# 1. Bid Confirmation Form

*[Complete this page and return it prior to bid opening]*

|  |  |  |
| --- | --- | --- |
|  |  | Date: |
| To: | UNFPA  *Turkey CO, Yaprak Öncel* | Fax/email: yoncel@unfpa.org |
| From: | *[Company name]* |  |
|  | *[Contact person]* |  |
|  | *[Telephone]* |  |
|  | *[Email address]* |  |
|  | *[Postal address]* |  |
| Subject: | ITB No.: UNFPA/ TUR/18/001 | |

YES, we intend to submit an bid.

NO, we are unable to submit a bid in response to the above mentioned Invitation to Bid due to the following reason(s):

( ) The requested products and services are not within our range of supply

( ) We are unable to submit a competitive bid 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 in the recipient country

( ) The person handling bid is away from the office

( ) Other (please specify)

Please confirm one of the following two options:

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

# 2. Bid Submission Form

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

**ITB No.:** UNFPA/ TUR/18/001

To: UNFPA Turkey

Dear Sir / Madam,

We the Undersigned have examined and have no reservations to the Bidding Documents No. UNFPA/ TUR/18/001 and amendments We hereby 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ which are subject to UNFPA General Conditions of Contract and other terms and conditions specified in the document.

We agree to abide by this bid for a period of *90* days from the date fixed for opening of bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We, including any subcontractors or suppliers for any part of the contract, have nationality from countries\_\_\_\_\_\_\_\_

We have no conflict of interest in accordance with Instructions to Bidders Sub-Clause 2.1;

Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—have not been declared ineligible by UNFPA, in accordance with Instructions to Bidders Sub-Clause 2.2;

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

Dated on .............day of ......................................[*year*].

|  |  |
| --- | --- |
| Signature: | ………………………………………………………………  [*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]* |
| Company: | ………………………………………………………………  *[insert name of company]* |

# 3. Bidders Identification Form

Bid No. UNFPA/ TUR/18/001

1. **Organization**

|  |  |
| --- | --- |
| Company/Institution Name |  |
| Address, City, Country |  |
| Telephone/FAX |  |
| Website |  |
| Date of establishment |  |
| **Legal Representative**: Name/Surname/Position |  |
| **Legal structure**: natural person/Co.Ltd, NGO/institution/other (please specify) |  |
| **Organizational Type**: Manufacturer, Wholesaler, Trader, Service provider, etc. |  |
| Areas of expertise of the organization |  |
| Current Licenses, if any, and permits (with dates, numbers and expiration dates) |  |
| Years supplying to UN organizations |  |
| Years supplying to UNFPA |  |
| Production Capacity |  |
| Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the bid) |  |
| Commercial Representatives in the country: Name/Address/Phone (for international companies only) |  |

1. **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 (if relevant to bid) |  |

1. **Expertise of Staff**

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

1. **Client Reference List**

Please provide references of main client details.

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

1. **Contact details of persons that UNFPA may contact for requests for clarification during bid evaluation**

|  |  |
| --- | --- |
| Name/Surname |  |
| Telephone Number (direct) |  |
| Email address (direct) |  |

P.S.: This person must be available during the next two weeks following receipt of bid

# 4. Product Item Overview Form

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **2Description and minimum /mandatory specifications** | **Description of items offered and Bidder’s statements on deviations**  (To be completed by the Bidder) | **Compliant? (Y/N)**  (To be completed by UNFPA during evaluation) |
|  |  |  |  |
| 1.0.1 | Manufacturing company must have ISO 9001 or TSEK or equivalent standards |  |  |
| 1.0.2 | Warrantee for bodywork must be minimum 2 years and spare parts availability must be guaranteed for minimum 8 years |  |  |
| 1.1 | **Front side (Chassis)** |  |  |
| 1.1.1 | Engine type: Diesel engine type |  |  |
| 1.1.2 | Number of cylinders: Minimum 4 cylinders |  |  |
| 1.1.3 | Cubic capacity: Minimum 2998 cm3 |  |  |
| 1.1.4 | Output: Minimum 170PS |  |  |
| 1.1.5 | Torque: Maximum torque, at least 400Nm |  |  |
| 1.1.6 | Exhaust emission: Euro 5 standard or better |  |  |
| 1.1.7 | Transmission: Automatic or Manual |  |  |
| 1.1.8 | Passenger Capacity: Minimum 5, with seat belts, 3 in the back, driver and co-driver |  |  |
| 1.1.9 | ESP+ABS |  |  |
| 1.1.10 | Immobilizer (chip key) |  |  |
| 1.1.11 | Driver and front side airbags |  |  |
| 1.1.12 | Active front seat head restraints |  |  |
| 1.1.13 | Radio with mini jack / USB port for connection to external audio sources |  |  |
| 1.1.14 | Remote controlled central locking system (which allows locking all doors of chassis with remote controller) |  |  |
| 1.1.15 | Trip computer and warning system (The messages should appear on the display either individually or alternately (when there are several messages to be displayed), and may be accompanied by a warning light and/or a beep) |  |  |
| 1.1.16 | Front and back fog lights |  |  |
| 1.1.17 | 12V socket |  |  |
| 1.1.18 | Air conditioning system |  |  |
| 1.1.19 | The vehicle should have fully adjustable driving seat, electrically adjusted side mirrors, electrically adjustable headlights, electric windows in drivers’ cabin and electric/sliding windows in the back |  |  |
| 1.1.20 | The vehicle shall be provided with:  - fire-extinguisher,  - first aid kit,  - tire repair kit with full size spare tire  - other items required by Turkish law (snow chains etc.) |  |  |
| 1.1.21 | All manuals should be in Turkish |  |  |
| 1.1.22 | The vehicle’s color should be white or grey |  |  |
| 1.1.23 | **Generator:**  Minimum 10 kW, Euro 5 Diesel engine type with minimum 1500 rpm, 220-400V, 50 Hz |  |  |
| **1.2** | **Back Side (Cabin)** |  |  |
| 1.2.1 | - Minimum 4 mm thickness sheet metal frame or equivalent  - All the wall panels of the chassis (side-front-ceiling and doors) shall be minimum 30x40x2 mm steel plates or equivalent  - Internal and external coating of the body shall be made from minimum 2.0 mm thick GRP (Glass Reinforced Polyester) (internal coating shall be hygienic GRP) or equivalent  - External coating of the bodywork shall be made from minimum 4.0 mm reinforced plywood placed under GRP or equivalent  - Between the internal and external coating, there shall be a layer of insulation made from minimum 40 mm XPS polystyrene with a density of minimum 36 kg/m3 or equivalent |  |  |
| 1.2.3 | Height: Minimum 2000 mm  Length: Minimum 5100 mm  Width: Minimum 2200 mm |  |  |
| 1.2.4 | - 3 windows outside the service desks both on the left and the right side of the vehicle  - Size of the windows shall be minimum 75cx60 cm  - Windows must be able to be opened by users |  |  |
| 1.2.5 | Refrigerator, minimum 128 lt. (220/230V) |  |  |
| 1.2.6 | Water Dispenser, Automated, with replaceable water reservoir |  |  |
| 1.2.7 | Tea/Coffee Machine (can be bundled with 1.2.8 in one machine) |  |  |
| 1.2.8 | - Portable ladder made from light alloys with a width of minimum 800 mm (to allow entrance to the platform  - Portable ladder shall be a sliding type and stored inside the collapsible platform |  |  |
| 1.2.9 | 8 lockers with lock key, 4 on the left side and 4 on the right side alongside the cabin placed between the cabin and the rear wheels |  |  |
| 1.2.10 | Passenger back side entrance to the cabin with electrical door (operating with a button) with a width of minimum 1100 mm and height minimum 2000 mm, door hinges located on left side of entrance, door opens to outside |  |  |
| 1.2.11 | Staircase mounted to the back door (foldable under the cabin chassis with side guards) |  |  |
| 1.2.12 | 2 (two) at least 3x4 mm² sized 50 m weather-resistant extension cords and reels (to receive electricity from the mains) |  |  |
| 1.2.13 | Two-channel LED in-vehicle lighting  Luminance minimum 100 lux |  |  |
| 1.2.14 | Inverter split air conditioner with at least 18.000 BTU/h capacity, shall work when cabin is opened for service (see the drawing attached) |  |  |
| 1.2.15 | 12 V electricity and internet socket, minimum 8 pieces (150 mm above the table, 2 in every 900 mm) |  |  |
| 1.2.16 | Minimum 1 Fire extinguisher with 8 liters capacity |  |  |
| 1.2.17 | Megaphone and Sound System to be placed at the roof of the vehicle  One 100 WATT amp USB /12V DC with mixer  Two 150W/160HM flat speaker  One cable microphone  One set of speaker cable |  |  |
| **1.3** | **Cabin Upper Design** |  |  |
| 1.3.1 | Minimum 3 fans placed at the cabin roof in order to ensure ventilation |  |  |
| 1.4 | **Information/ Waiting Booth** Wall and ceiling color: White (blue strip on walls) -Width: 1000 mm -Length: 3100 mm Height: 2000 mm |  |  |
| 1.4.1 | -3 chairs -attached to wall, blue, collapsible -should be located with 60 mm distance  -Chair width: 350 mm -Chair length: 320 mm -Chair height (seating): 420 mm -Without armrest |  |  |
| 1.5 | **Meeting/ Interview Room**  -Width: 2200 mm -Length: 2000 mm -Height: 2000 mm -Wall color: off-white (with dusty-rose strip on the wall)  -Ceiling color: white -2 electric outlet sockets – 220 v – 12 v -Cool-white LED internal lightening for night and day operations |  |  |
| 1.5.1 | **3 Chairs -**Chair width: 560 mm -Chair length: 62 mm -Chair height: 98 mm – 107 mm -With armrest, 360 degree rotating 4 wheeled -With height adjustment mechanism -Upholstered in dust-rose color |  |  |
| 1.5.2 | **Meeting Table -**Color: Matt Bella Gold **-**Table width: 600 mm **-**Table length: 900 mm **-**Table height: 700 mm **-**Foldable, with height adjustment mechanism |  |  |
| 1.5.3 | **2+1 sound system**  Min 80dB volume |  |  |
| 1.6 | **Data Entry Room -**Width: 2400 mm -Length: 1200 mm -Height: 2000 mm  Ceiling Color: White **-**Wall color: off-white (with brown strip on the wall)  -8 electric and internet outlet sockets – 220 v – 12 v – 150 mm above the table, 2 in every 900 mm |  |  |
| 1.6.1 | **Desk -**Color: Matt Bella Gold  -Desk width: 700 mm  -Desk length: 3600 mm  -Table height: 750 mm  -Collapsible, with height adjustment mechanism |  |  |
| 1.6.2 | **3 Chairs**  **-**Chair width: 560 mm  -Chair length: 62 mm  -Chair height: 98 mm – 107 mm  -With armrest, 360 degree rotating 4 wheeled  -With height adjustment mechanism  -Upholstered in brown color |  |  |
| 1.6.3 | **Cabinet with locker**  **-**Width: 500 mm -Length: 3600 mm (900mm at each cabinet) -Height: 500 mm  Attached to wall |  |  |
| 1.7 | **Projector**  **-**Brightness: 12000 ANSI lumens or more  -Resolution: 1920X1200  -Contrast: 10.000:1 or more  -Laser  -112” (282 cm) projection on screen |  |  |
| 1.8 | **Projector Drop-in Ceiling Mount**  **-**Height: 2000 mm, extending  -Adjustable 2 side arms (-75° / +75°)  -Supports projectors up to 30 kg  Adjustable extension pole (400 mm)  -Adjustable with 90-degree tilt, 90-degree swivel, and 360-degree rotation |  |  |
| 1.9 | **Projector Screen**  **-**Material: poly-silicone, fully black backed front projection screen with fiberglass, textured surface  -Width: 2000 mm  -Height: 1800 mm  -Surface thickness: Min. 4 mm  -Electric motorized drop down  -Includes outdoor stand |  |  |
| 1.10 | **3 Laptops**  -Processor: i7, min. 8-core CPU  -Screen size: 15”  -Hard disk: Min. 256 GB SSD  -RAM: min. 8GB DDR4 2133 Mhz  -GPU Memory: 2GB dedicated  -Wi-Fi: 802,11 b/g/n/ac |  |  |
| 1.11 | **Mobile Sink**  -20 liter clean water  -20 liter used water collector  -Chargeable battery  -Mounted to the wall  -42 cm x 45 cm x 87 cm  -Inox sink |  |  |
| 1.12 | **Tent**  -Material: polyester fabric covered with PVC  Tent when pitched:  -Width: 400 cm -Length: 500 cm  -Height: 280 cm  Tent when packed-up  --Width: 85 cm -Length: 120 cm  -Height: 85 cm  Weight: max. 95kg  -to be placed at the cabinets within the cabin  Engine:  220 volt, 2500lt/hour  Dimensions:  Length: 40cm  Height: 32 cm  Width: 20 cm  Weight. Max. 6 kg |  |  |
| 1.13 | **Branding of the Vehicle**  4 color chassis and vinyl covering for cabin together with logo and design |  |  |

# 5. Price Schedule Form

|  |  |
| --- | --- |
| **BIDDER’S TOTAL PRICES (Price & Currency to be entered by Bidder):** | |
| TOTAL FIRM FCA PRICE |  |
| TOTAL FIRM CPT/CFR PRICE |  |
| TOTAL PRICE FOR SERVICES *(if applicable)* |  |
| FREIGHT COST PER 20/40 FT CONTAINER *(if applicable)* |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BIDDER’S PRICES FOR GOODS (Price & Currency to be entered by Bidder):** | | | | | | |
| ITEM/LOT | DESCRIPTION OF THE GOODS | QTY  (a) | CURRENCY: | | | |
| UNIT PRICE FCA  (b) | UNIT PRICE  CPT  (c) | TOTAL PRICE FCA  (a)x(b) | TOTAL PRICE  CPT  (a)x(c) |
|  |  |  |  |  |  |  |
| 1. | *Mobile Service Units* | 3 |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **BIDDER’S DELIVERY DATA** | | | | | |
| Country of origin of offered product( mobile service units): | Item 1 |  | | | |
| FCA point(s) of delivery for offered products: | Item 1 |  | | | |
|  | Item 2 |  | | | |
|  | Item 3 |  | | | |
| Delivery time (FCA from date of order): | Item 1 |  | | | |
|  | Item 2 |  | | | |
|  | Item 3 |  | | | |
| Shipment dimensions of offered products (including package): |  | Gross weight | Total volume | *Containers (if applicable):* | |
|  | *Number* | *Size* |
|  | Item 1 |  |  |  |  |
|  | Item 2 |  |  |  |  |
|  | Item 3 |  |  |  |  |
|  | Total |  |  |  |  |

|  |  |
| --- | --- |
| **BIDDER'S SIGNATURE AND CONFIRMATION OF THE ITB** | |
| PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UNFPA **WITHIN THE REQUIRED BID VALIDITY PERIOD**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE. | |
| *Exact name and address of company*  COMPANY NAME  ADDRESS    PHONE NO. FAX NO.  EMAIL ADDRESS OF CONTACT PERSON  OTHER EMAIL ADDRESSES | **AUTHORIZED SIGNATURE** **DATE**    NAME OF AUTHORIZED SIGNATORY (TYPE OR PRINT)    FUNCTIONAL TITLE OF SIGNATORY  **WEB SITE** |