###### TECHNICAL BID

To: **UNIDO**

Procurement Services Division

Attn.: Ms. Claudia Ziniel

Procurement Officer

Procurement Services

Wagramer Strasse 5

A-1220 Vienna

Austria

Tel.: +43 1 26026 Ext.5159

**1.** In compliance with your **RFP No. 1100227487** for the **Provision of Equipment and installation services required for setting up a national POPS/ODS disposal facility, Belarus,** for UNIDO Project No. 150105, the undersigned representative *<full name and title>* duly authorized to act in the name and for the account of the Bidder (Supplier) *<name and address of the bidder>* hereby submit the **TECHNICAL PROPOSAL (both the hard copy and soft copy (usb stick)),** containing:

1. Technical Mandatory Statements and Confirmations
2. Description of the Goods and Services
3. Deviation Form for Terms of Reference
4. Spare Parts List

***Note for the Bidder:*** *In preparation of the Technical Proposal use the forms provided in sections iv) to vi) below. Expand the size of the tables as may be required to fit all the offered items.*

**CONFIRMATION OF TECHNICAL PART**

Registered office or other Address of the Bidder: Postal Address:

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Signature of authorized official of Bidder or person otherwise authorized to sign the proposal on behalf of the Bidder:

Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place (City and Country): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1. MANDATORY STATEMENTS and CONFIRMATIONS

**Please note that the below Statements of Confirmation**

**MUST BE DULY FILLED AND COUNTERSIGNED**

**by the Bidder’s authorized official**

**The undersigned represents to UNIDO the following statements of confirmation:**

*Please note that these statements, forms and requested information are mandatory and your proposal will be rejected in the event these statements and requested information have not been provided with your proposal.*

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| **No.** | **MANDATORY STATEMENTS/CONFIRMATIONS** | **Please confirm by checking the box as appropriate:** | **Remarks, if any:** |
| **1** | Company/organization confirms its **ability and readiness to execute an eventual contract in accordance with the Request for Proposal (RFP) and its Appendices**. *Any deviation from the Terms of Reference (Appendix 1) or other documents contained in this RFP shall be clearly expressed.* | 🞎 |  |
| **2** | Company/organization confirms that it has the **ability to start work promptly**, including the earliest possible delivery date starting from the entry into force of the Contract. | 🞎 | ……..  *(state the date)* |
| **3** | Company/organization's confirms that it has the **ability to assign to the project a sufficient number of capable and experienced personnel** from the company/organization who shall be suitably qualified and in possession of the necessary valid work permits/ visas to work in Belarus and confirmation that the Company/organization's capacity, in terms of qualified manpower resources, is adequate to **implement the Contract within the period of time** indicated in the Terms of Reference (Appendix 1). | 🞎 |  |

**Your Technical Proposal MUST include:**

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| **No.** | **MANDATORY INFORMATION/DOCUMENTATION:** | **Please confirm that information is provided in the bid:** | **Remarks, if any:** |
| **1** | A copy of the **company’s registration/incorporation** documents, setting forth the legal basis of the Company. | 🞎 |  |
| **2** | **Company description**, **structure** and **number of employees.** Kindly attach short company description. | 🞎 |  |
| **3** | **List of References**  The bidder shall list at least two references (within the past five years) of projects and previous experiences in successfully fulfilling contracts of a similar nature / size to the subject RFP.  The bidder shall also indicate if the company has already provided services/works and supply to United Nations system of organizations.  Please provide contact information (company/client name, reference person, phone number, e-mail address). | 🞎 |  |
| **4** | **Years in Business**  The bidder must have been in operation for an uninterrupted period of at least five (5) years immediately prior to submission of its Proposal. | 🞎 |  |
| **5** | **Evidence of relevant** **licenses and/or authorizations where applicable** enabling the company to perform the category of the services/work required under the RFP, if applicable. | 🞎 | ……..  *(state and explain if not applicable)* |
| **6** | Names, titles and assignments (functions) as well as the detailed **Curriculum Vitae of the key staff** **assigned for this Contract.** | 🞎 |  |
| **7** | **Sub-contractors** (if any): Name(s) and qualifications (including description of activities, number of personnel employed, operating standards and control systems, references to the clients and completed projects) of the proposed **sub-contractor(s)** and/or equipment manufacturers, if any, and the extent and nature of such sub-contracting and/or equipment supply. | 🞎  🞎 |  |
| **8** | **Detailed description of the offered goods, including Technical Specification of each item of equipment proposed in the offer including individual main elements and components, systems and instrumentation,** in accordance with the provided templatefor in the Technical Proposal. | 🞎 |  |
| **10** | **Country of origin**: the country of origin or assembly of all items offered has been indicated. | 🞎 | ……  *(please indicate)* |
| **11** | **A detailed description as well as the Work Plan and Timetable for supply, delivery, installation, and training**, using internationally or nationally approved methods, including required services for the technical reception of the equipment at the end-user site. | 🞎 |  |
| **13** | **Catalogues, technical leaflets, manuals etc.** pertinent to the goods subject to this RFP and any other information you may consider appropriate. | 🞎 |  |
| **14** | **The Proposal shall include a list of spare parts** to cover the first two years of operation. | 🞎 |  |
| **15** | **Information on the warranty applicable to the offered goods.** The Warranty must be for a minimum period of 2 years (24 months), starting from the date the issuance of the Certificate of Acceptance or as stated otherwise in the Terms of Reference.  The bidder shall warrant that the goods supplied by him, his subcontractor(s) and/or sub-suppliers shall be new and free from defects in workmanship, materials and design. The supplier shall commit that in case it has been selected, it will repair or replace at his own expense and as soon as practicable any of the goods which, within the warranty period, prove to be defective as mentioned above or as a result of any erroneous or inadequate engineering drawings, Terms of Reference and/or operating instructions of the Supplier. These requirements will be incorporated in any purchase order contract resulting from this RFP. | 🞎 |  |
| **16** | **A certified copy of the Financial Statements**for the last 3 years of business and information regarding all claims, arbitration and other pending legal action concerning your company/organization, including the amounts of any pending claims, arbitration and other pending legal action of claims. | 🞎 |  |
| **17** | **A completed certified UNIDO’s Financial Statement and Certification** **form (Appendix 6)**. Certification shall be normally provided by your bank, insurance company or any other authority customarily providing such certification according to the laws of your country. *Note: The Proposal submitted without certified Financial Statement runs the risk of being rejected.* | 🞎 |  |
| **18** | **Company’s Signed** **Statement of Confirmation**, in the form provided under **Appendix 8**. | 🞎 |  |
| **19** | Company to provide dully filled in original **Bank Information Form (Appendix 7)** | 🞎 |  |

1. DESCRIPTION OF THE GOODS AND SERVICES

The bidder is expected to provide the requested equipment and services as per the detailed descriptions of requirements in Appendix 1 – Terms of Reference.

Column 3 and Column 4 of the table below are to be filled in by the bidder and must detail what is offered (for example the words “compliant”, “included” and/or “yes” are not sufficient);

The bidder is expected to make comments on its proposed supply and to make eventual references to the documentation, catalogues, etc. to be attached.

The eventual documentation supplied additionally should clearly indicate (highlight, mark) the models offered and the options included, if any. Offers that do not allow identifying precisely the models and the specifications may be rejected by the evaluation committee.

The offer must be clear enough to allow the evaluators to make an easy comparison between the

requested and the offeredspecifications.

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| **1.**  **Items** | **2.**  **Specifications Required**  Please refer to **Appendix 1 –Terms of Reference** for a detailed description of the specifications required. | **3.**  **Specifications Offered** | **4.**  **Notes, remarks,  reference to additional documentation attached** |
| 1. **Equipment, parts, supplies** | | | |
| 1 | **Rotary kiln incinerator for disposal of hazardous waste** |  |  |
| 2. | **Automatic Repacking and Preparation of Solid Waste Unit** |  |  |
| 3. | **Drawings, catalogues, illustrations, printed specifications, manuals and other documentation on the equipment** |  |  |
| 4. | **Spare Parts**: The contractor shall include and provide a list indicating the set of spare parts to cover the first 2 years of operation and maintenance of the equipment |  |  |
| 5. | **Installation** of the equipment |  |  |
| 6. | **Training of personnel** for a minimum of 10 days after the installation, testing of the equipment. |  |  |
| 7. | **Warranty** of 24 months starting from the issuance of the Certificate of Acceptance. |  |  |
| 8. | **Transportation:** DAP (INCOTERMS 2020) Dubrovka village, Chechersk district, Gomel region, Belarus, including unloading and Insurance |  |  |

1. DEVIATION FORM FOR TERMS OF REFERENCE, if any

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| --- | --- | --- | --- | --- | --- |
| Item No. | Name of Goods | Specifications Required | Specifications Provided | Deviation | Remarks |
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SPARE PARTS LIST

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| --- | --- | --- |
| Item No. | Description | Quantity |
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