



## **INVITATION TO BID**

The purpose of this Invitation To Bid (ITB) is "Long Term Agreement for Administration and Management of Third-Party Personnel for the United Nations Common Premises (UNCP) and United Nations Office on Drug and Crime (UNODC) located in Tehran" as detailed in the attached Terms of Reference (TOR). The result of this tendering would be a Long Term Agreement (LTA) for maximum duration of Three (3) years

### **SECTION 1: LETTER OF INVITATION**

United Nations Development Programme, hereinafter referred to as UNDP hereby invites prospective bidders to submit a bid in accordance with the General Conditions of Contract and the Schedule of Requirements as set out in this Invitation to Bid (ITB).

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

Section 1: This Letter of Invitation

Section 2: Instructions to Bidders

Section 3: Data Sheet

Section 4: Evaluation Criteria

Section 5: Schedule of Requirements

Section 6: Conditions of Contract and Contract Forms

Section 7: Bidding Forms

- Form A: Bid Confirmation
  
- Form B: Checklist
  
- Form C: Bid Submission
  
- Form D: Bidder Information
  
- Form E: Joint Venture/Consortium/Association Information
  
- Form F: Eligibility and Qualification



- Form G: Technical Bid
- Form H: Price Schedule

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 for submission of bids set out in this document and in the supplier portal. .

Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the system. This will enable the system to send notifications in case of amendments of the tender requirements. Should you require further clarifications, kindly communicate using the messaging functionality in the system. Offers must be submitted directly in the system following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal. In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in UNDP website: <https://www.undp.org/procurement/business/resources-for-bidders>. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

We look forward to receiving your bid.

UNDP Procurement Unit



**Tender Overview**

Long Term Agreement for Administration and Management of Third-Party Personnel for the United Nations Common Premises and United Nations Office on Drug and Crime located in Tehran



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## 1 Overview

### 1.1 General Information

<b>Title</b>	LTA for Administration and Management of Third-Party Personnel for UNCP/UNODC
<b>Contact Point</b>	UNDP Procurement
<b>Outcome</b>	Purchase Order
<b>E-Mail</b>	procurement.ir@undp.org
<b>Reference Number</b>	UNDP-IRN-00027
<b>Beneficiary Country</b>	Iran, Islamic Republic of
<b>Introduction</b>	

Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the system. This will enable the system to send notifications in case of amendments of the tender requirements. Should you require further clarifications, kindly communicate using the messaging functionality in the system. Offers must be submitted directly in the system following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal. In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in UNDP website: <https://www.undp.org/procurement/business/resources-for-bidders>. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

### 1.2 Tender Timeline

<b>Preview Date</b>	
<b>Open Date</b>	02/03/2023 14.13
<b>Close Date</b>	01/04/2023 16.30
<b>Time Zone</b>	Iran Standard Time

### 1.3 Response Rules

*This negotiation is governed by all the rules displayed below.*

	Rule
<input type="checkbox"/>	Negotiation is restricted to invited suppliers
<input checked="" type="checkbox"/>	Suppliers are allowed to respond to selected lines
<input checked="" type="checkbox"/>	Suppliers are required to respond with full quantity on each line
<input type="checkbox"/>	Suppliers are allowed to provide multiple responses



	Rule
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

### 1.4 Terms

**Negotiation Currency** IRR (Iranian Rial)

**Eligible Response Currencies**

*Check the one currency in which you will enter your response.*

	Response Currency	Description	Price Precision
<input type="checkbox"/>	IRR	Iranian Rial	2
<input type="checkbox"/>	EUR	Pan-European Currency	2

### 1.5 Attachments

File Name or URL	Type	Description
Annex B-UNCP UNODC Budget Brea	File	Budget breakdown table
Form H_Price Schedule.docx	File	Price Schedule
Annex A-SLA.pdf	File	Service Level Agreement
Section 6_UNDP GTCs for Contra	File	UNDP GTC
Section 5b_Schedual of require	File	UNODC Schedule of Requirements
Section 5a_Schedual of require	File	UNCP Schedule of Requirements
Section 4_Evaluation Criteria.	File	Evaluation Criteria
Section 3_Bid Data Sheet.pdf	File	Bid data sheet
Section 2_General instructions	File	General Instruction to bidders
Form G_Technical Bid and Forma	File	Technical/Format for CVs
Form F_Eligibility and Qualifi	File	Eligibility & Qualifications
Form E_Joint Venture Consortium	File	Joint Venture (JV)
Form D_Bidder Information.docx	File	Bidder information
Form C_Bid Submission	File	Bid submission
Form B_Checklist.docx	File	Checklist
Form A_Bid Confirmation.docx	File	Bid Confirmation



## 2 Requirements

*\*Response is required*

The requirement section of this document includes general instructions and information for suppliers as well as requirements and sections that suppliers need to respond. Please review this section carefully and provide responses in the manner and format required by uploading required forms and when required also keying in the information directly in the system.

### 2.1 Section 1. General Provisions

Section Weight: 20.00

#### 1. General Instructions to Bidders

This solicitation process is governed by the General Instructions to Suppliers attached herewith and Bid Data Sheet and other information listed herewith. By submitting a bid response to this tender supplier confirms to have read, understood, and accepted such provisions.

#### \*2. Bid Data Sheet

Bid Data sheet contains information and instructions specific to this Tender. By submitting a bid you confirm to have read, understood, and accepted the provisions.

Weight: 20.00

Select one of the following:-

a. Have read and understood provisions in BDS

#### 3. Pre-bid conference

Will be conducted: Time and time zone: 10:00 AM Tehran local time (GMT+3:30)

Date : 15 March 2023, Venue : UN Common Premises in Tehran, No.8, Shahrzad Blvd., Darrus.

*Hint: Please contact UNDP (procurement.ir@undp.org) by COB 14 March 2023, in case you are interested to participate in the Pre-bid conference*

### 2.2 Section 2. Evaluation Criteria - Preliminary Examination

#### \*1. General Conditions of Contract

Do you accept the General Conditions of Contract (GTCs) as specified in attachment?

Weight:

*Target: Accept General Conditions of Contract*

Select one of the following:-

a. Accept General Conditions of Contract(*Response attachments are required*)



**\*2. Proposal Validity**

Do you accept that your bid is valid as required in General Instructions and Bid Data Sheet?

Weight:

*Target: Confirm Bid Validity as required*

Select one of the following:-

- a. Confirm Bid Validity as required(*Response attachments are required*)

**\*3. Form A: Bid Confirmation**

Please acknowledge interest to participate in this Tender by creating a draft bid response in the system. This will allow you to receive notifications from the system in case of amendments.

If you do not submit a bid, UNDP would appreciate your feedback on the reasons. You can provide your feedback by completed the form A herewith attached and sending it via email to contact details specified for this tender in Bid Data Sheet.

Weight:

Select one of the following:-

- a. Acknowledge interest to participate in this Tender(*Response attachments are required*)

**\*4. Form B: Checklist**

Please complete the returnable bidding forms in accordance with instructions and attach them as part of your bid response in the system. No alteration to the format of the forms shall be permitted and no substitution shall be accepted.

Weight:

Select one of the following:-

- a. Yes, Form B is attached. (*Response attachments are required*)

**\*5. Form C: Bid Submission**

Have you attached Bid Submission form as per template provided and duly signed by a legal representative of your company?

Weight:

*Target: Bid Submission form provided*

Select one of the following:-

- a. Bid Submission form provided(*Response attachments are required*)

**\*6. Form D: Bidder Information**

Have you attached form D with information on the bidder using template herewith attached?

Weight:

*Target: Bidder Information provided*

Select one of the following:-

- a. Bidder Information provided(*Response attachments are required*)

**\*7. Form E: Joint Venture/Consortium/Association Information**

Have you provided information on Joint Venture/Consortium/Association Information using the template and instructions attached?

Choose the applicable answer from options below.



Weight:

Select one of the following:-

- a. Not applicable
- b. Joint Venture *(Response attachments are optional)*
- c. Consortium *(Response attachments are optional)*
- d. Association *(Response attachments are optional)*

**\*8. Form F: Eligibility and Qualifications Form**

Have you provided the information required to establish eligibility and qualifications as per form F herewith attached?

Attach also supporting documentation as applicable.

Weight:

Select one of the following:-

- a. Information provided *(Response attachments are required)*

**\*9. Form G: Technical Bid and Format for CV of key personnel**

Have you provided Technical Bid and CV of key personnel as per the attached template.

Please complete technical bid form and introduce the requested key personnel in accordance with defined criteria in the attached file (Section 4\_Evaluation Criteria) and SLA which has been attached as Annex A.

Weight:

Select all that apply:-

- a. Completed Technical bid form is attached *(Response attachments are required)*
- b. CV of site supervisor is attached *(Response attachments are required)*
- c. CV of Finance/Administrative Assistant is attached *(Response attachments are required)*

**\*10. Form H: Price Schedule**

Have you provided Price Schedule (form H as well as completed excel file (Annex B)) as instructed? Prices must be submitted directly in the system line items section, and detailed tables attached when requested.

Please make sure that the figures are consistent.

Weight:

Select all that apply:-

- a. Form H / Price Schedule is Provided *(Response attachments are required)*
- b. Annex B completed and submitted *(Response attachments are required)*

**2.3 Section 3. Evaluation Criteria - Minimum eligibility**

**\*1. Legal Registration**

Bidder is a legally registered entity in IRAN and all relevant information is provided.

Upload scanned copies of legal registration (**Iranian Registration Department including the Official Gazette**) according to options listed below and any other relevant document.

Weight:



Select all that apply:-

- a. Certificate of Company Incorporation *(Response attachments are optional)*
- b. Tax Registration Certificate *(Response attachments are optional)*
- c. Board of Directors *(Response attachments are optional)*
- d. Power of Attorney *(Response attachments are optional)*
- e. Other - please specify in comments *(Response attachments are optional)*

**\*2. Sanctions List**

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 Section 2 Article 4.

Weight:

*Target: Not suspended or ineligible*

Select one of the following:-

- a. Not suspended or ineligible *(Response attachments are required)*

**\*3. Bankruptcy**

Do you confirm that you have not declared bankruptcy or not involved in bankruptcy or receivership proceedings and there is no judgment or pending legal action against the company that could impair operations in the foreseeable future.

Weight:

Select one of the following:-

- a. Not involved in Bankruptcy or similar proceedings
- b. Involved in bankruptcy or other similar proceedings *(Response attachments are required)*

**\*4. Documents, Certificate and License**

Have you provided required documents, certificate and License

§ Certificate of Incorporation/ Business Registration.

§ Company Profile, which should not exceed fifteen (15) pages, relevant to the goods and/or services being procured;

§ Company's list of similar contracts during the last five years including date of contracts, name of clients, number of services supplied per each contract.

§ Tax Registration/Payment Certificate

§ At least two reference letters from the major clients to whom the bidder has supplied similar services during the last five years confirming the satisfactory performance on delivering the contracts.



§ National suppliers: A letter issued by Iran's Ministry of Labour and Social Affairs, certifying the compliance of the offered services to Iran's national mandatory rules and regulations.

Weight:

Select all that apply:-

- a. Certificate of Incorporation/ Business Registration attached *(Response attachments are required)*
- b. Company Profile attached *(Response attachments are required)*
- c. List of similar contracts during the last 5 years attached *(Response attachments are required)*
- d. Tax Registration/Payment Certificate Attached *(Response attachments are required)*
- e. Two reference letters attached *(Response attachments are required)*
- f. Letter issued by Iran's Ministry of Labour and Social Affairs attached *(Response attachments are required)*

## 2.4 Section 4. Evaluation Criteria - Qualifications

### \*1. History of non-performing contracts

Provide history of non-performing contracts that did not occur as a result of contractor default within the last 3 years.

Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employer's decision was overruled by the dispute resolution mechanism.

Weight:

Select one of the following:-

- a. No history of non-performing contracts
- b. Information provided *(Response attachments are required)*

### \*2. Litigations

No consistent history of court/arbitral award decisions against the bidder for the last 3 years.

Weight:

Select one of the following:-

- a. No Litigations
- b. Litigations history provided *(Response attachments are required)*

### \*3. Relevant Experience

Minimum 5 years of working experience in the field of human resource administration and management

Weight:

*Response attachments are required.*

### \*4. Recent Experience



Submit at least three contracts in administration and management of human resources for international organizations, or embassies or UN agencies during the last five years. Provide information on such contracts as per the template/form provided.

For JV/Consortium/Association, all parties cumulatively should meet requirement.

Weight:

Select all that apply:-

- a. Having past experience with International organization during the last 5 years(*Response attachments are required*)
- b. Having previous experience with Embassies during the last 5 years(*Response attachments are required*)
- c. Having previous experience with UN agencies during the last 5 years(*Response attachments are required*)

**\*5. Financial Standing - Turnover**

Demonstrated minimum average annual turnover of **5 billion Iranian Rial** at least for three years during the past 5 years.

Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability as well as financial capacity to process **at least two months' salaries** of third-party personnel from its' own resources

Please provide:

§ Audited financial statements of three years during the past five years.

§ Bank statement of the last 3 months confirmed by the bank (Signed/Stamped)

Weight:

Select all that apply:-

- a. Audited financial statements attached (*Response attachments are required*)
- b. Bank statement is attached (*Response attachments are required*)



## 2.5 Section 5. Technical Evaluation Criteria

### \*1. Form H - Price Schedule

Form H as well as excel file attached as Annex B are completed and attached as financial offer of the bidder.

Weight:

Select all that apply:-

- a. Form H/ Price schedule form is completed and attached (*Response attachments are required*)
- b. Annex B-Excle file is completed and attached (*Response attachments are required*)



### 3 Lines

Instructions Price Schedule for Administration and Management of Third-Party Personnel for UNCP and UNODC Premises

#### 3.1 Line Information

Line	Category Name	Item	Target Quantity	Unit Price	Total Price	Additional Attributes
1-Total Proposed Ceiling of Long-Term Agreement for Three Years	General building and office cleaning and maintenance services					