# SECTION 1. LETTER OF INVITATION

Dear Sir/Madam,

The United Nations Entity for Gender Equality and the Empowerment of Women, hereinafter referred to as UN Women hereby invites prospective vendors to submit a bid in accordance with the Invitation to Bid (ITB) documents, including General Conditions of Contract (GCC) and the Technical Specification as set out in this ITB.

To enable you to submit a bid, please read the following documents carefully.

* Section 1. This Letter of Invitation
* Section 2. Instructions to Vendors
* Section 3. Information Sheet
* Section 4. Evaluation Criteria and Methodology (Requirements)
* Section 5. Schedule of requirements

Your submission should include the following:

* Form A: Bid Submission
* Form B: Bidder Information
* Form C: Voluntary Agreement to Promote Gender Equality
* Form D: Joint Venture / Consortium / Association Information, if applicabale
* Form E: Eligibility and Qualification
* Form F: Technical Bid
* Form G: Price Schedule
* Copy of Company’s Registration Certificate;
* Detailed description of the offered vehicle (including photos);
* List of recommended consumables and spares and scheduled maintenance services required for 100,000 km of operation (including current prices);
* Confirmation of availability of consumables and spares for at least 4 years;
* Certificates of origin and quality for the offered vehicle and spares;
* Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);

If you are interested in submitting a bid in response to this ITB, please prepare your bid in accordance with the requirements and procedure as set out in this ITB and submit it by the deadline set out in the notice.

Should you require further clarifications, kindly communicate with the procuring office through the “Messages” function in Quantum.

We look forward to receiving your bid,

UN Women Procurement Section

SECTION 2. ITB INSTRUCTIONS TO VENDORS

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| **GENERAL** | |
| **1. Scope** | Vendors are invited to submit a bid for the goods/services/works specified in Schedule of Requirements, in accordance with this Invitation to Bid (ITB).  Vendors shall adhere to all the requirements of this ITB, including any amendment made in writing by UN Women. This ITB is conducted in accordance with Policies and Procedures of UN Women. |
| **2. Interpretation of the ITB** | Any bid submitted will be regarded as an offer by the vendor and does not constitute or imply the acceptance of the bid by UN Women. UN Women is under no obligation to award a contract to any vendor as a result of this ITB. Nothing in or in connection with this ITB shall give rise to any liability on the part of UN Women unless and until the contract is signed by UN Women and the successful vendor. |
| **3. Supplier Code of Conduct** | All vendors must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes **principles on labour, human rights, environment and ethical conduct** may be may be found at: [https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct.](https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct) Vendors who take part in this solicitation exercise, and willing to do business with UN Women must take all appropriate measures to ensure that neither themselves nor their parent, subsidiary, affiliate entities or their subcontractors are engaged in any gender-based or other discriminatory employment practices, including those relating to recruitment, promotion, training, remuneration, and benefits.  Moreover, suppliers should note that the provisions of the Code of Conduct will be binding on the supplier in the event that the supplier is awarded a contract, pursuant to the terms and conditions of any such contract.  UN Women also expects all its suppliers to adhere to the principles of the [United Nations](http://www.unglobalcompact.org/) [Global Compact](http://www.unglobalcompact.org/) and requests that all vendors observe the highest standard of ethics during the entire bidding process, as well as the duration of any contract that may be awarded as a result of this ITB.  UN Women implements a policy of zero tolerance on proscribed practices, including fraud[[1]](#footnote-1), corruption[[2]](#footnote-2), collusion[[3]](#footnote-3), unethical practices[[4]](#footnote-4), and obstruction[[5]](#footnote-5). UN Women requires all vendors to observe the highest standard of ethics at all stages, including pre- bidding/solicitation, during the procurement process, post-contract award, and contract implementation.  UN Women is committed to prevent, identify, and address all acts of fraud and corrupt practices against UN Women as well as third parties involved in UN Women activities. In pursuance of this policy, UN Women:   1. Shall reject a bid if it determines that the selected vendor has engaged in any corrupt or fraudulent practices in competing for the contract in question; 2. Further, UN Women shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UN Women contract. |
| **4. Eligible vendors** | Vendors should be a legally incorporated commercial entity with legal capacity as a firm(s) with a valid registration, to enter into a binding commercial contract with UN Women.  A vendor, and all parties constituting the vendor, may have the nationality of, or be incorporated in, any country. A vendor shall be deemed to have the nationality of a country if the vendor is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.  Vendor shall not be eligible to submit a bid if at the time of bid submission:   * is suspended by or has any pending disputes or litigations with UN Women or other Organizations, Funds or Programs of the UN System; * has engaged in any money-laundering activities, which include, but are not limited to: any transaction involving the transfer, disbursement, transportation, transmission, or exchange of funds (including wire transfers and currency exchanges) by any means. * is included in the Ineligibility List, hosted by [UNGM,](https://www.ungm.org/) that aggregates information disclosed by Agencies, Funds or Programs of the UN System; * is included in the [Consolidated United Nations Security Council Sanctions List,](https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list) including the [UN Security Council Resolution 1267/1989 list;](https://www.un.org/sc/suborg/en/sanctions/1267/aq_sanctions_list) * is included in the [World Bank Corporate Procurement Listing of Non-Responsible](https://www.worldbank.org/en/about/corporate-procurement/business-opportunities/non-responsible-vendors) [Vendors](https://www.worldbank.org/en/about/corporate-procurement/business-opportunities/non-responsible-vendors) and [World Bank Listing of Ineligible Firms and Individuals](https://www.worldbank.org/en/projects-operations/procurement/debarred-firms).   As part of the ITB exercise, by submitting a Bid(s), vendor(s) declares that it, its parent, affiliate and subsidiary entities:   * is/are not a company, or associated with a company or individual, under procurement prohibition lists as stated above. * Is/are not under formal investigation, nor has been sanctioned within the preceding three (3) years by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice. * has not declared bankruptcy, is/are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future; * undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with UN Women or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risks to UN Women.   It is the vendor’s responsibility to ensure that its employees, joint venture partners, sub- contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UN Women. |
| **5. Conflict of Interest** | All vendors found to have a conflict of interest shall be disqualified. Vendors may be considered to have a conflict of interest if:   * they are or have been associated in the past, with a person or an entity or any of its affiliates that have been involved in the preparation of the design, specifications, schedule of requirements, cost analysis/estimation and other documents to be used for the procurement of the goods/ services/ civil works required in the present procurement process. * They have a close business or family relationship with a UN Women personnel who: (i) are directly or indirectly involved in any stage of the ITB-process of such contract; or (ii) would be involved in the implementation or supervision of such contract; * They have an interest in other vendors (who are submitting a bid/s in response to this ITB including when they have common ownership and/or management. Vendors shall not submit more than one bid, except for alternative offers, if permitted.   This will result in the disqualification of all bids in which the vendor is involved.  Vendors must disclose any actual or potential conflict of interest in their bid, and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UN Women. Failure to disclose any actual or potential conflict of interest may lead to the vendor being sanctioned or debarred by UN Women, and the bid security (if applicable) shall be surrendered to UN Women. |
| **6. Eligible goods, works and services** | All goods, works and/or services to be supplied under the contract may have their origin in any country with the exception of the countries listed in the ITB documents (if any restrictions are listed),and all expenditures made under the contract will be limited to such goods, works and services.  For purposes of this clause, “origin” means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized product represents a result that is substantially different in basic characteristics or in purpose or utility from its components.  The origin of goods, works and services is distinct from the nationality of the vendor. |
| **7. Proprietary information** | The ITB documents and any specifications, plans, drawings, patterns, samples or information issued or furnished by UN Women are issued solely for the purpose of enabling a bid to be completed and may not be used for any other purpose. The ITB documents and any additional information provided to vendors shall remain the property of UN Women. All documents which may form part of the bid will become the property of UN Women, who will not be required to return them to vendors. |
| **8. Publicity** | The UN Women name and logo may never be used by others without the prior written agreement by UN Women.  During the ITB process, a vendor is not permitted to create any publicity in connection with the ITB. The UN Women name and logo cannot be used to solicit public awareness of its products or services on the basis of a connection with UN Women. |
| **SOLICITATION DOCUMENTS** | |
| **8. Clarification of solicitation documents** | Vendors may request clarifications on any of the ITB documents no later than the date indicated in the ITB. Any request for clarification and all other correspondence in relation to this ITB must be sent in writing through the “Messages” functionality on the Quantum Portal.  Communication through any other channels than as described in the ITB at any stage of the solicitation process may be cause for the vendor’s bid to be compromised and ultimately rejected.  UN Women will publish the responses (including an explanation of the query but without identifying the source of inquiry) to all prospective vendors through the Quantum Portal. Responses will be made to clarification questions received by the deadline for questions indicated in the ITB. Responses to clarification requests will be binding on all vendors.  Explanations or interpretations provided by UN Women personnel through the use of other communication channels, than described above, will not be considered binding or official. UN Women shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UN Women to extend the submission date of the bids, unless UN Women deems that such an extension is justified and necessary. |
| **9. Amendment of solicitation documents** | At any time prior to the deadline of bid submission, UN Women may for any reason, such as in response to a clarification requested by a vendor, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective vendors.  If the amendment is substantial, UN Women may extend the deadline for submission of bid to give the vendors reasonable time to modify the bid in accordance with the amendment requirements. |
| **PREPARATION OF BIDS** | |
| **10. Cost of preparation of bid** | The vendor shall bear all costs related to the preparation and/or submission of the bid, attendance at any pre-bid conference, meetings, or oral presentations, regardless of whether its bid is selected or not. Vendors acknowledge that their participation in any stage of the solicitation process for this ITB is at their own risk and cost and shall not in any way include these as a direct cost of the assignment.  UN Women shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process. |
| **11. Language** | The bid, as well as any and all related documents and correspondence exchanged by the vendor and UN Women, shall be written in English language, or as otherwise specified in the ITB.  Any document furnished by the vendor in another language than what is indicated in the ITB must be submitted together with an English translation of relevant excerpts. In such a case, for purposes of interpretation of the Bid, the English translation shall govern. |
| **12. Documents comprising the bid** | The bid shall comprise of the following documents and related forms which details are provided in the ITB:   1. Documents establishing the eligibility and qualifications of the vendor; 2. Bid Submission Form 3. Bidder Information Form 4. Eligibility and Qualification Form 5. Technical bid 6. Price Schedule 7. Joint Venture/Consortium/Association Form (if applicable) 8. Bid Security, Performance Security and Advance Payment Forms, where applicable and using the format provided. Forms are publicly available at: <https://www.unwomen.org/en/about-us/procurement> 9. Voluntary Agreement for Promoting Gender Equality and Women’s Empowerment 10. (optional); 11. All written statements/clarification provided by the prospective vendor and accepted by UN Women 12. Any attachments and/or appendices to the Bid |
| **13. Documents establishing eligibility and qualifications of the vendor** | The vendor shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms/instructions provided on the Quantum Portal and providing the documents required. In order to award a contract to a vendor, its qualifications must be documented to UN Women’s satisfaction. |
| **14. Technical bid** | The vendor is required to submit a technical bid using the Forms provided in the ITB documents and taking into consideration the requirements in the ITB. |
| **15. Price Schedule** | The Price Schedule shall be prepared using the form/instructions provided in the ITB and taking into consideration the requirements in the ITB.  The prices and discounts quoted by the vendor shall conform to the requirements specified below.   * All items and lots (if applicable) must be listed and priced separately. * The price to be quoted shall be the total price of the bid, excluding any discounts offered. * The vendor shall quote any unconditional discounts and indicate the method for their application. * The INCOTERM shall be governed by the rules prescribed in the 2020 edition of INCOTERMS, published by The International Chamber of Commerce. The INCOTERM rules and place of destination is specified in the Schedule of Requirements. * Prices quoted by the vendor shall be fixed, and shall not be subject to variation on any account, including during the vendor’s performance of the contract, unless otherwise specified in the ITB documents. A bid submitted with an adjustable price shall be treated as non-compliant and shall be rejected. However, if in accordance with the ITB, prices quoted by the vendor shall be subject to adjustment during the performance of the Contract, a bid submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero.   If indicated in ITB document that bids are being invited for individual contracts (lots) and unless otherwise indicated in the ITB documents, prices quoted shall correspond to 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Vendors wishing to offer any price reduction (discount) for the award of more than one Lot shall specify the applicable price reduction.  Goods/services/works that are procured for the benefit of the government under UN Women’s development assistance framework will normally be transferred to the national partners, or to an entity nominated by it, in accordance with UN Women’s policies and procedures.  The vendor shall include in their bid a statement whether any import or export licenses are required with respect to the goods to be purchased or service to be rendered including any restrictions on the country of origin, use/dual use nature of goods, including distribution to end users.  Confirmation that the vendor has obtained licenses of this nature in the past and have an expectation of obtaining all the necessary licenses should their bid be successful. |
| **16. Bid currencies** | All prices shall be quoted in the currency or currencies indicated in the ITB documents, or any freely convertible currency. Where bids are quoted in different currencies, for the purposes of comparison of all bids:   * UN Women will convert the currency quoted in the bid into United States Dollars (USD), in accordance with the prevailing UN Operational Rate of Exchange in force at the time of the deadline for bid submission; and   In the event that UN Women selects a bid for award that is quoted in a currency different from the preferred currency, UN Women shall reserve the right to award the contract in the currency of UN Women’s preference, using the conversion method specified above. |
| **17. Duties and taxes** | Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations (which includes UN Women as a subsidiary organ) is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties, prohibitions and restrictions on imports and exports in respect of articles imported or exported by the United Nations for its official use. All bids shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in the ITB. |
| **18. Bid validity period** | Bids shall remain valid for the period specified in the ITB, commencing on the deadline for submission of bids. A bid valid for a shorter period may be rejected by UN Women and considered non-responsive.  During the bid validity period, the vendor shall maintain its original bid without any change, including the availability of the key personnel, the proposed rates and the total price.  In exceptional circumstances, prior to the expiration of the bid validity period, UN Women may request vendors to extend the period of validity of their bids. The request and the responses shall be made in writing and shall be considered integral part of the bid. A vendor granting the request will not be required nor permitted to modify its bid.  If the vendor agrees to extend the validity of its bid, it shall be done without any change to the original bid, but will be required to extend the validity of the bid security, if needed, for the period of the extension, and in compliance with the provision of Bid security in all respects.  The vendor has the right to refuse to extend the validity of its bid without forfeiting the bid security, if required, in which case the bid shall not be further evaluated. |
| **19. Bid Security /Bid Bond[[6]](#footnote-6)** | A bid security, if required, shall be provided in the amount and form indicated in the ITB. The bid security shall be valid for a minimum of thirty (30) days after the final date of validity of the bid, after which the bid security will automatically become null and void, unless a dispute arises in relation to the bid security. The format of the Bid Security is publicly available on the UN Women website.  The Original Bid Security must be sent via courier or hand delivery to UN Women procuring office. The vendor must arrange for the Original Bid Security to be received by UN Women procuring office before the deadline for submission of the bids. If the Original Bid Security is required by the ITB but is not received by UN Women before the deadline for submission, the offer shall be rejected.  The bid security shall be denominated in the currency indicated in the ITB. The bid security shall be issued by a regulated financial institution (e.g. a bank) that is certified by the central bank in the country where the bank is located. UN Women may, at its discretion, reject any bid security that does not comply with this requirement. The bid security shall be in one of the following forms:   1. Bank guarantee or irrevocable letter of credit, or 2. Cashier’s check, or certified check.   If the bid security amount or its validity period is found to be less than is required by UN Women, UN Women shall reject the bid.  In the event an electronic submission is allowed in the ITB, vendors shall include a copy of the bid security in their bid and the original of the bid security must be sent via courier or hand delivery as per the instructions in the ITB.  Unsuccessful vendors’ bid securities will be discharged as promptly as possible and can be physically picked up by the vendor at UN Women’s location, no later than thirty (30) days after the expiration of the period of bid validity, unless amended thereafter, established by UN Women.  The bid security may be forfeited by UN Women, and the bid rejected, in the event of any, or combination, of the following conditions:   * If the vendor withdraws its offer during the period of the bid validity, or; * In the event the successful vendor fails: * to sign the Contract resulting from the ITB process in accordance with the terms and conditions set forth in the ITB (and within the timeframe required for signature), including if applicable, variation of requirement; or * to furnish the Performance Security, insurances, or other documents that UN Women may require as a condition precedent to the effectivity of the contract that may be awarded to the vendor. |
| **20. Joint Venture, Consortium or Association** | A vendor may submit a bid in association with other entities, particularly with an entity in the country where the goods and/or services and/or works are to be provided. If the vendor is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for bid, each such legal entity will confirm in their joint bid that:   * they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, and this will be evidenced by a duly notarised Agreement among the legal entities, which will be submitted along with the bid; and * if they are awarded the contract, the contract shall be entered into by and between UN Women and the designated lead entity, who will be acting for and on behalf of all the member entities comprising the Joint Venture, Consortium or Association. * all parties of such joint venture/consortium/association shall be jointly and severally liable to UN Women for any obligations arising from their bid and the contract that may be awarded to the joint venture/consortium/association as a result of this ITB.   After the deadline for submission of bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UN Women.  If a JV, Consortium or Association’s bid is the bid selected for an award, UN Women will award the contract to the Joint Venture, Consortium or Association in the name of its designated lead entity. The lead entity will sign the contract for and on behalf of all other member entities.  The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Article 21 (Only one Bid) herein in respect of submitting only one bid.  The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the Joint Venture, Consortium or Association in delivering the requirements of the ITB, both in the bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UN Women.  A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:   * Those that were undertaken together by the members of the JV, Consortium or Association; and * Those that were undertaken individually by the members of the JV, Consortium or Association.   Previous contracts completed by experts working individually, but who are currently permanently or temporarily associated with any of the member entities, cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.  JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one entity. |
| **21. Only one bid** | The vendor (including the individual members of any Joint Venture, Consortium or Association) shall submit only one bid, either in its own name or as part of a Joint Venture, Consortium or Association.  Bids submitted by two (2) or more vendors shall all be rejected if they are found to have any of the following:   * they have at least one partner, director or shareholder in common; or * any one of them receive or have received any direct or indirect subsidy from the other/s; or * they have the same legal representative for purposes of this ITB; or * they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the bid of another vendor regarding this ITB process; * they are subcontractors to each other’s bid, or a subcontractor to one bid also submits another bid under its name as lead vendor; or some key personnel proposed to be in the team of one vendor participates in more than one bid received for this ITB process. This condition relating to the personnel does not apply to subcontractors being included in more than one bid. |
| **22. Alternative bids** | Unless otherwise specified in the ITB, alternative bids shall not be considered. If submission of alternative bid is allowed in the ITB, a vendor may submit an alternative bid, but only if it also submits a bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, UN Women reserves the right to award a contract based on an alternative bid.  If multiple/alternative bids are being submitted, they must be clearly marked as “Main Bid” and “Alternative Bid”. If no indication is provided as to which bid is the main bid and which is/are the alternative bid(s), then all bids may be rejected. |
| **23. Pre-bid conference** | When appropriate, a pre-bid conference will be conducted at the date, time and location and according to any instructions specified in the ITB.  If it is stated in the ITB that the pre-bid conference is mandatory, a vendor which does not attend the pre-bid conference shall become ineligible to submit a bid under this ITB.  If it is stated in the ITB that the pre-bid conference is not mandatory, non-attendance shall not result in disqualification of an interested vendor.  Information about each vendor’s representatives who will attend the pre-bid conference shall be submitted in writing to the UN Women contact as listed in the ITB, including the full name and position of each representative at least 48 hours before the pre-bid conference is to be held.  UN Women will not issue any formal answers to questions from vendors regarding the ITB or bid process during the pre-bid conference. All questions shall be submitted in writing through the “Messages” functionality in the [Quantum](https://ungm.in-tend.co.uk/unwomen/aspx/Home) Portal.  The pre-bid conference shall be conducted for the purpose of providing background information only. Without limiting Article 26 (Vendors Responsibility to inform themselves) vendors shall not rely upon any information, statement or representation made at the pre- bid conference unless that information, statement or representation is confirmed by UN Women in writing.  Minutes of the pre-bid conference will be disseminated through the Quantum Portal. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the minutes of the vendor’s conference or issued/posted as an amendment to ITB. |
| **24. Site inspection** | When appropriate, a site inspection will be conducted at the date, time and location and according to any instructions specified in the ITB.  If it is stated in the ITB that the site inspection is mandatory, a vendor which does not attend the site inspection shall become ineligible to submit a bid under this ITB.  If it is stated in the ITB that the site inspection is not mandatory, non-attendance shall not result in disqualification of an interested vendor.  Vendors participating in a site inspection shall be responsible for:   1. Arranging for and wearing any necessary personal protective equipment, including at a minimum: safety helmets, boots and reflective vests; and 2. Making and obtaining any travel/visa arrangements that may be required for the vendors to participate in a site inspection.   Prior to attending a site inspection, vendors shall execute an indemnity waiver releasing UN Women in respect of any liability that may arise from:   1. loss of or damage to any real or personal property; 2. personal injury, disease or illness, or death of any person; 3. financial loss or expense, arising out of the carrying out of that site inspection; and 4. transportation by UN Women to the site (if provided) as a result of any accidents or malicious acts by third parties.   UN Women will not issue any formal answers to questions from vendors regarding the ITB or bid process during a site inspection. All questions shall be submitted in accordance with Article 8 (Clarification of solicitation documents).  A site inspection will be conducted for the purpose of providing background information only. Without limiting Article 26 (Vendors Responsibility), vendors shall not rely upon any information, statement or representation made at a site inspection unless that information, statement or representation is confirmed by UN Women in writing. |
| **25. Errors or omissions** | Vendors shall immediately notify UN Women in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the ITB, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies or other faults, and clarify their bid.  Vendors shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults. |
| **26. Vendors responsibility to inform themselves** | Vendors shall be responsible for informing themselves in preparing their bid. In this regard, vendors shall ensure that they:   * examine and fully inform themselves in relation to all aspects of the ITB, including the general conditions of contract and terms and conditions of the specific contract and all other documents included or referred to in this ITB; * review the ITB to ensure that they have a complete copy of all documents; * obtain and examine all other information relevant to the project and the scope of the requirements available on reasonable enquiry; * verify all relevant representations, statements and information, including those contained or referred to in the ITB or made orally during any clarification meeting or site Inspection or any discussion with UN Women, its employees or personnel; * attend any Pre-bid conference or a site inspection if it is mandatory under this ITB; * fully inform and satisfy themselves as to requirements of any relevant authorities and laws that apply, or may in the future apply, to the supply of the goods, works and/or services; and * form their own assessment of the nature and extent of the goods, works and /or services required as included in the Schedule of Requirements and properly account for all requirements in their bid.   Vendors acknowledge that they have not relied upon any information not included in this ITB, and that UN Women, its directors, employees and personnel make no representations or warranties (express or implied) as to the accuracy or completeness of this ITB or any other information provided to the vendors. |
| **27. No material change(s) in circumstances** | The vendor shall inform UN Women of any change(s) of circumstances arising during the ITB process, including but not limited to:   * a change affecting any declaration, accreditation, license or approval; * re-organisational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the vendor or its major sub-contractors; * a change to any information on which UN Women may rely in assessing bids. |
| **SUBMISSION AND OPENING OF BIDS** | |
| **28. Instruction for bid submission** | The vendor shall submit a complete bid electronically through the Quantum Portal. The Price Schedule shall be submitted together with the Technical Bid. The bid shall be delivered according to the method specified in the ITB.  The bid shall be typed or written in indelible ink and shall be signed by the vendor’s representative duly authorized to commit the bid. A bid shall contain no interlineations, erasures, or overwriting, except, as necessary to correct errors made by the vendor, in which case such corrections shall be initialed by the person(s) signing the bid. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or, if requested, a Power of Attorney, accompanying the bid.  Submission of a bid shall be deemed an acknowledgement by the vendor that all obligations stipulated by the ITB will be met and, unless specified otherwise, the vendor has read, understood and agreed to all the instructions and requirements of the ITB, the types of contract to be signed and the applicable General Conditions of Contract, which are available publicly on the [UN Women website.](https://www.unwomen.org/en/about-us/procurement/contract-templates-and-general-conditions-of-contract)  Electronic files that form part of the bid must be in accordance with the format and requirements indicated in the ITB (using the templates provided where applicable);  Documents which are required to be in original form (e.g. bid security form) must be sent via courier or hand delivery as per the instructions in the ITB and a scanned copy must be uploaded in the E-Procurement portal.  Detailed instructions on how to submit, modify or cancel a bid in the Quantum portal are provided in the Quantum Supplier User Guide available through the [link](https://www.unwomen.org/sites/default/files/2023-01/UN-Women-Quantum-supplier-guideline-en.pdf).  Failure to submit the offer in accordance with this Section may result in disqualification of the offer. |
| **29. Deadline for bid submission** | Complete bids must be received by UN Women in the manner, and no later than the date and time, specified in this document and the ITB. If any doubt exists as to the time zone in which the Bid should be submitted, refer to [http://www.timeanddate.com/worldclock/.](http://www.timeanddate.com/worldclock/) It shall be the sole responsibility of the vendors to ensure that their bid is submitted by specified submission method and received by UN Women before the closing date and time. UN Women shall accept no responsibility for bids that arrive late due to the courier company or any technical issues and shall only recognize the actual date and time that the bid was received by UN Women. Any bids received after the stipulated deadline will be rejected.  UN Women may, at its discretion, extend this deadline for the submission of bids by amending the solicitation documents in accordance with Article 9 ‘Amendment of solicitation documents’. In this case, all rights and obligations of UN Women and vendors subject to the previous deadline will thereafter be subject to the new deadline as extended. |
| **30. Withdrawal, substitution and modification of bids** | A vendor may withdraw, substitute or modify its bid after it has been submitted at any time prior to the deadline for submission. In case of withdrawal, the vendor shall send a written notice to UN Women through the message/correspondence functionality on the UN Women Quantum Portal, duly signed by an authorized representative and shall include a copy of the authorization (or a Power of Attorney). In case of substitution or modification of the bid, if any, the vendor shall resubmit it in the Quantum Portal. The substituted or modified bid shall supersede the initial one. It is the responsibility of the vendor to properly follow the portal instructions. Detailed instructions on how to cancel or modify a bid directly in the portal are provided in the [Quantum Supplier User Guide](https://www.unwomen.org/sites/default/files/2023-01/UN-Women-Quantum-supplier-guideline-en.pdf).  However, after the deadline for bid submission, the bids shall remain valid and open for acceptance by UN Women for the entire bid validity period, as may be extended.  Bids requested to be withdrawn prior to the deadline for submission of the bids shall be made available for collection by the vendor that submitted it within 15 days of its withdrawal. Otherwise, UN Women shall have the right to discard such bid unopened without further notice to the vendor. UN Women shall not be responsible to return the bid to the vendor at UN Women’s cost. |
| **31. Storage of bids** | Bids received prior to the deadline of submission and the time of opening shall be securely kept unopened until the specified bid opening date stated in the ITB. No responsibility shall be attached to UN Women for prematurely opening an improperly addressed and/or identified bid. |
| **32. Bid opening** | There is no public bid opening for ITBs. UN Women will open bids the Quantum portal in accordance with its regulations, policies and procedures.  The vendors’ names, modifications, withdrawals, bid prices, the condition of the envelope labels/seals, the number of folders/files and all other such details as UN Women may consider appropriate will be announced at the opening. No bid shall be rejected at the opening stage, except for late submissions. |
| **33. Late bids** | Late bids are any submissions received after the deadline and will be rejected and automatically disqualified from consideration.  It will be the vendor’s responsibility to collect any hard copies of any documents or samples if submitted with their bids within a specified period of business days if they wish to do so. UN Women may dispose of such documents or samples not collected after a specified period. |
| **EVALUATION OF BIDS** | |
| **34. Confidentiality** | Information relating to the examination, evaluation, comparison and post-qualification, and the recommendation of contract award, shall be treated as strictly confidential and shall not be disclosed to vendors or any other persons not officially concerned with such process, even after publication of the contract award, except as otherwise set out herein. Any effort by a vendor or anyone on behalf of the vendor to influence UN Women in the examination, evaluation and comparison of the bids or contract award decisions; or any effort by a vendor or anyone on behalf of the vendor to obtain proprietary information from any sources, including UN Women personnel, other than using the Quantum Portal, at UN Women’s decision, may result in the rejection of its bid and may subsequently be subject to the application of prevailing UN Women’s vendor sanctions procedures. Notwithstanding this instruction, from the time of bid opening to the time of Contract Award, if any Vendor wishes to contact UN Women on any matter related to the bidding process, they should do so in writing through the Quantum Portal. |
| **35. Evaluation of bids** | UN Women shall evaluate a bid using only the methodologies and criteria defined in this ITB. No other criteria or methodology shall be permitted.  UN Women shall conduct the evaluation solely on the basis of the bids, duly submitted.  Evaluation of bids shall be undertaken in the following steps:   1. Preliminary examination 2. Evaluation of eligibility and qualification 3. Evaluation of technical bids 4. Evaluation of prices of bids found to be substantially compliant   After completion of the evaluation, but prior to award, UN Women shall conduct a post-qualification assessment of the vendor recommended for award (if pre-qualification was not done) as per Article 40 (Post-qualification). |
| **36. Preliminary examination** | UN Women shall examine the bids to determine whether they are submitted before the deadline, complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the bids are generally in order, among other indicators that may be used at this stage.  UN Women may reject any bid during the preliminary examination which does not comply with the minimum requirements set out in this ITB, without further consultation with the vendor. |
| **37. Evaluation of eligibility and qualification** | Eligibility and Qualification of the vendor will be evaluated against the Minimum Eligibility/Qualification requirements specified in the ITB and in Article 4 (Eligible Vendors). |
| **38. Evaluation of technical bids** | Technical evaluation will be conducted to establish substantial compliance, as per the criteria included in the ITB. When the bid varies in one or more aspect/s from the minimum technical specifications and/or delivery requirements specified in the Schedule of Requirements, the bid will not be considered substantially compliant and will not be evaluated further.  Evaluations of technical bids will be conducted on the following basis:   1. Compliance with requirements relating to technical design features or the product’s ability to satisfy functional requirements; 2. Compliance with instructions and guidelines of the ITB including required submissions and acceptance of UN Women General Conditions of contract and terms and conditions of the specific contract; 3. Compliance with start-up, delivery or installation deadlines set by UN Women; 4. Demonstrated ability to comply with critical provisions such as execution of the purchase order by honoring the tax-free status of the UN; 5. Demonstrated ability to honor important responsibilities and liabilities allocated to supplier in this ITB (e.g. performance guarantees, warranties, or insurance coverage, etc.); 6. Proof of after-sales service capacity and appropriateness of service network; and 7. If applicable, the demonstrated ability to send samples of several or all of the goods, sizes, types and/or colors offered to UN Women, as specified in the ITB. The cost for sending the samples will always be at the charge of the vendor. |
| **39. Evaluation of prices** | 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 and best value for money to UN Women:   1. Evaluation of the bid will be done by item. 2. Arithmetical and computational errors in the financial offer shall be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the vendor does not accept the correction of errors, its bid will be rejected. If there is a discrepancy between written words and figures the amount in written words will prevail. 3. Bid comparison will be made on the total cost, delivered to final destination. UN Women reserves the right to compare freight prices of vendors with rates of reputable freight forwarders and to consider such rates for the purpose of bid evaluation. In the event of freight prices of vendors being found less competitive than rates offered by freight forwarders, UN Women 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 UN Women. |
| **40. Post-qualification** | UN Women reserves the right to undertake a post-qualification assessment, aimed at determining, to its satisfaction, the validity/authenticity of the information provided by the vendor. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:   1. Verification of accuracy, correctness and authenticity of information provided by the vendor; 2. Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation committee; 3. Inquiry and reference checking with Government entities with jurisdiction on the vendor, or with previous clients, or any other entity that may have done business with the vendor; 4. Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary; 5. Physical inspection of the vendor’s offices, branches or other places where business transpires, with or without notice to the vendor; 6. Other means that UN Women may deem appropriate, at any stage within the selection process, prior to awarding the contract.   After completion of the evaluation but prior to award, UN Women may carry out audits of the vendor’s accounting records and financial statements and conduct background checks/due diligence on the vendor recommended for award, to confirm the vendor meets the criteria set forth in the ITB or as appropriate to the nature of the procurement process. UN Women may reject a vendor on the basis of such findings. Vendor shall permit UN Women representatives to access their facilities at any reasonable time to inspect the  vendor’s premises. |
| **41. Clarification of Bids without material deviation** | To assist in the examination, evaluation and comparison of bids, UN Women may, at its discretion, ask the vendor for clarification of its bid (without material deviation, reservation, or omission). The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.  UN Women may use such information in interpreting and evaluating the relevant bid but is under no obligation to take it into account.  Any unsolicited clarification submitted by a vendor with respect to its bid which is not a response to a request by UN Women, shall not be considered during the review and evaluation of the bids.  Clarification requests do not signify an intent to award to that vendor. Bids may still be rejected after clarifications are received if the information is not sufficient for technical requirements or pricing data. |
| **42. Responsiveness of bid** | UN Women’s determination of a bid’s responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. 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:   1. affects in any substantial way the scope, quality, or performance of the goods, services and/or works specified in the contract; or 2. limits in any substantial way, inconsistent with the bidding documents, UN Women’s rights or the vendor’s obligations under the contract; or 3. if rectified would unfairly affect the competitive position of other vendors presenting substantially responsive bids.   If a bid is not substantially responsive, it shall be rejected by UN Women and may not subsequently be made responsive by the vendor by correction of the material deviation, reservation, or omission. |
| **43. Nonconformities, reparable errors and omission** | Provided that a bid is substantially responsive, UN Women may waive any non-conformities or omissions in the bid that, in the opinion of UN Women, do not constitute a material deviation. These are a matter of form and not of substance and can be corrected or waived without being prejudicial to other vendors.  Provided that a bid is substantially responsive, UN Women may request the vendor to submit the necessary information or documentation, within a reasonable period, 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 vendor to comply with the request may result in the rejection of its bid.  For bids that have passed the preliminary examination, UN Women shall check and correct arithmetical errors as follows:   1. 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 UN Women 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; 2. 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 3. 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.   If the vendor 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. |
| **44. Right to accept any bid and to reject any or all bids** | UN Women 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 the affected vendor or vendors or any obligation to inform the affected vendor or vendors of the grounds for UN Women’s action. UN Women shall not be obliged to award the contract to the lowest priced offer. |
| **45. Samples** | Where required as per the Schedule of Requirements, free, non-returnable samples shall be provided by the bid submission deadline for evaluation and testing by UN Women or their representative, of the item and/or the packing and packaging. Samples will be subject to technical review and laboratory analysis where appropriate. Samples provided to UN Women are non-returnable, unless otherwise stated. Samples should be marked with the ITB number.  If a vendor fails to provide samples or documents requested by UN Women in a timely manner, UN Women may declare the bid unsuccessful. |
| **AWARD OF CONTRACT** | |
| **46. Award criteria** | In the event of a contract award, UN Women shall award the Contract to a vendor who has been determined as eligible and qualified and whose bid has been determined to be the lowest priced, substantially compliant offer to the ITB, which offers best value for money.  While making the decision on Contract Award, due consideration will be given to the general principles of UN Women procurement. UN Women reserves the right to conduct negotiations with the vendor recommended for award on the content of their bid.  Where indicated in the ITB, the contract may be awarded for one or more lots/items at the discretion of UN Women.  It is UN Women’s intention to issue the contract as presented in the ITB. Therefore, vendors should ensure any due diligence regarding the legal review and ability to comply with general conditions of contract and terms and conditions of the specific contract is undertaken prior to the submission of the bid. Submission of a bid will be confirmation of accepting UN Women general conditions of contract and terms and conditions of the specific contract. |
| **47. Right to vary requirement at time of award** | At the time the Contract is awarded, UN Women reserves the right to increase or decrease the quantity of goods, works and/or services originally specified in the ITB by a maximum of twenty five percent (25%), provided this does not exceed the percentages specified in the ITB, and without any change in the unit prices or other terms and conditions of the bid and the bidding document. If there is any restriction associated with the quantity, the vendor must clearly state such restrictions and any price variation in their bid. |
| **48. Notification of award** | Prior to the expiration of the period of bid validity, UN Women will notify the successful vendor in writing by email, fax or post, that its bid has been accepted if the vendor is not already registered in the Quantum Portal. The vendor will be required to complete the vendor registration process on the UN Women E-Procurement Portal prior to the signature and finalization of the contract.  After the award process is concluded and the decision is made, UN Women will share with the winning vendor(s) the finalized contract. Within ten (10) calendar days of receipt of the contract from UN Women, the successful vendor(s) shall sign, date and return the signed contract to UN Women.  Failure to sign and return the contract as instructed allows UN Women to annul the award, reject the offer and launch a new solicitation process or proceed to select other vendor(s). Failure may also result in the forfeit of the bid security (if any). UN Women further reserves the right to suspend, debar, sanction successful vendor(s) from doing any business with UN Women and any other UN Organization, Agency, Fund or Programme. |
| **49. Debriefing** | Normally, UN Women does not offer a detailed debrief to involved unsuccessful vendors on any tender exercise. In the event that a vendor is unsuccessful, and in case of high-value or highly complex contracts, the vendor may request a debriefing from UN Women and UN Women may, in its own discretion, offer a debriefing in writing. The purpose of the debriefing is to discuss the strengths and weaknesses of the vendor’s submission, in order to assist the vendor in improving its future bids for UN Women procurement opportunities. The scope of such debriefing is upon UN Women to decide. The content of other bids and how they compare to the vendor’s submission shall not be discussed. |
| **50. Publication of Contract Award** | UN Women will publish the contract award to the general public through the publication of Notice of awards on the UN Women website, for awards valued at USD $100,000 and above. The information posted will contain the following:   * Name of contractor (unless for security reasons, and based on the request of the contractor it is not disclosed); * Beneficiary country; * Contract amount in USD; * A general description of contract |
| **51. Performance security** | The successful vendor, if so specified in the ITB shall furnish a performance security in the amount and form specified therein, within the specified number of days after receipt of the contract from UN Women. Banks issuing performance securities must be acceptable to the UN Women comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank. UN Women shall promptly discharge the bid securities of the unsuccessful vendors pursuant to Article 19 (Bid Security/Bid Bond). The [format of the](https://www.unwomen.org/en/about-us/procurement) [Performance Security](https://www.unwomen.org/en/about-us/procurement) is publicly available on the UN Women website.  Failure of the successful vendor to submit the above-mentioned performance security or sign the contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security. In that event UN Women may award the contract to the next lowest evaluated vendor, whose offer is substantially responsive and is determined by UN Women to be qualified to perform the contract satisfactorily or cancel the solicitation process.  The performance security will be returned to the vendor within 30 days of certification of successful delivery, inspection and acceptance of goods/services. |
| **52. Payment terms and Bank guarantee for advance payment** | UN Women shall affect payment to the vendor within 30 days after satisfactory receipt of the goods/services/works and upon submission of payment documentation and acceptance of the documentation by UN Women, unless otherwise stated in the ITB. Payment will be affected by bank transfer in the currency of contract.  Except when the interests of UN Women so require, it is UN Women’s standard practice not to make advance payment(s) (i.e., payments without having received any outputs). Advance payments may not be made unless in exceptional circumstances and with appropriate authorization. Any request for advance payment should be justified and documented in the bid. The justification must explain the need for the advance payment, itemize the amount requested, and provide a time-schedule for utilization of the requested advance payment amount.  If such request is duly accepted by UN Women, UN Women may require the vendor to submit a Bank Guarantee in the full amount of the advance payment.  Banks issuing bank guarantees must be acceptable to the UN Women comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank. |
| **53. Contract Management, Liquidated Damages and Warranties** | UN Women will continuously monitor contractor’s performance during the contract life and will conduct performance evaluation based on Key Performance Indicators (KPIs) or Service Level Agreements (SLA).  If specified in the ITB, UN Women shall apply Liquidated Damages for the damages and/or risks caused to UN Women resulting from the Contractor’s delays or breach of its obligations as per the Contract. The payment or deduction of such liquidated damages shall not relieve the Contractor from any of its other obligations or liabilities pursuant to any current contract or purchase order.  To ensure the quality of goods, the vendor may be required to provide warranties on the goods, as indicated in the ITB. |
| **54. Bid protest** | UN Women’s [vendor protest procedure](http://www.unwomen.org/en/about-us/procurement/vendor-protest-procedure) provides an opportunity for appeal to vendor(s) who believe that they were not treated fairly in connection with this ITB process or any contract that may be awarded as a result of such bidding process. The vendor protest procedure is available online and accessible from this link [http://www.unwomen.org/en/about-](http://www.unwomen.org/en/about-us/procurement/vendor-protest-procedure) [us/procurement/vendor-protest-procedure](http://www.unwomen.org/en/about-us/procurement/vendor-protest-procedure) and provides further details regarding UN Women’s vendor protest procedures.  Vendors, their affiliates, subsidiaries, agents, intermediaries, and principals must cooperate with the Office of Internal Oversight Services (OIOS) of the United Nations, UN Women Internal Audit and Investigations Group (IAIG) as well as with other investigations authorized by the Executive Director and with the UN Women Ethics Office 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 UN Women to repudiate and terminate the contract, and to debar and remove the supplier from UN Women’s list of registered suppliers. |
| **55. Inter-Agency Applicability** | In the event of UN Women signing a Long-Term Agreement (LTA), any UN Women business unit, including, but not limited to, a Headquarters unit, a Country Office or a Regional Office, as well as any United Nations entity, may benefit from the retainer and order Goods and/or Services from the Contracted Vendor. |
| **56. Gender-Responsive and Sustainable Procurement** | In support of UN Women’s mandates, bids from eligible women-owned businesses (a legal entity that is more than 51% owned, managed and controlled by one or more women) are encouraged.  In the case two (2) or more fully responsive bids with the same price are received, UN Women will award the contract to the women-owned business. If more than one company is women-owned, UN Women will request the Best And Final Offer (BAFO) from all women-owned entities. In case none of the vendors submitting the lowest-priced fully responsive bid are women-owned, UN Women will request the BAFO from those who submitted the lowest-priced fully responsive bid.  UN Women expects all vendors in the areas of, including but not limited to, transportation, facilities and meeting venues, to include disability considerations for the services to be accessible for all, where applicable. |

**SECTION 3: INFORMATION SHEET**

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| **Procurement Title** | **VEHICLE FOR UN WOMEN TAJIKISTAN OFFICE** |
| **Deadline for Submitting Clarification Questions** | 3 days before deadline for responses. |
| **Bid Validity Period** | 120 |
| **Requesting Unit/Office/Country/Region** | UN Women Tajikistan PP ECARO |
| **Value Added Tax in Financial Bid[[7]](#footnote-7)** | Must be exclusive of VAT and other applicable indirect taxes |
| **Expected Delivery Date and Time** | Expected delivery/completion date: 31.01.2025  As per Delivery Schedule attached |
| **Pre-Bid Meeting:** | Optional  Date and Time: Click or tap to enter a date.  Location: Click or tap here to enter text. |
| [Bid Security](https://www.unwomen.org/en/about-us/procurement) | Not Required  If required, please specified the amount:  Click or tap here to enter number.USD |
| [Performance Security](https://www.unwomen.org/en/about-us/procurement) | Not Required  (The Performance Security will be equivalent to Click or tap here to enter number. of your total offered price for this assignment. The amount will be determined by your price bid. |
| **Advance payment** | Not Allowed  If allowed, Bank Guarantee Choose an item. |
| **Liquidated Damages** | Will be imposed as follows:  Percentage of contract price per week of delay: 0,1% up to a maximum of 10% of the Contract value, after which UN Women may terminate the contract. |
| **Partial bids (Require Full Quantity)** | Partial bids shall not be allowed. Bidders must quote prices for the total requirement requested under Schedule of Requirements. Evaluation will be done for the total requirement. |
| **Alternative bids (Allow Multiple Responses)** | Shall not be considered. |
| **Bid currencies** | Prices shall be quoted in USD |
| **Site inspection** | A site inspection will not be held.  Date and Time: Click or tap to enter a date.  Location: Click or tap here to enter text. |
| **Bid Opening[[8]](#footnote-8)** | The Bid Opening Report will not be made public. |
| **Contract award to one or more vendor** | UN Women will award a contract to:  One or more Bidders, depending on the following factors: [Award by LOT] |
| **Other information related to the ITB** | *N/A* |

**SECTION 4: EVALUATION CRITERIA**

**Preliminary Examination Criteria**

All criteria will be evaluated on a Pass/Fail basis and checked during Preliminary Examination.

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| **Criteria** | **Documents to establish compliance** |
| Completeness of the bid | All documents and technical documentation requested in Instructions to Vendors Article 12 have been provided and are complete |
| Vendor accepts General Conditions of Contract as specified in Section 6. | Form A: Bid Submission Form |
| Bid Validity | Form A: Bid Submission Form |

**Eligibility and Qualification Criteria**

All criteria will be evaluated on a Pass/Fail basis.

If the bid is submitted as a Joint Venture, Consortium or Association, each member should meet the minimum criteria, unless otherwise specified.

|  |  |
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| **Eligibility Criteria** | **Documents to establish compliance** |
| Vendor is a legally registered commercial entity[[9]](#footnote-9) | Form B: Bidder Information Form |
| Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Instructions to Vendors. | Form A: Bid Submission Form |
| No conflicts of interest in accordance with Instructions to Vendor. | Form A: Bid Submission Form |
| The vendor has not declared bankruptcy, in not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future | Form A: Bid Submission Form |
| Certificates and Licences:   * Copy of Company’s Registration Certificate; * Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); * Certificates of quality and origin for the offered vehicle; | Form A: Bidder Information Form |

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| **Qualification Criteria** | **Documents to establish compliance** |
| History of non-performing contracts: Non-performance of a contract did not occur as a result of contractor default within the last 3 years. | Form E: Eligibility and Qualification Form |
| Litigation History: No consistent history of court/arbitral award decisions against the vendor for the last 3 years. | Form E: Eligibility and Qualification Form |
| Maximum delivery period not to exceed 60 calendar days upon signature of PO/Contract. | Technical Bid |
| Availability of service center in , authorized by the car manufacturer; | Official confirmation from the car manufacturer.  Technical Bid |
| Minimum warranty period of 3 years, or 100 000 km, whichever occurs first. | Technical Bid |
| Confirmation of availability of consumables and spares for at least 3 years; | Technical Bid |
| Detailed description of the offered vehicle (including photos); | Technical Bid |
| **Previous Experience of the organization:** |  |
| Minimum 5 years of relevant experience on the local market as an official car dealer. | Form E: Eligibility and Qualification Form |
| Minimum 5 contracts of similar value, nature and complexity implemented over the last 1 year.  *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form E: Eligibility and Qualification Form |
| **Financial Standing:** |  |
| Liquidity: the ratio Average current assets / Current liabilities over the last 3 years must be equal or greater than 1.  Vendor must include balance sheets (audited or certified) in their Bid covering the last three years. | Copy of financial statements for the last three years. / Form E: Eligibility and Qualification Form |
| Turnover: Vendors should have annual sales turnover of minimum 100,000.00 USD for the last three years.  *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Copy of financial statements for the last three years. / Form E: Eligibility and Qualification Form |

**Technical Evaluation Criteria**

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| **Criteria** | **Documents to establish compliance** |
| Goods offered in the bid are substantially compliant and do not contain any material deviation(s) from the minimum required as included in Schedule of Requirements. | Form F: Technical Bid |
| The bid is substantially compliant with the minimum Delivery Requirements included in Schedule of Requirements and do not contain any material deviation(s). | Form F: Technical Bid / Form G: Price Schedule |

**Evaluation of Prices**

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| **Criteria** | **Documents to establish compliance** |
| Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable). | Form G: Price Schedule |

**SECTION 5: SCHEDULE OF REQUIREMENTS**

**UN Women Moldova Country Office intends to purchase a vehicle to be used for official purposes. The vehicle will be used to accommodate UN Women Moldova Team.**

**Quality assurance is expected from the SUPPLIER, such that any error or low-quality products shall be acted upon or replaced accordingly at no cost to the organization. Likewise, upon final project acceptance, the SUPPLIER is required to ensure quality of the products after sales services and during the warranty period.**

**A. Summary of Requirements**

Requirements are comprised of the following Lots:

* Lot 1: **Brand new 4WD Vehicle 2.4 turbo**
* Lot 2: **Brand new All-Wheel Drive (4WD) Vehicle 3.5 twin**

**B. Technical Specifications for Goods**

**Lot No. 1: Brand new 4WD Vehicle 2.4 turbo**

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| --- | --- | --- | --- |
| **Item No** | **Minimum Technical Requirements** | **Unit** | **Quantity** |
| 1 | **Vehicle Model: SUV Number of vehicle – 01 Fuel type: Petrol Engine: 2.4 turbo  Transmission: 8-speed automatic Fuel capacity (L): 110-120 Climate control: 3-zone climate control air conditioning Hand drive type: Left-hand drive Seating capacity: 7  Colour: White Year of Manufacture -2024 Accessories:  Rubber mats Spare wheel First aid kit Fire extinguisher Car jack Full Car carpets set included Wheels included – Summer + Winter season** | Piece | 1 |

**Lot No. 2: Brand new All-Wheel Drive (4WD) Vehicle 3.5 twin turbo**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **Minimum Technical Requirements** | **Unit** | **Quantity** |
| 1 | **Vehicle Model: SUV Number of vehicle– 01 Fuel type: Petrol Engine: 3.5 twin turbo  Transmission: 10-speed automatic Fuel capacity (L): 110-120 Climate control: 3-zone climate control air conditioning Hand drive type: Left-hand drive Seating capacity: 7  Colour: White Year of Manufacture -2024 Accessories:  Rubber mats Spare wheel First aid kit Fire extinguisher Car jack Full Car carpets set included Wheels included – Summer + Winter season** | Piece | 1 |

**C. Delivery Requirements**

|  |  |  |
| --- | --- | --- |
| **Delivery date** | Vendor shall deliver the goods 60 calendar days after contract signature. | |
| **Delivery place / terms**  **(INCOTERMS 2010)** | **DAP** | |
| **Customs clearance (must be linked to INCOTERM)** | Not applicable  Shall be done by:  Click or tap here to enter text.  Supplier/Vendor  Freight Forwarder | |
| **Consignee details** | UN Women Tajikistan, Dushanbe, 48 Aini str., Republic of Tajikistan | |
| **Distribution of shipping documents (if using freight forwarder)** | N/A | |
| **Special Packing requirements** | N/A | |
| **Mode of transport** | Air | Land |
| Sea | Other: specify |

# FORM D: JOINT VENTURE/CONSORTIUM/ASSOCIATION FORM

If the proposer is a group of legal entities that will form or have formed a joint venture, consortium/association at the time of the submission of the bid, they shall confirm in their bid that:

1. they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture, consortium/association jointly and severally, and this shall be duly evidenced by the respective entitled document among the legal entities, which shall be submitted along with the bid; and
2. if they are awarded the contract, the contract shall be entered into, by and between UN Women and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, consortium/association. The composition or the constitution of the joint venture, consortium/association shall not be altered without the prior consent of UN Women.

After the bid has been submitted to UN Women, the lead entity identified to represent the joint venture, consortium/association shall not be altered without the prior written consent of UN Women. Furthermore, neither the lead entity nor the member entities of the joint venture, consortium/association may submit another bid, either in its own capacity; or as a lead entity or a member entity for another joint venture, consortium/association submitting another bid.

The description of the organization of the joint venture, consortium/association must clearly define the expected role of each of the entity in the partnership in delivering the requirements of the ITB, both in the bid and the joint venture, consortium/association. All entities that comprise the partnership shall be subject to the eligibility and qualification assessment by UN Women.

Where a joint venture, consortium/association is presenting its track record and experience in a similar undertaking as those required in the ITB, it should present such information in the following manner:

1. Those that were undertaken together by the joint venture, consortium/association; and
2. Those that were undertaken by the individual entities of the joint venture, consortium/association expected to be involved in the performance of the services defined in the ITB.

Previous contracts completed by persons working in an individual capacity but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture, consortium/association or those of its members, but should only be claimed by the individual themselves in their presentation of their individual credentials.

**(to be completed and returned with your technical bid)**

|  |  |  |  |
| --- | --- | --- | --- |
| **JV / Consortium/ Association Information** | | | |
| **Name of leading** partner (with authority to bind the JV, Consortium/Association during the Bidding process and, in the event a Contract is awarded, during contract execution) | | *[insert name, address, telephone/fax or cell number, and the e-mail address]* | |
| JV’s Party Legal Name: | | *[insert JV’s Party legal name] {Attach original copy of document of incorporation/registration of the JV, in accordance with Clause 3 (Eligible Bidders)* | |
| JV’s Party Country of Registration: | | *[insert JV’s Party country of registration]* | |
| JV’s Party Year of Registration: | | *[insert JV’s Part year of registration]* | |
| JV’s Party Legal Address in Country of Registration: | | *[insert JV’s Party legal address in country of registration]* | |
| **Consortium/Association’s names of each partner/authorized representative and contact information** | | | |
| Name of partner 1: |  | Name of partner 2: |  |
| Address : |  | Address : |  |
| Phone Number(s) : |  | Phone Number(s) : |  |
| Email Address(es) : |  | Email Address(es) : |  |
| Name of partner 3: |  | Name of partner 4: |  |
| Address : |  | Address : |  |
| Phone Number(s) : |  | Phone Number(s) : |  |
| Email Address(es) : |  | Email Address(es) : |  |
| **Consortium/Association** **Agreement** | | Attached are copies of original documents of:*[check the box(es) of the attached original documents]*  Articles of Incorporation or Registration of firm named in 2, above, in accordance with Clause 3 *(Eligible Bidders)*.  JV Agreement, or letter of intent to enter into such an Agreement, signed by the legally authorized signatories of all the parties | |
| Signatures of all partners/authorized representatives:  We hereby confirm that if the contract is awarded, all parties of the Joint Venture, or Consortium/Association shall be jointly and severally liable to UN Women for the fulfillment of the provisions of the Contract. | | | |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

**FORM E: ELIGIBILITY AND QUALIFICATION FORM**

***If JV/Consortium/Association, to be completed by each partner.***

**History of Non- Performing Contracts**

|  |  |  |  |
| --- | --- | --- | --- |
| No non-performing contracts during the last 3 years | | | |
| Contract(s) not performed in the last 3 years | | | |
| **Year** | **Non- performed portion of contract** | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|  |  | Name of Client:  Address of Client:  Reason(s) for non-performance: |  |

**Litigation History** (including pending litigation)

|  |  |  |  |
| --- | --- | --- | --- |
| No litigation history for the last 3 years | | | |
| Litigation History as indicated below | | | |
| **Year of dispute** | **Amount in dispute** (state currency) | **Contract Identification** | **Total Contract Amount** (state currency) |
|  |  | Name of Client:  Address of Client:  Matter in dispute:  Party who initiated the dispute:  Status of dispute:  Party awarded if resolved: |  |

**Previous Relevant Experience**

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the bidder, or that of the bidder’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name & Country of Assignment** | **Client & Reference Contact Details** | **Contract Value** | **Period of activity and status** | **Types of activities undertaken and role (Contractor, sub-contractor or consortium member)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Bidders may also attach their own Project Data Sheets with more details for assignments above.*

Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

**Financial Standing**

|  |  |  |  |
| --- | --- | --- | --- |
| **Annual Turnover for the last 3 years** | Year | Currency | Amount |
| Year | Currency | Amount |
| Year | Currency | Amount |
| **Latest Credit Rating (if any), indicate the source and date.** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial information**  (state currency) | **Historic information for the last 3 years** | | |
|  | Year 1 | Year 2 | Year 3 |
|  | *Information from Balance Sheet* | | |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* | | |
| Total / Gross Revenue (TR) |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |
| Net Profit |  |  |  |
| Current Ratio (current assets/current liabilities) |  |  |  |

 Attached are copies of the financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

1. Must reflect the financial situation of the bidder or party to a JV, and not sister or parent companies;
2. Historic financial statements may be audited by a certified public accountant;
3. Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

**FORM F: TECHNICAL BID**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Goods, works and/or services to be Supplied and**  **Technical Specifications** | **Vendor‘s response** | | | | |
| **Compliance with technical specifications** | | **Delivery Date**  *(confirm that you comply or indicate your delivery date)* | **Quality Certificate/Export Licenses, etc.** *(indicate all that apply and attach)* | **Comments** |
| **Yes, we comply** | **No, we cannot comply**  *(indicate discrepancies)* |
| **Lot 1.**  **Vehicle Model: SUV Number of vehicle – 01 Fuel type: Petrol Engine: 2.4 turbo  Transmission: 8-speed automatic Fuel capacity (L): 110-120 Climate control: 3-zone climate control air conditioning Hand drive type: Left-hand drive Seating capacity: 7  Colour: White Year of Manufacture -2024 Accessories:  Rubber mats Spare wheel First aid kit Fire extinguisher Car jack Full Car carpets set included Wheels included – Summer + Winter season** |  |  |  |  |  |
| **LOT 2 Vehicle Model: SUV Number of vehicle– 01 Fuel type: Petrol Engine: 3.5 twin turbo  Transmission: 10-speed automatic Fuel capacity (L): 110-120 Climate control: 3-zone climate control air conditioning Hand drive type: Left-hand drive Seating capacity: 7  Colour: White Year of Manufacture -2024 Accessories:  Rubber mats Spare wheel First aid kit Fire extinguisher Car jack Full Car carpets set included Wheels included – Summer + Winter season** |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Related services and requirements**  *(based on the information provided in Section 5)* | **Compliance with requirements** | | **Details or comments**  **on the related requirements** |
| **Yes, we comply** | **No, we cannot comply**  *(indicate discrepancies)* |
| Delivery Term - within 60 calendar days after contract signature. |  |  |  |
| Warranty - Minimum warranty period of 3 years, or 100 000 km, whichever occurs first. |  |  |  |
| Local Service Support - Service center in Tajikistan, authorized by the car manufacturer; |  |  |  |
| Confirmation of availability of consumables and spares for at least 3 years; |  |  |  |
| Detailed description of the offered vehicle (including photos); |  |  |  |

**FORM G: PRICE SCHEDULE**

*Vendors shall fill in these Price Schedule Forms in accordance with the instructions indicated.*

**Bid Summary**

|  |  |
| --- | --- |
| **Vendor’s Total prices *DAP* (Price of goods *DAP* + Related Services if applicable)** | Insert amount and currency |
| **Total Price of Goods *DAP*** | Insert amount and currency |
| **Total Price of Related Services** | Insert amount and currency |
| **Freight Cost per 20/40 ft. container (if applicable)** | Insert amount and currency |
| **Customs clearance costs (if applicable)** | Insert amount and currency |

**Prices for Goods**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item/ lot** | **Description** | **Qty (a)** | **Currency: *USD*** | |
| **Unit price *DAP* (b)** | **Total price *DAP* (a)x(b)** |
| 1. | *Insert name of item. Add or remove rows as necessary* | *Insert Qty* |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| **Total Price of Goods** *[remove this row if evaluation is per lot]* | | | | |

|  |  |
| --- | --- |
| Provided that a purchase order is issued by UN Women 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. | |
| Company name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone no. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email address of contact person | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Other email addresses | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Authorized signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of authorized signatory | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Functional title of signatory | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Web site | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Fraud: any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation. [↑](#footnote-ref-1)
2. Corruption: the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party. [↑](#footnote-ref-2)
3. Collusive practice: an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party. [↑](#footnote-ref-3)
4. Unethical practice: conduct or behavior that is contrary to the conflict of interest, gifts and hospitality, post-employment provisions or other published requirements of doing business with UN Women. [↑](#footnote-ref-4)
5. Obstruction: acts or omissions by a Vendor that prevent or hinder UN Women from investigating instances of possible proscribed practices [↑](#footnote-ref-5)
6. The terms “Bid Security” and “Bid Bond” are used interchangeably and have the same meaning, see the Proposal/Bid Security Form, available online and accessible through this link: https://www.unwomen.org/en/about-us/procurement [↑](#footnote-ref-6)
7. The decision on inclusion of VAT and any other taxes in financial bids shall be based on the local legislation and SBAA agreement with the host country/-ies of the relevant Office ordering or performing the payment for the services. Depending on host countries, UN Women may be exempt from payment of direct and indirect taxes or may be required to pay the taxes and request reimbursement by submitting tax invoices. [↑](#footnote-ref-7)
8. The office shall indicate whether the Bid Opening will be carried out online or offline. The Bid Opening report shall be sent only to vendors, which submitted a bid. Any links to Bid Openings meetings conducted online shall only be shared with vendors confirming their participation in the Bid Opening meeting. The link(s) to online meetings shall not be made public. [↑](#footnote-ref-8)
9. Legally registered commercial entity – entity with legal status as a firm(s) with a valid registration to enter into a binding commercial contract with UN Women. [↑](#footnote-ref-9)