



Date Jul 19, 2019

Request for Proposal (RFP) No. 7000003676

Dear Sir/Madams,

The United Nations Industrial Development Organization (UNIDO) hereby invite you to submit a written proposal for the provision of services described herein below by applying the concept and approach as defined in the Terms of Reference (Appendix 1) and related documents attached hereto.

UNIDO Terms Of Reference
Provision of equipment and services for the conversion of five companies from HCFC-141b to cyclopentane in the Islamic Republic of Iran
UNIDO Contact Details
UNIDO official dealing with this request: Michael DETHLEFSEN
e-mail: M.Dethlefsen@unido.org; S.Hasenoehrl@unido.org
Address: Wagramer Strasse 5, 1400 Vienna, Austria

To ensure consideration, your complete, detailed proposal should be submitted via the UNIDO eProcurement portal by **2019-09-30 16:00:00** at the latest. **Proposals received after the submission deadline will be invalidated.**

It is your sole responsibility of the vendor to ensure that the proposal is submitted via the UNIDO eprocurement portal in compliance with the terms and conditions of this RFP and by the submission deadline indicated above.

In order to enable you to submit a proposal, this RFP contains the following sections:

- Section I: Instructions to Bidders
- Section II: Terms of Reference
Qualification Requirements and Evaluation Criteria
- Section III: Cost Break-Down
- Section IV: Model Contract inclusive Annexes
- Section V: UNIDO Financial Statement
Statement of Confirmation
UNIDO Bank Information Form

This RFP is for the provision of a complete package of technical equipment and services with necessary supervision, backstopping and training. It covers a total organizational responsibility as required by the Terms of Reference, dated 10 July 2019, which are attached hereto as Section II.

The terms and conditions set forth in this RFP will form a part of any contract should UNIDO accept your proposal. Any such contract will require compliance with all factual statements and representations made in the proposal, subject to any modifications to the proposal agreed to by UNIDO in the context of negotiations, in the event that negotiations have been entered into.

Your proposal must be comprehensive and detailed. It must include information in sufficient scope and detail to allow UNIDO to consider whether your company/organization has the necessary capability, experience, knowledge, expertise, financial strength and capacity to perform the specified services satisfactorily. Your proposal shall clearly and concisely respond to all points set out in this RFP. Any proposal which does not fully and comprehensively address this RFP may be rejected.

You should strictly adhere to all requirements of this RFP. No changes, substitutions or other alterations to the technical specifications or to the requirements stipulated in this RFP will be accepted unless approved in writing by UNIDO.

Nothing in or relating to this RFP shall be deemed a waiver, express or implied, of any of the privileges and immunities of UNIDO.

You are invited, immediately after downloading the RFP, to advise UNIDO whether you intend to submit a proposal under this RFP.

In case you have any queries or comments ("requests for clarification") about this RFP, please upload your requests directly in the eprocurement portal for consideration by UNIDO. In case you have informed via UNIDO's eProcurement portal of your intention to submit a proposal, you will be kept informed throughout the bid submission period of any clarification or amendment notes issued in respect of this RFP.

This RFP is not to be construed in any way as an offer to contract with your company/organization.

In this project, time is of the essence. Your ability to commence the services and complete it strictly in accordance with the time frame contained in this RFP will be an important factor in awarding a contract.

We look forward to receiving your proposal.

With kind regards

UNIDO Procurement Services Unit

Michael DETHLEFSEN

SECTION I - INSTRUCTIONS TO BIDDERS

1. UNIDO 'S EPROCUREMENT SYSTEM GUIDANCE

A step-by-step system guide ("UNIDO eProcurement system guide") for the preparation and submission of proposals by bidders can be downloaded from UNIDO 'S procurement web site at www.unido.org/procurement. Bidders are strongly encouraged to use UNIDO'S eProcurement portal for the preparation and submission of proposals. In the event that a bidder nevertheless wishes to prepare and submit its proposal in hard-copy documents, the provisions of Section I, Instructions to Bidders, shall also apply mutas mutandis in such cases. Please also refer to www.unido.org/procurement.

2. SCOPE OF SERVICES

In response to this RFP, UNIDO invites proposals for the provision of the following services further described in detail in the Terms of Reference, Section II:

Description of Services			
UNSPSC Code	Item Description	Unit of Measure	Quantity
23211100	Electronic manufacturing and proce	PC	1.000
23211100	Electronic manufacturing and proce	PC	1.000
23211100	Electronic manufacturing and proce	PC	1.000
23211100	Electronic manufacturing and proce	PC	1.000
23211100	Electronic manufacturing and proce	PC	1.000

3. ACKNOWLEDGING PARTICIPATION BY THE BIDDER

Prospective bidders are kindly requested to inform UNIDO whether their company/organization intends to submit a proposal before the deadline specified in the cover letter of this RFP. For this purpose, Please follow the steps described in the UNIDO eProcurement system guide.

4. RFP DOCUMENTS

4.1 Bidders are expected to examine all corresponding instructions, forms, terms and specifications contained in the RFP documents. Failure to comply with these documents will be at the bidders' risk and may affect the evaluation of their proposals.

4.2 A prospective bidder requiring any clarification of the RFP documents may notify UNIDO by uploading his request for clarification in UNIDO' s eProcurement portal. UNIDO shall endeavour to reply via the portal to any request for clarification that UNIDO receives not later than one week before the deadline for the submission of proposals. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be made available in the portal to all prospective bidders that acknowledged their intention to participate in the RFP.

4.3 No later than one week prior to the deadline for submission of proposals, UNIDO may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, amend the RFP documents. All prospective bidders that have received the RFP documents will be notified in writing of any amendments. In order to afford prospective bidders reasonable time to take the amendments into account in preparing their proposals, UNIDO may, at its discretion, extend the deadline for the submission of proposals.

5. GENERAL ELIGIBILITY AND QUALIFICATION REQUIREMENTS

5.1 UNIDO requires that bidders provide professional, objective, and impartial advice and technical assistance, and at all times hold UNIDO's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Bidders shall not be hired for any assignment that would be in conflict with their prior or current obligations to UNIDO, or that may place them in a position of not being able to carry out the assignment in the best interest of UNIDO. All bidders found to have a conflict of interest may be disqualified.

5.2 Without limitation on the generality of the above paragraph, a bidder shall not be eligible to participate in this procurement or be considered for any eventual contract if the bidder, or any employee, executive, manager or director thereof, is associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNIDO to provide consulting services for the preparation of the technical specifications, terms of reference or any other substantive documents to be used for the procurement of the services under this RFP.

5.3. Bidders may be requested to provide such evidence of their continued eligibility to UNIDO, as and when UNIDO shall reasonably request.

5.4. Eligibility and qualification will also be based on the bidder meeting the minimum qualification requirements regarding the bidder's general and particular experience, capabilities, and financial position, as detailed in Section II - Qualification Requirements and Evaluation Criteria.

Qualification Requirements [should be read and completed in conjunction with the requirements specified in the terms of reference and on the "Questions" tab in the system].

Operational	
STATEMENT OF CONFIRMATION	Please confirm that you have attached a signed Statement of Confirmation, provided in Section V of the Tendering Documentation.
ABILITY & READINESS	Please confirm your company/organization's ability and readiness to execute an eventual PO in accordance with this tender requirement. Any deviation shall be clearly expressed in your offer.
CAPACITY OF OPERATIONS	Please confirm your company/organization's capacity of provision of equipment/services/works similar to the ones described under this tender.
CERTIFICATE OF INCORPORATION	Please confirm that: a) you are registered as a legal entity in accordance with the laws of your country b) You have attached the Certificate to the offer.
COMPANY DESCRIPTION/ STRUCTURE	Please confirm that you have included a short company description if available, the organizational structure.

Experience	
REFERENCES	Please confirm that your company has attached references of similar projects to the offer.
YEARS IN BUSINESS	Please indicate years in business (minimum years of Business shall be five (5) years).

Ethics	
STATEMENT OF NON INVOLVEMENT	Please confirm that your company was not involved in the preparation of this tender, including but not limited to the technical specifications, TOR, scope of works, being subsequently used by UNIDO.

CONFLICT OF INTEREST STATEMENT	Please confirm that your Company/organization has no conflict of interest as defined in the UNIDO Procurement Manual, sub-chapter 8.3.1, para. 184.
NO FEES, GRATUITIES, ETC. STAT	Please confirm that your Company/organization has been given, received, or promised no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the offer, in connection with the selection process or in contract execution.
Financial	
BANK INFORMATION	Please provide the name and address of your company's/organization's bank.
FINANCIAL STATEMENTS	Please confirm that you have enclosed a certified copy of the financial statement for the last 2-3 years of business
UNIDO FINANCIAL STATEMENT	Please confirm that you have enclosed signed Section V - UNIDO Financial Statement and Certification
PROFIT MARGIN RATIO	Please specify the profit margin ratio (net profit over total revenues) for each of the last three annual financial statements. Profit margin should be positive and preferably in excess of 1%.
LIQUIDITY RATIO	Please specify the liquidity ratio (i.e. current assets/current liabilities) for each of the last three annual financial statements. Liquidity ratio shall be above 1.
AV. ANNUAL TURNOVER	Please indicate the average annual turnover for the past 3 years, which should normally be at least equivalent to 1,500,000.00 USD/year

6. PREPARATION OF PROPOSALS

6.1 Cost

The bidder shall bear any and all costs related to the preparation and/or submission of the proposal, regardless of whether his proposal was selected or not. UNIDO shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

6.2 Language of the Proposal

Unless otherwise specified, the proposal prepared by the bidder and all correspondence and relevant documents exchange with UNIDO relating to the REP shall be written English language. Any printed literature furnished by the bidder may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the proposal, the English translation shall govern.

6.3 Documents Comprising the Proposal

The proposal shall comprise the following information documents:

- (a) Responses to all qualification requirements directly submitted via UNIDO 's eProcurement portal;

- (b) Substantive evidence that the bidder meets all requirements of the RFP. For this purpose, the bidder shall upload duly completed and signed proposal submission form(s) (Section III) in UNIDO's eProcurement portal, including documentation to demonstrate that the bidder meets all requirements of the RFP;
- (c) Proposal price(s) and/or rate(s), directly uploaded in UNIDO's eProcurement portal.

The bidder shall upload in UNIDO's eProcurement portal both the electronic and pdf versions of all duly completed, stamped and signed proposal submission form(s) and the cost-breakdown template. All signatures shall be effected by a duly authorized representative of the bidder.

6.4 Proposal Submission Form(s)

Subject to the detailed Terms of Reference contained in each RFP, the bidder shall structure the technical part of its proposal by following the specific guidance contained in the attached proposal submission form(s) which have been uploaded in UNIDO's eProcurement portal.

The operational and technical part of the proposal should not contain any pricing information on the services offered.

It is advisable that the bidder's proposal numbering system corresponds with the numbering system used in the Terms of Reference, Section II of the RFP, as well as the price schedule numbering in UNIDO's eProcurement portal. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material /documents themselves may be provided as separate attachments uploaded in the portal.

Information which the bidder considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and all efforts will be made to treat it accordingly.

When the bidder intends to obtain from sub-contractors highly specialized and substantive inputs essential for the execution of the contract under consideration, all details required from the bidder shall also be provided for each such proposed sub-contractor.

Other information/documentation requested in this RFP or which the bidder deems relevant for submission may be uploaded as an attachment to its proposal in UNIDO's eProcurement portal.

6.5 Proposal Price(s)

The bidder must upload s eProcurement portal its proposed price(s) and/or fee(s) in the relevant price fields which have been designated for this RFP. The bidder shall submit its cost break-down using the ost-breakdown template provided as Section III - Cost Break-down (Excel Format).

All price(s) and fee(s) shall be quoted in USD.

Discounts, if any, which the bidder may wish to grant to UNIDO and the terms of such discounts shall be indicated separately in the appropriate field in the portal.

In addition to the cost breakdown template, the bidder shall, in good faith, submit any additional data, supporting document and information, which are reasonably required in order to allow UNIDO to perform a proper examination and evaluation of all proposed prices. Failure to furnish all information requested on the cost breakdown template may render a proposal non-responsive.

If a cost is included in a particular item, do not duplicate the cost or any portion thereof in another item on the form.

6.6 Validity

Proposals shall remain valid for six (6) months after the deadline for submission of proposals. A proposal valid for a shorter period may be rejected by UNIDO on the grounds that it is non-responsive.

In exceptional circumstances, UNIDO may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A bidder granting the request will not be required nor permitted to modify its proposal.

7. WITHDRAWAL AND MODIFICATION OF PROPOSALS

The bidder may withdraw its proposal after the proposal's submission, provided that written notice of the withdrawal is received by UNIDO prior to the deadline prescribed for submission of proposals. Please refer to the UNIDO eProcurement system guide for guidance.

No proposal may be modified subsequent to the deadline for submission of proposals.

No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the bidder in its proposal.

8. FORMAT AND SIGNING OF PROPOSAL

The proposal must be submitted directly via the UNIDO eProcurement portal.

By uploading the proposal in UNIDO'S eProcurement portal, the bidder (i) confirms that his proposal has been approved by a duly authorized representative of the bidder and (ii) agrees and acknowledges to be bound by the terms and conditions of the RFP.

9. OPENING AND EVALUATION OF PROPOSALS

9.1 Opening of Proposals

All proposals submitted prior to the prescribed deadline for submission of proposals will be opened for access by UNIDO'S authorized staff at a preset opening date specified in UNIDO'S eProcurement portal.

Any proposal received by UNIDO after the deadline may be rejected and returned unopened to the bidder.

9.2 Clarification of Proposals

To assist in the examination, evaluation and comparison of proposals, UNIDO may at its discretion ask the bidder for clarification of its proposal. The request for clarification and the response thereto shall be in writing and no change in price or substance of the proposal shall be sought, offered or permitted. Failure of any bidder to timely and duly respond to a request for clarification may result in the rejection of its proposal.

9.3 Preliminary Examination

Prior to the technical and commercial evaluation of the proposals, UNIDO will determine the substantial responsiveness of each bidder and its proposal to the qualification requirements, as detailed in Section II - Qualification Requirements and Evaluation Criteria.

UNIDO will examine the proposals to determine whether they are complete, whether any computational/arithmetical errors have been made, whether the documents have been properly signed, and whether the proposals are generally in order. Arithmetical errors will 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 bidder does not accept the correction of errors, its proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

A substantially responsive proposal is one which conforms to all the terms and conditions of the RFP without material deviations. UNIDO 's determination of a proposal's responsiveness is based on the contents of the proposal itself without recourse to extrinsic evidence.

A proposal determined as not substantially responsive will be rejected by UNIDO and may not subsequently be made responsive by correction of the non-conformity.

9.4 Evaluation and Comparison of Proposals

A two-stage procedure is utilised in evaluating the proposals, with evaluation of the technical parts of the proposals being completed prior to the price-related parts of the proposals being reviewed. In the first stage, UNIDO will evaluate the technical parts of the proposals on the basis of their responsiveness to the Terms of Reference in particular and the RFP in general, applying the technical evaluation criteria and the commercial evaluation criteria, as detailed in Section II - Qualification Requirements and Evaluation Criteria

Technical Evaluation Criteria [should be read and completed in conjunction with the requirements specified in the Terms of Reference and on the "Questions" tab in the system].

TECHNICAL REQUIREMENTS	Please confirm compliance with and understanding of the Technical Specifications
TECHNICAL NECESSARY DOCUMENTS	Please confirm that your company has attached all the necessary documents, as required
SUB-CONTRACTORS	Please confirm that you have indicated the proposed sub-contractor(s) and/or equipment
DELIVERY INCOTERMS	Please indicate the offered transport option as per INCOTERMS 2010.

Commercial Evaluation Criteria [should be read and completed in conjunction with the requirements specified in the Terms of Reference and on the "Questions" tab in the system].

WARRANTY 12 MONTHS	Please confirm that you will provide warranty in duration of 12 months, starting from the date of acceptance
MODEL CONTRACT & GCC	Please confirm that you have read and agree to the UNIDO Model Contract including the General Conditions of Contract
OFFER VALIDITY 120 DAYS	Please confirm that your offer is valid for a period of 120 days beyond the deadline for submission of proposals

PAYMENT TERMS	Please confirm acceptance of UNIDO payment terms of 30 days after receipt of I
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As part of the evaluation process, UNIDO reserves the right to waive minor deviations from the requirements and criteria, if they do not materially affect the capability and/or capacity of a bidder to perform the contract under consideration.

In the second stage, the price-related parts of all proposals, which were found to be substantially responsive and attained the minimum technical score, will be compared.

10. SELECTION CRITERIA

In due consideration of UNIDO 's procurement principles namely, best interest of the organization and best value for money, the contract shall be awarded to the qualified bidder whose proposal has been found substantially responsive, attained the minimum technical score and offering the lowest cost to UNIDO.

11. CONTRACT AWARD

The contract will be awarded subject to (i) where relevant, successful negotiations of the contract, and (ii) approval of contract award by the relevant authorized official of UNIDO.

UNIDO will notify the successful bidder in writing that its proposal has been accepted. Following the signature of the contract with the successful bidder, UNIDO will notify unsuccessful bidders..

12. RETENTION OF PROPOSALS

Following submission of the proposals and final evaluation, UNIDO will retain the proposals of both the successful and unsuccessful bidders.

13. TYPE OF CONTRACT

A firm, fixed price is contemplated for the contract under consideration, covering all inputs required by the contractor as stated in the Terms of Reference (Section II) and the model contract (Section IV) of the RFP. Please note that UNIDO has allocated a budget for the proposed contract of approximately

These figures are for general information only and should not influence bidders' professional assessment of the actual project requirements and work inputs necessary to meet all project objectives.

14.

15. NO COMMITMENT

This RFP does not commit UNIDO to award a contract. UNIDO reserves the right to accept or reject any proposal(s), or to annul this RFP and reject all proposals, at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the reasons for UNIDO action.

UNIDO also reserves the right to negotiate and award only a portion of the requirement; to negotiate and award separate or multiple contracts for the elements covered by this RFP in any combination it may deem appropriate, in its sole discretion; to add new considerations, information or requirements at any stage of the procurement process, including during negotiation with bidders; and reject the proposal submitted by any bidder that has previously failed to perform properly or on time contracts of a similar nature, or of a vendor that, in the opinion of UNIDO, is not in a position or is not sufficiently qualified to perform the contract.

This RFP contains no contractual proposal of any kind; any proposal submitted will be regarded as a proposal by the bidder and not as an acceptance by the bidder of any proposal by UNIDO. No contractual relationship will exist except pursuant to a written contract document signed by the authorized official of UNIDO and by the successful bidder(s) chosen by UNIDO.

15. SIGNING OF CONTRACT

After the successful bidder's acceptance of the UNIDO contract award, UNIDO will send the bidder the contract documents incorporating all agreements between the parties. The successful bidder shall sign and date the contract and return one original set of the contract documents to UNIDO no later than 2 weeks after receipt of the original contract documents

16. CONTRACT BASIC TERMS AND CONDITIONS

Except as otherwise required by the circumstances of the case, the contract for the proposed services will be based upon the terms and conditions of the attached Model Contract, Section IV, of the RFP.

17. PAYMENT

Payment will normally be made in accordance with the terms specified in the Model Contract. The Financial Regulations and Rules of UNIDO preclude payment by letters of credit. Such provision in a proposal will be prejudicial to its evaluation by UNIDO. The normal terms of payment by UNIDO are 30 days upon satisfactory delivery of goods or performance of services and the acceptance thereof by UNIDO, whichever is later. Progress payments may be allowed upon agreement between the parties. Bidders must therefore clearly specify in their proposals if they offer payment terms different from those specified by UNIDO.

18. CONFIDENTIALITY

It is understood that this RFP is confidential and proprietary to UNIDO, contains privileged information, part of which may be copyrighted, and is received by bidders on the condition that no part thereof or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of UNIDO. This condition may be exempted to the extent that the bidder may exhibit part or parts of the RFP to prospective sub-contractors for the sole purpose of obtaining proposals from them. Notwithstanding any other provisions in this RFP, bidders will be bound by the contents of this Article whether or not their company submits a proposal or responds in any other way to this RFP.

Information relating to the examination, evaluation, and comparison of proposals, and the recommendation of contract award shall not be disclosed to bidders or any other persons not officially concerned with such process.

Any effort by a bidder to influence UNIDO in the examination, evaluation and comparison of the proposals or contract award decisions may result in the rejection of its proposal.

From the time the proposals are opened to the time the contract is awarded, if any bidder wishes to contact UNIDO on any matter related to its proposal, they should do so in writing to the address indicated in the cover note of this RFP.