Submission and Opening of Bids****23. Submission, Sealing and Marking of Bids**

23.1 Bidders may always submit their bids by mail or by hand. Bidders **shall not** have the option of submitting their bids electronically.

- (a) Bidders submitting bids by mail or by hand, shall enclose the original of the Bid in a sealed envelope, which shall:
- bear the name and address of the Bidder as well as the ITB reference number;
  - be addressed to UNOPS in accordance with Instructions to Bidders Sub-Clause 24.1;
  - bear a warning “Not to be opened by registry”;
  - if the envelope is not sealed and marked as required, UNOPS will assume no responsibility for the misplacement or premature opening of the bid.

**24. Deadline for Submission of Bids**

24.1 Bids must be received by UNOPS at Sumatovacka 59, 11 000 Belgrade, Republic of Serbia and no later than **09 December 2013, 12:00h noon, CET** (ref.: [www.timeanddate.com/worldclock](http://www.timeanddate.com/worldclock)).

24.2 UNOPS may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with Instructions to Bidders Clause 8, in which case all rights and obligations of UNOPS and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

**25. Late Bids**

25.1 UNOPS shall not consider any bid that arrives after the deadline for submission of bids, in accordance with Instructions to Bidders Clause 24. Any bid received by UNOPS after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder (or Bidders will be notified if the bid has been submitted electronically).

**26. Withdrawal, Substitution, and Modification of Bids**

26.1 Prior to the deadline prescribed for submission of bids, a Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice.

26.2 Bids requested to be withdrawn in accordance with Instructions to Bidders Sub-Clause 26.1 shall be shredded if there is no requirement for Bid Security or shall be returned unopened to the Bidders if a Bid Security is required.

26.3 No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.

**27. Bid Opening**

27.1 UNOPS shall conduct the bid opening in public at the following address, date and time.

Street Address: Sumatovacka 59

Floor/ Room number: Conference room

City: Belgrade

Country: Republic of Serbia

Date: 09 December 2013

Time: 12:30h CET, (ref.: [www.timeanddate.com/worldclock](http://www.timeanddate.com/worldclock)).

27.2 Envelopes shall be opened one at a time, reading out: the name of the Bidder and the Bid Prices; and any other details as UNOPS may consider appropriate. No Bid shall be rejected at Bid opening except for late bids, in accordance with Instructions to Bidders Sub-Clause 25.1.

27.3 UNOPS shall prepare a record of the Bid opening that shall include, as a minimum: the name of the Bidder and the Bid.



## E. Evaluation and Comparison of Bids

### 28. Confidentiality

- 28.1 Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until publication of the Contract Award.
- 28.2 Any effort by a Bidder to influence UNOPS in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its Bid.

Notwithstanding Instructions to Bidders Sub-Clause 27.2, from the time of bid opening to the time of Contract Award, if any Bidder wishes to contact UNOPS on any matter related to the bidding process, it should do so in writing.

### 29. Clarification of Bids

- 29.1 To assist in the examination, evaluation, comparison and post-qualification of the bids, UNOPS may, at its discretion, ask any Bidder for a clarification of its Bid. UNOPS's request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted.

### 30. Responsiveness of Bids

- 30.1 UNOPS's determination of a bid's responsiveness is to be based on the contents of the bid itself.
- 30.2 A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the Bidding Documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
- affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or
  - limits in any substantial way, inconsistent with the Bidding Documents, UNOPS's rights or the Bidder's obligations under the Contract; or
  - if rectified would unfairly affect the competitive position of other Bidders presenting substantially responsive bids.

UNOPS considers material deviation to include but not to be limited to the following situations:

- During preliminary examination of bids (verification of formal criteria):
    - Lack of proper bid securities in terms of change in the wording (not consistent with the prescribed format), amount, or validity period.
    - Absence of bid form, change in the wording (not consistent with the prescribed format) or lack of signature of key portions of the bid form.
    - The Bidder does not accept important Contract conditions, i.e. related to Performance Security, Warranty, Force Majeure, Applicable Law, Delivery Schedule, Payment Terms, Limitation of Liability, etc..
    - Non historical documents required in the ITB, i.e. document specifically related to the tender and one that the Bidder could not be expected to possess before the ITB was issued, have not been provided .
  - During technical evaluation of bids and qualification of Bidders:
    - Specifications of the item quoted vary in one or more significant respect(s) from the minimum required Technical Specifications.
    - Bidders do not meet the minimum post-qualification requirements.
  - During financial evaluation of bids:
    - The Bidder does not accept the required price correction as per ITB conditions.
    - The Bidder offers less quantity than what is required.
- 30.3 If a bid is not substantially responsive to the Bidding Documents, it shall be rejected by UNOPS and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

### 31. Nonconformities, Errors, and Omissions

- 31.1 Provided that a Bid is substantially responsive, UNOPS:



- (a) may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.
- (b) may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.
- (c) shall correct arithmetical errors on the following basis:
  - If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNOPS there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
  - if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
  - if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

31.2 If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be rejected and its Bid Security may be forfeited.

### **32. Preliminary Examination of Bids**

32.1 UNOPS shall examine the bids to confirm that all documents and technical documentation requested in Instructions to Bidders Clause 11 have been provided, and to determine the completeness of each document submitted.

### **33. Examination of Terms and Conditions and Technical Evaluation**

33.1 UNOPS shall examine the Bid to confirm that it does not contain material deviation or reservation related to the conditions and requirements specified in the GCG, Section IV, and in the Schedule of Requirements, Section III.

33.2 If, after the examination of the terms and conditions and the technical evaluation, UNOPS determines that the Bid is not substantially responsive in accordance with Instructions to Bidders Clause 30, it shall reject the Bid.

### **34. Conversion to Single Currency**

34.1 For evaluation and comparison purposes, UNOPS shall convert all bid prices expressed in amounts in various currencies into an amount in USD, using the United Nations exchange rates established for the month in which the bids are opened.

### **35. Domestic Preference**

35.1 Domestic preference shall not be a factor in bid evaluation.

### **36. Evaluation of Bids**

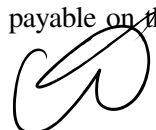
36.1 UNOPS shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.

36.2 To evaluate a Bid, UNOPS shall consider the following:

- (a) evaluation will be done for Item;
- (b) price adjustment for correction of arithmetic errors in accordance with Instructions to Bidders Sub-Clause 31;
- (c) price adjustment due to discounts offered in accordance with Instructions to Bidders Sub-Clause 14.1;

36.3 UNOPS's evaluation of a bid will exclude and not take into account:

- (a) Customs duties and other import taxes, sales and other similar taxes, which will be payable on the Goods if the contract is awarded to the Bidder;



- (b) Any allowance for price adjustment during the period of execution of the contract, if provided in the bid.

**37. Comparison of Bids**

37.1 UNOPS shall compare all substantially responsive bids to determine the lowest priced compliant offer, in accordance with Instructions to Bidders Clause 36.

37.2 Bid comparison will be made on the total cost, delivered to final destination. UNOPS reserves the right to compare freight prices of Bidders with rates of reputable freight forwarders and to consider such rates for the purpose of bid evaluation. In the event of freight prices of Bidders being found less competitive than rates offered by freight forwarders, UNOPS may issue a Contract on FCA basis to the Vendor instead of CPT/CFR, and issue a separate contract for freight to a freight forwarder, if deemed in the best financial interest of UNOPS.

**38. Post-qualification of the Bidder**

38.1 UNOPS shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated and substantially responsive bid is qualified to perform the Contract satisfactorily.

38.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to Instructions to Bidders Clause 19.

38.3 An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the bid, in which event UNOPS shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

38.4 After determining the lowest priced substantially compliant offer in accordance with Instructions to Bidders Sub-Clause 37.1, UNOPS shall carry out the post-qualification of the Bidder in accordance with Instructions to Bidders Clause 38, using only the requirements specified. Requirements not included in the text below shall not be used in the evaluation of the Bidder's qualifications.

(a) Financial Capability

The Bidder shall provide the following documentary evidence:

- **Document from Business Registers Agency (Izvod iz APR)**
- **Valid licence from Agency for Radiation Protection and Nuclear Safety of Serbia (Agencija za zastitu od jonizujucih zracenja i nuklearnu sigurnost Srbije)**
- **For all medical equipment the bidder must submit the certificate specifying the medical device had been registered in the Medicines and Medical Devices Agency of Serbia (Agencija za lekove i medicinska sredstva Republike Srbije)**
- **Tax administration receipt that the company paid all local and national taxes (Potvrda o izmirenim porezima i drugim javnim dadzbinama)**
- **Minimum of RSD 5,000,000.00 of total turnover of all contracts within the last 3 years. Financial statements and solvency reports for last 3 years to be provided (Izvestaj o bonitetu ili bilansi stanja i uspeha za zadnjih 3 godina).**

(b) Experience and Technical Capacity

The Bidder shall furnish documentary evidence to demonstrate that it meets the following experience requirement(s):

- **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 as specified in the 'Schedule of requirement' during the last 3 (three) year and similar products during the last 5 (five) years prior to bid opening.**

(c) Additional Requirements:

- **Bidders shall provide catalogue, brochure or similar document that will prove the required technical characteristics of the equipment offered.**
- **Service network information to be provided**



- 38.5 Notwithstanding anything stated above, UNOPS reserves the right to assess the Bidder's capabilities and capacity to execute the Contract satisfactorily before deciding on award.
- 38.6 Even though the Bidders meet the above qualifying criteria, they are subject to 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.
- 39. UNOPS's Right to Accept Any Bid, and to Reject Any or All Bids**
- 39.1 UNOPS reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.

## F. Award of Contract

### 40. Award Criteria

- 40.1 In the event of a Contract award, UNOPS shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.
- 40.2 Before the award of Contract, UNOPS may inspect the manufacturing facilities of the lowest evaluated responsive Bidder to assess his capability to successfully perform the Contract as per the terms and conditions specified in the ITB.

### 41. UNOPS's Right to Vary Quantities at Time of Award

- 41.1 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 III, Schedule of Requirements.

### 42. Publication of Contract Award


- 42.1 UNOPS shall publish in UNOPS website (<http://www.unops.org/english/whatweneed/Pages/Contractawards.aspx>) the following information: the ITB Reference Number, the Description of the Goods / Services procured, the Beneficiary Country, The Supplier Name and Country, the Contract Value and the Issue Date of the Contract. After publication of the award, unsuccessful Bidders may request in writing to UNOPS for a debriefing seeking explanations on the grounds on which their bids were not selected. UNOPS shall promptly respond in writing to any unsuccessful Bidder who, after Publication of contract award, requests a debriefing.
- 42.2 Upon the successful Bidder's furnishing of the signed Contract Form and performance security pursuant to Instructions to Bidders Clause 44, UNOPS will promptly notify and will discharge the Bid Security of each unsuccessful Bidder, pursuant to Instructions to Bidders Clause 21.4.

### 43. Signing of Contract

- 43.1 Prior to the expiration of the period of bid validity, UNOPS shall send the successful Bidder the Contract and the Special Conditions for Goods.
- 43.2 Within 14 (fourteen) days of receipt of the Contract, the successful Bidder shall sign, date, and return it to UNOPS.

### 44. Performance Security

n/a




## Section II. Bidding Forms

### Table of Forms

1. Bidder Information Form
2. Bid Submission Form
3. Price Schedule Form
4. Technical Specification Form (Comparative Data Table)
5. Bid Security (Bank Guarantee) Form
6. Joint Venture Partner Information Form

**1.**



## Bidder Information Form

**1. Expertise of Organization:**

Please fill in

Organization structure (e.g. service provider, wholesaler, trader, manufacturer)	
Years of company experience	
Areas of expertise of organization	
Current Licenses if any, and Permits (with dates, numbers and expiration dates)	
Health Authority Registration Information	
Production Capacity	

**2. Quality Assurance Certification:**

International Quality Management System (QMS)	
List of other ISO certificates or equivalent certificates	
Presence and characteristics of in-house quality control laboratory	

**3. Expertise of Staff:**

Total number of staff	
Number of staff involved in similar supply contracts	

**4. Client Reference List:**

Please provide references such as client details, commercial bank details, etc.

Name of company:	Contact person:	Telephone:	E-mail:
1.			
2.			
3.			

**5. Contact details of persons that UNOPS may contact for requests for clarification during bid evaluation:**

Name/Surname	
Tel Number (direct)	
Email address (direct):	

PS: This person must be available during the next two weeks following receipt of bid



## 2. Bid Submission Form

*[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: *[insert date (as day, month and year) of Bid Submission]*

ITB No.: *[insert number of bidding process]*

Invitation to Bid No.: *[insert No of ITB]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Purchaser]*

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 GCC Clause 12 for the due performance of the Contract;
- (g) We, including any subcontractors or suppliers for any part of the contract, have nationality from countries \_\_\_\_\_ *[insert the nationality of the Bidder, including that of all parties that comprise the Bidder, if the Bidder is a JV, and the nationality each subcontractor and supplier]*
- (h) We have no conflict of interest in accordance with Instructions to Bidders Sub-Clause 4.2;
- (i) 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;
- (j) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.





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]*



### 3. Price Schedule Form

<b>BIDDER'S TOTAL PRICES (Price &amp; Currency to be entered by Bidder):</b>				
<b>TOTAL FIRM DAP PRICE - DAP:</b> The equipment should be delivered DAP ( <b>supplier to cover the costs of custom clearance agency if needed</b> ) to: Primary Health Centre Ivanjica, 13. Septembra br.39 32250 Ivanjica, Republic of Serbia Offloading and installation to be included.				
<b>REQUESTED OFFER VALIDITY PERIOD FROM DATE OF OFFER SUBMISSION:</b>				
_____ Days (120 days)				
<b>BIDDER'S UNIT PRICES (Price &amp; Currency to be entered by Bidder)</b>				
ITEM	DESCRIPTION	QTY	CURRENCY:	
			UNIT PRICE DAP	TOTAL PRICE DAP
1	VN GENERATOR	1		
	VN GENERATOR			
2	X-RAY TUBE	1		
	RENDGENSKA CEV			
3	PATIENT BUCKY TABLE	1		
	PACIJENT BUCKY STO			
4	VERTICAL BUCKY STAND	1		
	VERTIKALNI BUCKY STATIV			
5	X-RAY DATA ACQUISITION SYSTEM	1		
	AKVIZICIONA STANICA ZA UPRAVLJANJE			
6	CEILING MOUNTED X-RAY TUBE HANGER	1		
	PLAFONSKI NOSAČ RENDGENSKE CEVI			

Date

Authorized Signature

 \_\_\_\_\_  
**4.**


## Technical Specification Form

### (Comparative Data Table)

Bidders must complete the right column of the table and the compliance confirmation statement as included in Section III, Schedule of Requirements; Technical Specifications.

Bidders are required to complete the following with “Yes”, “No” or specific information requested for the items being supplied.

#### Item 1: VN GENERATOR

Quantity: 1 pcs

Our minimum requirements:	Your offer (Please fill in technical specification offered):	
High frequency <b>min. 100 kHz</b>		
Power supply: <b>55 kW</b>		
mAs: <b>0,5mAs- 800 mAs</b>		
Automatic exposure control device <b>AEC</b>		
Number of anatomical programmes: <b>min. 50</b>		
Upravljanje kondicijama generatora kV, mA, mAs		
„Touch screen“ or digital interface for users		
Visokofrekventni frekvencije <b>min. 100 kHz</b>		
Snaga: <b>55 kW</b>		
mAs: <b>0,5mAs- 800 mAs</b>		
Automatska kontrola ekspozicije <b>AEC</b>		
Broj anatomskih programa: <b>min. 50</b>		
Upravljanje kondicijama generatora kV, mA, mAs		
„Touch screen“ ili tasterski korisnički interfejs		

#### Item 2: X-RAY TUBE - RENDGENSKA CEV

Quantity: 1 pcs


Our minimum requirements:	Your offer (Please fill in technical specification offered):
High speed rotating anode dual focus tube <b>min. 0.6/1.0 mm</b>	
Heat storage capacity : <b>min. 600 kHU</b>	
Voltage (max value): <b>min. 150 kV</b>	
Brzrotirajuća anoda sa 2 fokusa <b>min. 0.6/1.0 mm</b>	
Toplotni kapacitet anode: <b>min. 600 kHU</b>	
Napon (max vrednost): <b>min. 150 kV</b>	



**Item 3: PATIENT BUCKY TABLE - PACIJENT BUCKY STO**  
**Quantity: 1 pcs**

Our minimum requirements:	Your offer (Please fill in technical specification offered):	
Weight bearing capacity: <b>min. 250 kg</b>		
Sliding tabletop with horizontal and sideways movement and		
Table top dimensions : <b>min. 240 x 80 cm</b>		
Longitudinal movement of patient table: <b>min. 80 cm</b>		
Hydraulic table lifting Mechanism		
Foot pedal controller		
The possibility of approaching the patient from all sides		
AEC chamber with <b>min. 3 measuring fields</b>		
Exposure on cassettes sized 13x18cm and up to 35x43cm		
Distance between table top and cassettes max. 5.5cm		
Table foot pedal to adjust table height and slide table in longitudinal and transverse direction (sliding tabletop)		
Nosivost: <b>min. 250 kg</b>		
Plivajuća ploča sa uzdužnim i poprečnim pomeranjem i motorizovana elevacija		
Veličina ploče pacijent stola: <b>min. 240 x 80 cm</b>		
Uzdužno pomeranje pacijent stola: <b>min. 80 cm</b>		
Hidraulični mehanizam za vertikalno pomeranje radiografskog stola		
Nožne komade za upravljanje radiografskim stolom		
Mogućnost prilaska pacijentu sa svih strana		
Komora za AEC sa <b>min. 3 polja</b>		
Mogućnost ekspozicije na kasetama dimenzija od 13x18cm		
Rastojanje između ploče stola i kasete najviše 5.5cm		
Nožne papučice na stolu za pomeranje ploče stola po visini i u longitudinalnom i transverzalnom pravcu (plivajuća p.)		

**Item 4: VERTICAL BUCKY STAND - VERTIKALNI BUCKY STATIV**  
**Quantity: 1 pcs**

Our minimum requirements:	Your offer (Please fill in technical specification offered):
Radiography System with vertical displacement <b>min. 1400 mm</b>	
Min. 3-field AEC chamber	
Exposure on cassettes sized 13x18cm and up to 35x43cm	
Distance between bucky table top and cassettes max. 5.5cm	
Grid ratio SID 180cm	
Sastavljen od radiografskog sistema sa vertikalnim pomeranjem od <b>min. 1400 mm</b>	
Komora za AEC sa <b>min. 3 polja</b>	
Mogućnost ekspozicije na kasetama dimenzija od 13x18cm do 35x43cm	
Rastojanje između površine bucky ploče i kasete najviše 5.5cm	
Rešetka za rasejano zračenje za SID 180cm	

**Item 5: X-RAY DATA ACQUISITION SYSTEM - AKVIZICIONA STANICA ZA UPRAVLJANJE**
**Quantity: 1 pcs**

Our minimum requirements:	Your offer (Please fill in technical specification offered):
Generator control console with membrane keys with adjustable recording parameters and organ selection option	
Kontrolna konzola generatora sa membranskim tasterima sa mogućnošću podešavanja parametara snimanja i biranja organ programa	

**Item 6: CEILING MOUNTED X-RAY TUBE HANGER - PLAFONSKI NOSAČ RENDGENSKE CEVI**
**Quantity: 1 pcs**

Our minimum requirements:	Your offer (Please fill in technical specification offered):
Longitudinal trip <b>min. 3400 mm</b>	
Transversal trip <b>min. 3500 mm</b>	
Vertical trip <b>min. 1800 mm</b>	
Tube rotation vertical axis <b>min. -154 ° do +180°)</b>	
Tube rotation horizontal axis <b>min. ± 120°</b>	
Laser light for precise positioning	
"Touch screen" user interface on the tube hanger with SID setting and SID display option ,the angle of rotation of the tube, MAS, kV, ms	
Longitudinalno pomeranje cevi <b>min. 3400 mm</b>	
Transverzalno pomeranje cevi <b>min. 3500 mm</b>	
Vertikalno pomeranje cevi <b>min. 1800 mm</b>	
Rotacija cevi oko vertikalne ose <b>min. -154 ° do +180°)</b>	
Rotacija cevi oko horizontalne ose <b>min. ± 120°</b>	
Lasersko svetlo za precizno pozicioniranje	
„Touch screen“ korisnički interfejs na nosaču cevi sa mogućnošću setovanja i prikaza SID-a, ugla rotacije cevi, mAS, kV, ms	

**NOTE: The selected company should provide training in Serbian of professional staff on the operation and maintenance of the equipment. The selected company should also provide adequate manual for the operation and maintenance.**

**Please also provide name and address of the company from your service network that will provide service and maintenance in Ivanjica municipality if needed.**

---



---



---



**THE PRODUCTS OFFERED ARE IN ACCORDANCE WITH THE SPECIFICATIONS AND REQUIREMENTS**

\_\_\_ YES

\_\_\_ NO

ANY DEVIATION MUST BE LISTED BELOW:

---

---

---

---

---

---

---

---

---

---

Date:

Authorized Signature:

---

---

**5.**

## **Bid Security (Bank Guarantee) Form**

Or CERTIFIED CASHIER'S CHEQUE (MENICA) AUTHORIZED BY THE BANK

*The Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.*

\_\_\_\_\_  
[Bank's Name, and Address of Issuing Branch or Office]

**Beneficiary:** \_\_\_\_\_ [Name and Address of UNOPS]

**Date:** \_\_\_\_\_

**BID GUARANTEE No.:** \_\_\_\_\_

We have been informed that [name of the Bidder] (hereinafter called "the Bidder") has submitted to you its bid dated (hereinafter called "the Bid") for the execution of [name of contract] under Invitation to Bid No. [ITB number] ("the ITB").

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we [name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [amount in figures] ([amount in words]) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
- (b) having been notified of the acceptance of its Bid by UNOPS during the period of bid validity, (i) fails or refuses to execute the Contract Form; or (ii) fails or refuses to furnish the performance security, if required, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful Bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful Bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of the Bidder's Bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

\_\_\_\_\_  
[signature(s)]



## 6. Joint Venture Partner Information Form

*[The Bidder shall fill in this Form in accordance with the instructions indicated below].*

Date: *[insert date (as day, month and year) of Bid Submission]*

ITB No.: *[insert number of bidding process]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Bidder's Legal Name: <i>[insert Bidder's legal name]</i>
2. JV's Party legal name: <i>[insert JV's Party legal name]</i>
3. JV's Party Country of Registration: <i>[insert JV's Party country of registration]</i>
4. JV's Party Year of Registration: <i>[insert JV's Part year of registration]</i>
5. JV's Party Legal Address in Country of Registration: <i>[insert JV's Party legal address in country of registration]</i>
6. JV's Party Authorized Representative Information Name: <i>[insert name of JV's Party authorized representative]</i> Address: <i>[insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[insert email address of JV's Party authorized representative]</i>
7. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with Instructions to Bidders Sub-Clauses 4.1 and 4.2. <input type="checkbox"/> JV Agreement, or letter of intent to enter into such an Agreement, signed by the legally authorized signatories of all the parties





# Section III. Schedule of Requirements

## Contents

1. List of Goods and Delivery Schedule



<b>1. List of Goods and Delivery Schedule</b>				
<b>Line Item/ Lot N°</b>	<b>Description of Goods</b>	<b>Quantity</b>	<b>Unit</b>	<b>Delivery Schedule from date of Contract (please insert number of days)</b>
All items	All items	all	pcs	As soon as possible but not more than 45 calendar days upon signing of contract  Please state below if different delivery schedule

<b>2. Warranty</b>		
<b>Line Item/ Lot N°</b>	<b>Description of Goods</b>	<b>Warranty</b>
All items	All Items	- warranty period for all devices is minimum 2 years with provided servicing and spare parts in the next 7 years after the expiry of warranty - the bidder has the obligation to provide servicing and technical support in the Republic of Serbia or to have such a contract with the authorized service provider. Service support must be available within 24h from the moment of reporting the malfunction.  Please state below if different warranty

**Hazardous chemicals and other dangerous goods must be packed and documented according to current legislation. It is the responsibility of the vendor to provide complete packing and documentation as required for transportation.**



## Section IV. General Conditions for Goods

In the event of an order, the UNOPS General Conditions will apply. The conditions are available at: <http://www.unops.org/english/whatweneed/Pages/Guidelinesforsuppliers.aspx> under “Guidelines to suppliers > UNOPS general conditions of contract”. 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 will be sent to you electronically.



## Section V. Contract Forms

### Table of Forms

1. Contract Form

1.



## Contract Form

In the event of a Contract, the successful Bidder shall receive this form duly filled.

<b>Purchase Order No.:</b>		<b>Project No. :</b>			
<b>P.O. DATE :</b>	IMPORTANT: All shipments, invoices and correspondence must show PURCHASE ORDER and PROJECT NUMBERS.				
<b>SHIP BY:</b>					
<b>CONSIGNEE:</b>		<b>VENDOR N°:</b>			
<b>Attn.:</b>		<b>Attn.:</b>			
<b>Tel.:</b>		<b>Tel.:</b>			
<b>Fax:</b>		<b>Fax:</b>			
<b>DELIVERY TERMS (INCOTERMS 2010):</b>					
<b>PAYMENT TERMS:</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>U/M</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
1					
2					
<b>Special Terms and Conditions</b>					
A. This purchase order is subject to our Invitation to Bid, Ref. No.: XXXXXX dated XXXXX and according to your offer dated ...; B. Notify Party; C. Final Destination; D. Other information, if any;; E. Attachments: General Conditions for Goods, Packing and Shipping Instructions, others if any.					
<b>CURRENCY :</b>			<b>GRAND TOTAL:</b>		
<b>Date:</b>					
<b>Queries should be addressed to:</b>					
Buyer: Name, Title, Tel.					
<b>ON BEHALF OF UNOPS:</b>					
Name of Procurement Authority, Title, Business Unit					
<b>ACKNOWLEDGEMENT COPY:</b>					
<b>Vendor's Signature:</b>			<b>Date:</b>		
UNOPS, Office, Address, Country, Tel, Fax					
<p>This Purchase Order may only be accepted by the Vendor's signing and returning the Acknowledgement Copy. Acceptance of this Purchase Order shall effect a Contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the Conditions of this Purchase Order, including the General Conditions for Goods of the United Nations Office for Project Services (UNOPS) and any UNOPS attachments (hereinafter collectively referred to as "This Contract"). No additional or inconsistent provisions proposed by the Vendor shall bind UNOPS unless agreed to in writing by a duly authorised official of UNOPS. UNOPS General Conditions for Goods are available at UNOPS website at <a href="http://www.unops.org/english/whatweneed/Pages/Guidelinesforsuppliers.aspx">http://www.unops.org/english/whatweneed/Pages/Guidelinesforsuppliers.aspx</a> under General conditions of contract. If your company is unable to access the document, Please send an e-mail or fax request to: insert e-mail address and fax number of contact person and the UNOPS General Conditions for Goods will be sent to you electronically or by fax.</p>					

