

# **Invitation To Bid (ITB) for services**

**Procurement of Certified Emission  
Reductions (CERs) from registered Clean  
Development Mechanism (CDM) projects**

**ITB No. UNOPS-124707-2015**

Date: 7 September 2015

**Invitation To Bid (goods)****Certified Emission Reductions (CERs) from registered Clean Development Mechanism (CDM) projects****ITB No. UNOPS-124707-2015****Section 1: Bid data**

Bid number:	ITB UNOPS-124707-2015
Project:	Certified Emission Reductions (CERs) from registered Clean Development Mechanism (CDM) projects
Procurement official's name:	Catherine Hellensberg
Email:	<a href="mailto:vendorQ@unops.org">vendorQ@unops.org</a> (do not send your bid to this email)
Telephone number:	+45 4533 7588
Issue date:	8 September 2015

**Requests for clarifications due**

Date:	14 September 2015
Time:	14.00 p.m. Copenhagen time

**UNOPS clarifications to Bidders due**

Date:	16 September 2015
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**Bid due****BIDDERS ARE RESPONSIBLE FOR THE TIMELY SUBMISSION OF THEIR BID.**

Bid due Date:	25 September 2015
Time:	11.00 a.m. Copenhagen time

**Planned award date**

Date:	12 October 2015
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**Planned contract start date delivery date (on or before)**

Date:	30 October 2015
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**Invitation To Bid (goods)  
Certified Emission Reductions (CERs) from registered Clean Development  
Mechanism (CDM) projects**

**ITB No. UNOPS-124707-2015**

**Section 2: ITB letter**

UNOPS plans to procure Certified Emission Reductions (CERs) from registered Clean Development Mechanism (CDM) projects as defined in accordance with these documents. UNOPS now invites sealed bids from qualified Bidders for providing the requirements as defined in the UNOPS specification attached hereto. Bids must be received by UNOPS by email at the address specified **not later than 25 September 2015 at 11.00 a.m. Copenhagen time.**

This ITB is conducted in accordance with the UNOPS Procurement Manual and all other relevant directives and issuances. These can be accessed by the link provided below. For clarification on specific issues, or to learn more details about procurement at UNOPS, Bidders are encouraged to consult the UNOPS Procurement Manual. In case of contradictions between this ITB and the UNOPS Procurement Manual, the UNOPS Procurement Manual shall prevail.

<http://www.unops.org/SiteCollectionDocuments/Procurement/UNOPS%20procurement%20manual%20EN.pdf>

This UNOPS ITB consists of six sections and a series of annexes which will be completed by Bidders and returned with their bid:

- ITB Section 1: Bid data sheet
- ITB Section 2: ITB letter (this document)
- ITB Section 3: Instructions to Bidders
- ITB Section 4: UNOPS technical specifications/statement of work
- ITB Section 5: UNOPS General Conditions of Contract (goods/services/small services)

Returnable ITB forms (mandatory): Annexes A - C must be sent as part of every ITB

- |         |   |
|---------|---|
| Annex A | Bid/No Bid Confirmation Form                            |
| Annex B | Check List Form   |
| Annex C | Bid Submission, Technical and Price Schedule Offer Form |

Returnable ITB forms (if necessary):

- |         |                               |
|---------|-------------------------------|
| Annex D | UNGM Vendor registration form |
|---------|-------------------------------|

Interested Bidders may obtain further information by contacting this email address: [vendorQ@unops.org](mailto:vendorQ@unops.org)

**Pre-cleared by:**

Date: 08/09/2015

David N. Terpstra, Team Manager, PG

**Approved by:**

Date:

David Griffin, Webbuy Team leader, PG

**Invitation To Bid (goods)**  
**Certified Emission Reductions (CERs) from registered Clean Development Mechanism (CDM) projects**

**ITB No. UNOPS-124707-2015**

**Section 3: Instructions to Bidders**

**1. Introduction**

UNOPS means the United Nations Office for Project Services, Marmorvej 51, 2100 Copenhagen, Denmark, with offices located in more than 80 countries worldwide.

All communications regarding this ITB must be directed only to UNOPS Catherine Hellensberg by email at [vendorQ@unops.org](mailto:vendorQ@unops.org) (**not for the bids**). Bidders must not communicate with any other personnel of UNOPS regarding this ITB.

THE BIDDER ASSUMES FULL RESPONSIBILITY FOR THE TIMELY DELIVERY OF THE BID TO THE SECURED EMAIL. BIDS DELIVERED TO ANY OTHER OFFICE, LOCATION, OR EMAIL ADDRESS MAY BE REJECTED.

**2. Eligibility and pre-qualification criteria**

Bidders must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNOPS to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation To Bid.

Bidders must not be under a declaration of ineligibility for corrupt and fraudulent practices published by UNOPS on its website. Bidders must meet the eligibility criteria as published on the [UNOPS website](#).

All suppliers are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), given that it originates from the core values of the Charter of the United Nations. UNOPS also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#).

The Bidder must have the required and relevant experience, financial, and production capability necessary to perform the contract, as specified in the UNOPS technical specifications/statement of work (section 4 of this ITB)

Bidders may be disqualified if they have made misleading or false representations in the forms, statements and attachments submitted as proof of the qualification requirements; and/or record of poor performance such as, not properly completing contracts, inordinate delays in completion, litigation history, financial failures etc.

**3. Cost of bid**

The Bidder shall bear all costs associated with the preparation and submission of its bid. UNOPS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation process.

**4. Content of solicitation documents**

The goods required, bid procedures and contract terms are prescribed in these solicitation documents, contents of which are listed in Section 2, ITB Letter.

Bids must offer goods for the total requirement, unless otherwise permitted in the solicitation document. Bids offering only part of the goods may be rejected unless permitted otherwise in the solicitation document. The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the solicitation documents. Failure to furnish all information required by these documents or submission of a bid that does not comply with these documents will be at the Bidder's risk and may affect the evaluation of the bid.

**5. Clarification of solicitation documents and pre-bid conference/site visit [if applicable]**

- a. A prospective Bidder requiring any clarification of the solicitation documents may notify UNOPS in writing at UNOPS mailing address or email address indicated in the ITB. UNOPS will respond in writing

to any request for clarification of the solicitation documents that it receives by the due date outlined on section 1. Written copies of UNOPS response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that have received the solicitation documents.

If the ITB has been advertised publicly, the results of any clarification exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the UNOPS website and UNGM.

## 6. Amendments of solicitation documents

At any time prior to the deadline for the submission of bids, UNOPS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the solicitation documents by amendment.

All prospective Bidders that have received the solicitation documents will be notified in writing of all amendments to the solicitation documents. For open competitions, all amendments will be posted on the UNOPS website in the tender notice.

In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, UNOPS may, at its discretion, extend the deadline for the submission of bid. UNOPS may, at its discretion, cancel the requirement in part or in whole.

## 7. Language of Bids

The bids prepared by the Bidder and all correspondence and documents relating to the bid exchanged by the Bidder and UNOPS, shall be written in English. Supporting documents and printed literature furnished by the Bidder may be in another language, provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the bid, the translation shall prevail. The sole responsibility for translation and the accuracy thereof, shall rest with the Bidder.

## 8. Documents comprising the bid

Bidders shall not submit more than one bid per Bidder in this ITB process, with the exception of alternative offers if so provided for in the ITB Section 4, UNOPS technical specifications/statement of work.

The bid prepared by the Bidder shall comprise the following components:

**ITB Submission** (on or before bid due date):

As a minimum, Bidders shall complete and return the documents listed below (annexes to this ITB) as an integral part of their bid. Bidders may add additional documentation to their bids as they deem appropriate.

Failure to complete and return the documents listed below as part of the bid, may result in bid rejection.

Part of bid	Check list form (Annex B hereto)
Part of bid	Signed Bid submission, technical and price schedule offer form (Annex C hereto)

If after assessing this opportunity, you have made the determination not to submit your bid, we would appreciate if you could return this form indicating your reasons for non-participation (Annex A).

### Pre-submission:

Bidders are requested to complete and return the Bid/No Bid Confirmation Form prior to the submission deadline, indicating whether they do or do not intend to bid.

Stand-alone document	Bid/no bid confirmation form (Annex A hereto)
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## 9. Bid Prices

The Bidder shall indicate on the appropriate bid price sheet contained in these solicitation documents the prices of the goods/project it proposes to supply under the contract.

**Fixed Price:** Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract, and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

## 10. Bid Currencies

All prices shall be quoted in USD or EUR.

UNOPS reserves the right not to reject any bids submitted in another currency than the mandatory bidding currency stated above. UNOPS may accept bids submitted in another currency than stated above, if the Bidder confirms during the clarification of bids (18) in writing that it will accept a contract issued in the mandatory bid currency, and that for conversion, the official United Nations operational rate of exchange of the day of the ITB deadline as stated in the ITB letter shall apply.

Regardless of the currency of bids received, the contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

## 11. Bid Security "DOES NOT APPLY TO THIS ITB"

~~As a requirement to participate in this solicitation, Bidders shall submit a bid security as part of the bid in the amount of \_\_\_\_\_. Any bid security will be in the same currency as stipulated in clause 10 Bid currencies.~~

~~The bid security shall be in the form of a bid bond, a bank guarantee or irrevocable Letter of Credit issued by an accredited bank, acceptable to UNOPS, in the form provided in the solicitation documents, or another form acceptable to UNOPS and valid for thirty (30) days beyond the period of bid validity prescribed by UNOPS pursuant to clause 12, Period of Validity of Bids. Any unsecured bid may be rejected by UNOPS.~~

~~Unsuccessful Bidders' bid securities will be discharged/returned as promptly as possible but no later than thirty (30) days after the expiration of the period of bid validity prescribed by UNOPS pursuant to clause 12, Period of Validity of Bids.~~

~~The successful Bidder(s)' bid securities will be discharged/returned upon the Bidder executing the contract, pursuant to clause 25, Signing of Contract.~~

~~The bid security may be forfeited:~~

- ~~a. If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the bid submission form; or~~
- ~~b. In the case of the successful Bidder, if the Bidder fails to sign the contract in accordance with clause 25, Signing of Contract.~~

## 12. Period of Validity of Bids

Bids shall remain valid for 90 (ninety) days after the date of bid submission prescribed by UNOPS, pursuant to the deadline clause. A bid valid for a shorter period may be rejected.

In exceptional circumstances, UNOPS 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. Bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security.

## 13. Format and Signing of Bids

The bid shall be typed and shall be signed in indelible ink by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the bid.

A bid shall contain no interlineations, erasures, or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the bid.

#### 14. Sealing and Marking of Bids

The Bidder sends the submission email or emails, subject to size, as detailed below.

- Any email should have the subject line ITB-124707-2014 and in the email body be addressed as follows: [bids@unops.org](mailto:bids@unops.org) (do NOT copy your bid to any other address or it may be rejected)

UNOPS  
Catherine Hellensberg  
Attention: Bid Opening Panel

In case of bid submission by email to UNOPS, the receipt time stamp shall be the date and time when the submission has been received in the dedicated UNOPS inbox. UNOPS is not responsible for any delays caused by network problems etc. It is the sole responsibility of Bidders to ensure that their bid is received by UNOPS in the dedicated inbox, on or before the prescribed tender deadline.

#### 15. Deadline for Submission of Bids

Bids must be received by UNOPS at the email address specified under clause 14 Sealing and Marking of Bids **not later than 25 September 2015 at 11.00 a.m. Copenhagen time**. All bids will be opened shortly thereafter.

UNOPS may, at its discretion, extend this deadline for the submission of bids by amending the solicitation documents in accordance with clause Amendment of solicitation documents. In this case, all rights and obligations of UNOPS and Bidders previously subject to the deadline, will thereafter be subject to the new deadline as extended.

#### 16. Late Bid

Any bids received by UNOPS after the deadline for the submission of bids prescribed by UNOPS, pursuant to clause "Deadline for submission of bids", will be rejected. Where a bid security was requested, any such bid security will be returned to the Bidder after the contract award has been made.

#### 17. Modification and Withdrawal of Bids

The Bidder may withdraw their bid after the bid's submission, provided that written notice of the withdrawal is received by UNOPS prior to the deadline prescribed for the submission of bids.

The Bidder's withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of the clause 'Deadline for submission of bids'. No bid may be modified subsequent to the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity.

#### 18. Clarification of Bids

To assist in the examination, evaluation and comparison of bids, UNOPS may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered or permitted. UNOPS will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents, in accordance with the [UNOPS Procurement Manual 8.9 Discussions with vendors](#).

#### 19. Preliminary Screening

UNOPS will examine the bids to determine whether they are complete, the documents have been properly signed, the bids are generally in order, and there are no computational errors in the Price Schedule.

#### 20. Determination of Compliance

Compliance refers to whether or not the bid substantially meets the quantitatively and qualitatively defined criteria, as per the requirements and other qualification criteria as stated in the solicitation documents. If the offer

complies with all the criteria specified in the solicitation documents, such as pre-qualification and eligibility requirements, the offer is deemed substantially compliant.

## **21. Evaluation steps**

All bids found substantially compliant with the formal criteria under 1.19 Preliminary Screening, will go through subsequent evaluation as follows:

- a. Pre-qualification and eligibility criteria as outlined in the UNOPS technical specifications/statement of work as contained in this ITB, are evaluated prior to technical and financial evaluation. Only bids meeting the minimum pre-qualification and eligibility criteria, will be evaluated further.
- b. Technical evaluation will be conducted to establish substantial compliance. When the specifications of the item/s quoted vary in one or more significant aspect/s from the minimum required technical specifications, the bid will not be considered substantially compliant and will not be evaluated further.
- c. The prices of bids found to be substantially compliant, will be compared to identify the most substantially compliant bid which represents the lowest overall cost per lot to UNOPS.

## **22. Award Criteria**

Bidders must meet all the mandatory business criteria outlined in Annex C UNOPS (technical specifications). The qualifications will be evaluated by UNOPS, and Bidders determined to have met all mandatory requirements, will be considered for award.

UNOPS will award the contract to the responsible contractor whose bid substantially conforms to the requirements set forth in the solicitation documents, and offers the lowest overall cost per lot to UNOPS. UNOPS reserves the right to conduct negotiations with the vendor regarding the contents of their offer. UNOPS reserves the right to accept or reject any bid, and to annul the solicitation process and reject all bids at any time prior to the award of contract, without thereby incurring any liability to the affected Bidder or Bidders, or any obligation to inform the affected Bidder or Bidders of the grounds for UNOPS action.

## **23. UNOPS right to vary quantities at time of Award**

At the time the contract is awarded, UNOPS reserves the right to increase or decrease the quantity of goods and related services originally specified in Section 4, Technical specifications/SOW, provided this does not exceed the percentages specified in Section 4, Technical specifications/SOW, and without any change in the unit prices or other terms and conditions of the bid and the bidding documents.

## **24. Notification of Award**

Prior to the expiration of the period of bid validity, UNOPS will notify the successful Bidder in writing by email or post, that its bid has been accepted. The notifications of award will constitute the formation of the contract. Please note that the Bidder, if not already a registered vendor, will be required to complete a vendor registration process on the UNGM prior to the signature and finalization of the contract, if not registered already.

## **25. Signing of Contract**

At the same time as UNOPS notifies a successful Bidder that its bid has been accepted, UNOPS will invite the Bidder, provided the Bidder is successfully registered on the UNGM, to sign the final version of the Contract Form provided in the solicitation documents, incorporating all agreements between the parties.



## Invitation To Bid

Certified Emission Reductions (CERs) from registered Clean Development Mechanism (CDM) projects

ITB No. UNOPS-124707-2015

### Section 4: UNOPS technical specifications

#### A. Summary of requirements

Line item/ lot N°	Description of goods	Quantity
1	Standard CERs (No additional requirement. See below for minimum requirements)	15,000
	<b>CERs from UN regions and subregions (please refer to the UN Statistics Division for list of countries) or specific methodologies:</b>	
2	Africa	20,000
3	Latin America and the Caribbean	75,000
4	Southern Asia	75,000
5	South-Eastern Asia	75,000
6	CERs Gold Standard	30,000
7	CERs from Least Developed Countries	20,000
8	CERs generated from projects with additional documented co-benefits for women <b>and</b> Gold Standard certified	20,000
9	CERs from projects with additional documented co-benefits in terms of improvements to health, safety and welfare of local people	20,000

-CER = Certified Emission Reductions = Carbon credit generated by a CDM project and corresponds to one tonne of CO<sub>2</sub> equivalent (CO<sub>2</sub>e).

-CDM = Clean Development Mechanism

#### B. Detailed technical specifications

**The following requirements must be met by the CERs offered in each lot and will be part of the evaluation of offers (minimum requirements):**

Offsets shall be purchased as issued Certified Emission Reductions (CERs) from registered Clean Development Mechanism (CDM) projects.

All projects offered must be described in your offer and include as a minimum:

- project title and CDM reference number;
- project country;
- sectorial scope;
- project description;
- amount of credits available under project;
- generation timeframe for available credits;
- outline of sustainable development co-benefits;
- additional certification if available.

You can choose to offer CERs for one lot only or several lots (for example only for item 7 or only for items 2 and 7, etc.). You can also offer what you have available even if not for the total quantity requested as UNOPS reserves the right to procure from several suppliers to achieve the quantity requested. In which case, UNOPS will award to the lowest cost compliant offer for the lot, then to the second lowest cost compliant offer for the lot, and so on until the total amount of CERs is achieved. If the lowest cost compliant bid offers the total amount of CERs for the lot, the total amount will be purchased from only one supplier. However, UNOPS reserves the right not to buy from all lots.

Eligibility/Minimum requirements applicable to all lots:

- a. CERs generated through HFC (Hydrofluoro Carbon) or other industrial gas destruction projects with no additional benefits apart from reducing GHG (Green House Gas) emissions will not be considered eligible for this procurement;
- b. Large hydropower projects (greater than 20MW capacity) will only be considered eligible if they meet the guidelines of the World Commission on Dams (external verification of compliance is required).
- c. Coal-based projects will not be considered eligible for this procurement.
- d. Credits should be generated not earlier than 2012 and be verified and issued at the time of receipt of the purchase order latest.
- e. The supplier/trader must ensure that the CERs purchased by UNOPS or on behalf of its clients will be cancelled and retired from circulation within 3 weeks from the date of signing the contract. Proof of cancellation / Evidence and a screen shot of a Registry confirming the credits cancelation on behalf of UNOPS or each of its client's organisations shall be sent to UNOPS.

Specific requirements applicable to lot 8:

- Projects must provide evidence of additional sustainable development co-benefits in terms of directly improving the lives of women and/or providing empowerment of women affected by the project activity (for instance, through provision of and improvements in access to education and training for women; enhancement of the position of women in society; etc.)

Specific requirements applicable to lot 9:

- Projects must provide evidence of how they improve the health, safety and welfare of local people through a reduction in exposure to factors impacting health and safety; and/or of how they generate changes that improve their lifestyles, especially for the poorest and most vulnerable members of society.

For definition of the regions, please make reference to the UN Statistics Division:

<http://unstats.un.org/unsd/methods/m49/m49regin.htm#ftna>

Availability of CERs and prices:**Bidders are required to secure the CERs offered in their bid to UNOPS.**

UNOPS reserves the right to increase or decrease the quantity of CERs procured under each lot in the measure of 30%, provided the bidder can confirm the availability of CERS from the selected project or from an equivalent project at the same price.

If the lowest priced technical compliant offer for each lot does not fulfil UNOPS volume requirements per lot, UNOPS will procure additional CERs needed from the second lowest priced technical compliant offer per lot, and so proceed until its needs or the needs of its partners are fulfilled.

**UNOPS reserves the right not to buy from all lots and/or to buy partial lots.**

**Invitation To Bid (goods)**  
**Certified Emission Reductions (CERs) from registered Clean Development  
Mechanism (CDM) projects**

**ITB No. UNOPS-124707-2015**

**Section 5: UNOPS General Conditions of Contract**

In the event of an order, the following contract will apply:

- UNOPS General Conditions of Contract for goods and services

The conditions are available at: <http://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx>



**ANNEX A****Invitation To Bid (goods)****Certified Emission Reductions (CERs) from registered Clean Development Mechanism (CDM) projects****ITB No. UNOPS-124707-2015****Bid/No Bid confirmation form**

If after assessing this opportunity you have made the determination not to submit your bid, we would appreciate if you could return this form indicating your reasons for non-participation.

Date:

To: UNOPS, Copenhagen  
CATHERINE HELLENSBERGEmail: [vendorQ@unops.org](mailto:vendorQ@unops.org)  
(not for bid submission, for this form only)From: \_\_\_\_\_  
\_\_\_\_\_

Subject ITB-UNOPS-124707-2015

YES, we intend to submit an offer.

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

- ☐ The requested products are not within our range of supply
- ☐ We are unable to submit a competitive offer for the requested products at the moment
- ☐ The requested products are not available at the moment
- ☐ We cannot meet the requested specifications
- ☐ We cannot offer the requested type of packing
- ☐ We can only offer FCA prices
- ☐ The information provided for quotation purposes is insufficient
- ☐ Your ITB is too complicated
- ☐ Insufficient time is allowed to prepare a bid
- ☐ We cannot meet the delivery requirements
- ☐ We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.)
- ☐ We do not export
- ☐ Our production capacity is currently full
- ☐ We are closed during the holiday season
- ☐ We had to give priority to other clients' requests
- ☐ We do not sell directly but through distributors
- ☐ We have no after-sales service available
- ☐ The person handling the bids is away from the office
- ☐ Other (please provide reasons) \_\_\_\_\_
- ☐ We would like to receive future ITBs for this type of goods
- ☐ We don't want to receive ITBs for this type of goods

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

## ANNEX B

### Invitation To Bid (goods)

Certified Emission Reductions (CERs) from registered Clean Development Mechanism (CDM) projects

**ITB No. UNOPS-124707-2015**

### Check list form

Bidders are requested to complete this form and return it as part of their bid submission.

Activity	Yes/No/NA	Page # in your bid	Remark
Have you duly completed all the bidding forms provided in the Instructions to Bidders?			
• Bid/no bid confirmation			
• Bid submission, technical and price schedule offer form			
• UNGM Vendor registration (desired, not required)			
Have you provided the required information for qualification purposes as contained in ITB document 4: UNOPS Technical specifications/ statement of works? Including:			
• Financial capability related documents			
• Experience and technical capacity related documents			
• Description of the projects proposed and date of generation			

## ANNEX C

### Invitation To Bid (goods)

#### Certified Emission Reductions (CERs) from registered Clean Development Mechanism (CDM) projects

ITB No. UNOPS-124707-2015

### Bid submission, technical and price schedule offer form

#### Cover page

Bidders must complete this form and return it as part of their bid submission.

This cover page, the specification/statement of work form, and the price schedule, form are an integral part of the bid submission form. Bidders are expected to return signed as part of their bid. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Date: (Insert date (as day, month and year) of bid submission)

ITB No.: UNOPS-124707-2015

To: Catherine Hellensberg

We, the undersigned, declare that:

- a. We have examined and have no reservations to the bidding documents, including amendment No.: (Insert the number and issuing date of each amendment);
- b. We offer to supply in conformity with the bidding documents and in accordance with the delivery schedules specified in the Schedule of Requirements the following goods and related services (Insert a brief description of the goods and related services);
- c. The total price of our bid, excluding any discounts offered in item (d) below, is: (Insert the total bid price in words and figures, indicating the various amounts and the respective currencies);
- d. The discounts offered and the methodology for their application are:  
**Discounts:** If our bid is accepted, the following discounts shall apply. (Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies.)  
**Methodology of application of the discounts:** The discounts shall be applied using the following method: (Specify in detail the method that shall be used to apply the discounts);
- e. Our bid shall be valid for the period of time specified in Instructions to Bidders Sub-Clause 12 Period of Validity of Bids, from the date fixed for the bid submission deadline as set out in the Invitation To Bid Section 1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- f. If our bid is accepted, we commit to obtain a performance security in accordance with Instructions to Bidders Sub-Clause 11 Bid Security and Terms and Conditions of the Contract;
- g. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS;
- h. Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
- i. We embrace the principles of the [United Nations Supplier Code of Conduct](#) and adhere to the principles of the [United Nations Global Compact](#);



- j. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by UNOPS, in accordance with Instructions to Bidders Sub-Clause 2, Eligibility;
- k. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;
- l. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this ITB and will not engage in any such activity during the performance of any contract awarded.

I, \_\_\_\_\_ (name of signing official), certify that I am  
\_\_\_\_\_ (position) of \_\_\_\_\_ (legal name of company); that by  
signing this ITB for and on behalf of \_\_\_\_\_ (legal name of company) I am certifying that  
all information contained herein is accurate and truthful and that the signing of this bid is within the scope  
of my powers.

\_\_\_\_\_  
(Signature)                      \_\_\_\_\_ (Name)                      \_\_\_\_\_ (Title)

\_\_\_\_\_  
(Date)

Provide the name and contact information for the primary contact from your company for this quotation:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing address (street name/number/city/town/province/state): \_\_\_\_\_

Tel. no: \_\_\_\_\_ Fax no: \_\_\_\_\_

Email address: \_\_\_\_\_

Offer valid until: \_\_\_\_\_ (date)                      Must be at least 90 days

Currency of offer: (state currency)                      Payment terms 30 days accepted: ☐

Are you a UNOPS registered vendor? ☐ Yes ☐ No If yes, provide vendor number: \_\_\_\_\_

## Bid submission, technical and price schedule offer form

This form must be completed and returned as part of their bid submission.

The Bidder assumes full responsibility for the timely delivery of their offer to UNOPS at [bids@unops.org](mailto:bids@unops.org). Bids delivered to any other office, location, or email address will not be considered.

Contractor agrees to supply all goods and/or perform all work as specified in this bid, and in accordance with the terms and conditions of this bid at the prices quoted on this form.

Bidders shall fill in the enclosed forms in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules**, shall reflect the list of goods and related services specified by UNOPS in the technical specifications/statement of work.

CONTRACTOR AGREES TO SUPPLY ALL GOODS AND/OR PERFORM ALL WORK AS SPECIFIED IN THIS BID AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS BID AT THE PRICES QUOTED ON THIS FORM.

### **BID PRICES**

Line item/ lot N°	Description of goods	Quantity requested	Quantity offered	Unit Price
1	Standard CERs (No additional requirement. See below for minimum requirements)	15,000		
	<b>CERs from UN regions and subregions (please refer to the UN Statistics Division for list of countries) or specific methodologies:</b>			
2	Africa	20,000		
3	Latin America and the Caribbean	75,000		
4	Southern Asia	75,000		
5	South-Eastern Asia	75,000		
6	CERs Gold Standard	30,000		
7	CERs from Least Developed Countries	20,000		
8	CERs generated from projects with additional documented co-benefits for women <b>and</b> Gold Standard certified	20,000		
9	CERs from projects with additional documented co-benefits in terms of improvements to health, safety and welfare of local people	20,000		

### Technical offer

Bidders are encouraged to include any additional information regarding the goods they offer in this section in form of free text.

The offered products are in accordance with the required specifications and technical requirements:

YES NO

Any deviations must be listed below:

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## ANNEX D

### Invitation To Bid (goods)

Certified Emission Reductions (CERs) from registered Clean Development Mechanism (CDM) projects

ITB No. UNOPS-124707-2015

### UNGM vendor registration form

As part of the bid, it is desired that the Bidder goes to the United Nations Global Marketplace (UNGM) registration website: <https://www.ungm.org/Registration/RegisterSupplier.aspx> and fills out the registration. If the Bidder is already registered with UNGM, please provide your UNGM registration number (\_\_\_\_\_). Please ensure that your firm's information on UNGM is current.

The Bidder may still bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.

All suppliers are required to adhere to the principles of the [United Nations Supplier Code of Conduct](#). UNOPS also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#) and strongly encourages them to subscribe to it.





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