



Date: 16/02/2010

Invitation to Bid

Subject: ITB – 2010 – 002: Long term agreement for the provision of comprehensive Insurance Services (vehicles policies) for UNDP/PAPP vehicles

Dear Sir/Madam,

- 1 We hereby solicit your bid for the provision of comprehensive vehicles Insurance Services (vehicles policies) for UNDP/PAPP Official Vehicles to cover West Bank, Gaza and Israel.
- 2 UNDP/PAPP invites **Main Insurance Companies ONLY** (not agencies) who are interested to provide vehicles insurance services
- 3 To enable you to submit a bid, please find enclosed:

Annex I Instructions to Bidders
Annex II Bid Data Sheet
Annex III General Terms and Conditions
Annex IV Special Conditions
Annex V Schedule of Requirements
Annex VI Bid Submission Form
Annex VII Price Schedule
Annex VIII Bid Securing Declaration.

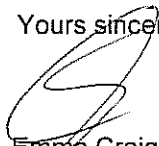
- 4 Bids must be delivered to the following address on or before 11am (local Jerusalem time) on 16th March 2010:

Khaled Shahwan
Deputy Special Representative (Operations)
UNDP/PAPP
4A Ya'qubi Street
East Jerusalem

Late bids shall be rejected.

- 5 Bids will be opened in the presence of Bidders' Representatives, who chose to attend at the address, date and time indicated in the Bidding Documents.
- 6 This letter is not to be construed in any way as an offer to contract with your firm.

Yours sincerely,


Emma Creighton
Procurement Specialist
UNDP/PAPP



Annex I

INSTRUCTIONS TO BIDDERS

A. Introduction

1. **General:** The Purchaser invites Sealed Bids for the supply of goods to UNDP.
2. **Eligible Bidders:** Bidders should 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 the Purchaser to provide consulting services for the preparation of the design specifications, and other documents to be used for the procurement of goods to be purchased under this Invitation to Bid.
3. **Cost of Bid:** The Bidder shall bear all costs associated with the preparation and submission of the Bid, and the procuring UN entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. Solicitation Documents

4. **Examination of Solicitation Documents:** The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Bidder's risk and may affect the evaluation of the Bid.
5. **Clarification of Solicitation Documents:** A prospective Bidder requiring any clarification of the Solicitation Documents may notify the procuring entity in writing. The response will be made in writing to any request for clarification of the Solicitation Documents that it receives earlier than two weeks prior to the Deadline for the Submission of Bids. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that received the Solicitation Documents.
6. **Amendments of Solicitation Documents:** No later than two weeks prior to the Deadline for Submission of Bids, the procuring entity may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Solicitation Documents. All prospective Bidders that have received the Solicitation Documents will be notified in writing of any amendments. In order to afford prospective Bidders reasonable time in which to take the amendments into account in preparing their offers, the procuring entity may, at its discretion, extend the Deadline for the Submission of Bids.

C. Preparation of Bids

7. **Language of the Bid:** The Bid prepared by the Bidder and all correspondence and documents relating to the Bid exchanged by the Bidder and the procuring entity shall be written in the language indicated on the Bid Data Sheet.
8. **Documents Comprising the Bid:**
The Bid must comprise the following documents:
 - (a) a Bid Submission form;
 - (b) a Price Schedule completed in accordance with the Annexure V, VI and VIII and clause 11 of Instructions to Bidders;
 - (c) documentary evidence established in accordance with clause 9 of Instructions to Bidders that the Bidder is eligible to and is qualified to perform the contract if its Bid is accepted,



- (d) documentary evidence established in accordance with clause 10 of Instructions to Bidders that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the Bidding Documents;

9. Documents Establishing Bidder's Eligibility and Qualifications:

The Bidder shall furnish evidence of its status as qualified Supplier. The documentary evidence of the Bidder's qualifications to perform the contract if its Bid is accepted shall be established to the Purchaser's satisfaction:

- (a) that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorised by the goods' manufacturer or producer to supply the goods in the country of final destination.
- (b) that the Bidder has the financial, technical, and production capability necessary to perform the contract.

10. Documents Establishing Goods' Conformity to Bidding Documents:

The Bidder shall also furnish as part of its Bid, documents establishing the conformity to the Bidding Documents of all goods and related services which the Bidder proposes to supply under the contract.

The documentary evidence of conformity to the Bidding Documents may be in the form of literature, drawings, and data, and shall consist of:

- (a) A detailed description of the essential technical and performance characteristics of the goods;
- (b) A list giving full particulars, including available sources and current prices of spare parts, special tools, etc, necessary for the proper and continuing functioning of the goods for a period to be specified in the Bid Data Sheet, following commencement of the use of the goods.

- 11. Bid Currencies/Bid Prices:** All prices shall be quoted in US dollars or any other convertible currency. The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total Bid Price of the goods it proposes to supply under the contract.

- 12. Period of Validity of Bids:** Bids shall remain valid for 120 days after the date of Bid Submission prescribed by the procuring UN entity pursuant to clause 16 of Instructions to Bidders. A Bid valid for a shorter period may be rejected as non-responsive pursuant to clause 20 of Instructions to Bidders. In exceptional circumstances, the procuring UN entity 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. Bidders granting the request will not be required nor permitted to modify their Bids.

13. Bid Security:

- (a) The Bidder shall furnish as part of its Bid a Bid Security to the Purchaser in the amount specified in the Bid Data Sheet.
- (b) The Bid Security is to protect the Purchaser against the risk of the Bidder's conduct which would warrant the security's forfeiture, pursuant to Clause 13(g) below.
- (c) The Bid Security shall be denominated in the currency of the Purchase Order or in a freely convertible currency and shall be in one of the following forms:
- i. bank guarantee or irrevocable letter of credit, issued by a reputable bank located in the purchaser's country or abroad, and in the form provided in these Solicitation Documents, or,
 - ii. cashier's cheque, or certified cheque.

- (d) Any Bid not secured in accordance with Clauses 13 a) and 13 c) above will be rejected by the Purchaser as non-responsive pursuant to clause 20 of Instructions to Bidders.
- (e) Unsuccessful Bidder Bid Security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Purchaser pursuant to clause 12 of instructions to Bidders.
- (f) The successful Bidder's Bid Security will be discharged or returned upon the Bidder signing the Purchase Order, pursuant to clause 26 of Instructions to Bidders, and furnishing the Performance Security, pursuant to clause 27 of Instructions to Bidders.
- (g) The Bid Security may be forfeited:
 - i. If a Bidder withdraws its offer during the period of the Bid Validity specified by the Bidder on the Bid Submission Form, or,
 - ii. In the case of a successful Bidder, if the Bidder fails to:
 - sign the Purchase Order in accordance with Clause 26 of Instructions to Bidders, or,
 - furnish Performance Security in accordance with Clause 27 of Instructions to Bidders.

D. Submission of Bids

14. **Format and Signing of Bid:** The Bidder shall prepare two copies of the Bid, clearly marking each "Original Bid" and "Copy of Bid" as appropriate. In the event of any discrepancy between them, the original shall govern. The two copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorised to bind the Bidder to the contract. 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.
15. **Sealing and Marking of Bids:**
- 15.1 The Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY". The envelopes shall then be sealed in an outer envelope.
- 15.2 The inner and outer envelopes shall:
- (a) be addressed to the Purchaser at the address given in section I of these Solicitation Documents; and
 - (b) make reference to the "subject" indicated in section I of these Solicitation Documents, and a statement: "DO NOT OPEN BEFORE", to be completed with the time and the date specified in section I of these Solicitation Documents for Bid Opening pursuant to clause 16 of Instructions to Bidders.
- 15.3 The inner and outer envelopes shall also indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared "late".
- 15.4 If the outer envelope is not sealed and marked as required by clause 15.2 of Instructions to Bidders, the Purchaser will assume no responsibility for the Bid's misplacement or premature opening.
16. **Deadline for Submission of Bids/Late Bids:**
- 16.1 Bids must be delivered to the office on or before the date and time specified in section I of these Solicitation Documents.
- 16.2 The Purchaser may, at its discretion, extend this deadline for the submission of the bids by amending the Bidding Documents in accordance with clause 6 of Instructions to Bidders, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- 16.3 Any Bid received by the Purchaser after the Deadline for Submission of Bids will be rejected and returned unopened to the Bidder.

17. **Modification and Withdrawal of Bids:** The Bidder may withdraw its Bid after submission, provided that written notice of the withdrawal is received by the procuring UN entity prior to the deadline for submission. No Bid may be modified after passing of 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.

E. Opening and Evaluation of Bids

18. Opening of Bids:

- 18.1 The Purchaser will open all Bids in the presence of Bidders' Representatives who choose to attend, at the time, on the date, and at the place specified in section I of this Solicitation Document. The Bidders' Representatives who are present shall sign a register evidencing their attendance.
- 18.2 The bidders' names, Bid Modifications or withdrawals, bid Prices, discounts, and the presence or absence of requisite Bid Security and such other details as the purchaser, at its discretion, may consider appropriate, will be announced at the opening. No Bid shall be rejected at Bid Opening, except for Late Bids, which shall be returned unopened to the Bidder pursuant to clause 20 of Instructions to Bidders.
- 18.3 Bids (and modifications sent pursuant to clause 17 of Instructions to Bidders) that are not opened and read out at Bid Opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn Bids will be returned unopened to the Bidders.
- 18.4 The Purchaser will prepare minutes of the Bid Opening.

19. **Clarification of Bids:** To assist in the examination, evaluation and comparison of Bids the procuring UN entity may at its discretion ask the Bidder for clarification of its Bid. 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.

20. Preliminary Examination:

- 20.1 Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each Bid to the Invitation to Bid (ITB). A substantially responsive Bid is one which conforms to all the terms and conditions of the ITB without material deviations.
- 20.2 The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the bids are generally in order.
- 20.3 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 Bid will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.
- 20.4 A Bid determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

21. **Conversion to Single Currency:** To facilitate evaluation and comparison, the Purchaser will convert all Bid Prices expressed in the amounts in various currencies in which the Bid Prices are payable to US dollars at the official UN exchange rate on the last day for Submission of Bids.

22. **Evaluation of Bids:** Determination of compliance with the Solicitation Documents is based on the content of the Bid itself without recourse to extrinsic evidence.



Evaluation Criteria	
1.1	Compliance with pricing conditions set in the ITB.
1.2	Compliance with requirements relating to technical design features or the product's ability to satisfy functional requirements.
1.3	Compliance with Special and General Conditions specified by these Solicitation Documents.
1.4	Compliance with start-up, delivery or installation deadlines set by the procuring entity.
1.5	Demonstrated ability to comply with critical provisions such as execution of the Purchase Order by honouring the tax-free status of the UN.
1.6	Demonstrated ability to honour important responsibilities and liabilities allocated to Supplier in this ITB (e.g. performance guarantees, warranties, or insurance coverage, etc).
1.7	Proof of after-sales service capacity and appropriateness of service network.

F. Award of Contract

23. **Award Criteria:** The procuring UN entity will Issue the Purchase Order to the lowest priced technically qualified Bidder. The Purchaser reserves the right to accept or reject any Bid, to annul the solicitation process and reject all Bids at any time prior to award of purchase order, without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information on the grounds for the purchaser's action.
24. **Purchaser's Right to Vary Requirements at Time of Award:** The Purchaser reserves the right at the time of making the award of contract to increase or decrease by up to 15 % the quantity of goods specified in the Schedule of Requirements without any change in unit price or other terms and conditions.
25. **Notification of Award:** Prior to the expiration of the period of Bid Validity, the Purchaser will send the successful Bidder the Purchase Order. The Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this purchase order, as herein specified. Acceptance of this Purchase Order shall affect a contract between the parties under which the rights and obligations of the parties shall be governed solely by the terms and conditions of this purchase order.
26. **Signing of the Purchase Order:** Within 30 days of receipt of the Purchase Order the successful Bidder shall sign, date and return it to the purchaser.
27. **Performance Security:** The successful Bidder shall provide the Performance Security on the Performance Security Form provided for in these Solicitation Documents, within 30 days of receipt of the Purchase Order from the purchaser.

Failure of the successful Bidder to comply with the requirement of clause 26 or clause 27 of Instructions to Bidders shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security, in which event the Purchaser may make the award to the next lowest evaluated Bidder or call for new Bids.

Annex II
BID DATA SHEET

The following specific data for the goods/ services to be procured shall complement, supplement, or amend the provisions in the Instruction to Bidders. Whenever there is a conflict, the provisions herein shall prevail over those in the Instructions to Bidders.

Relevant clause(s) of Instruction to Bidders	Specific data complementing, supplementing, or amending instructions to Bidders
Language of the Bid	English
Clarifications	<p>Clarifications should be requested in writing by sending an e-mail to: Proc3.papp@undp.org</p> <p>All answers to clarifications received before 26/02/2010 will be posted on the designated website on 2/03/2010. No further clarifications will be accepted after 26/02/2010.</p> <p>All answers to clarifications will be posted at the following web site http://www.undp.ps/en/aboutundp/forms.html</p>
Bid Price	All prices shall be quoted in New Israeli Shekels (NIS)
Documents comprising the bid	<p>The following documents should be submitted by the bidder:</p> <ul style="list-style-type: none"> (a) Price formula (Annex VII) (b) Lead times (Annex V) (c) Bid Submission Form (Annex VI) (d) Price Schedule (Annex VII) (e) Written power of attorney, authorising the signatory of the bid to commit the bidder. (f) Bid securing declaration (Annex VIII) (g) All documents listed below labelled as "Documents Establishing Bidder's Eligibility & Qualifications".
Documents Establishing Bidder's Eligibility & Qualifications	<ul style="list-style-type: none"> (a) Business registration certificate to reflect minimum ten (10) years in the insurance field (b) Valid registration with Ministry of Finance and VAT Clearance certificates (for Palestinian suppliers) (c) Company Profile (d) List of corporate client with the contact details (e) At least three reference letters from corporate clients such as, but not limited to, Ministries, Consulates, UN agencies, World bank, USAID, ANERA, major companies and organizations. Copy of agreements must be submitted along with the offer to reflect a minimum of one year contract and a fleet of minimum 10 vehicles. (f) Audited financial accounts for the past 3 fiscal years. UNDP/PAPP will check the financial accounts to compute the quick ratio. Quick ratio tests the company's financial strength and liquidity by calculating a company's liquid assets in proportion to its liabilities. Bidders with a quick ratio of less than one(1) will be disregarded. (g) Information regarding any litigation, current or during the last 5 years in which the bidder was/is involved, the parties concerned and the disputed amounts and awards. (h) List of sub-offices in Jerusalem or Ramallah and Gaza to include address,



	<p>telephone, mobile, fax and contact person. The sub-offices role is to serve and maintain a direct contact and follow up with UNDP/PAPP offices in Jerusalem and Gaza on all insurance related matters.</p> <p>(i) Curriculum vitae for the key personnel engaged in the preparation of the insurance policies and handling the claims with a ten (10) years experience in the business field</p> <p>(j) A- List of authorized garages and letter of agreement with each garage in Jerusalem and West Bank. Each garage must be able to provide comprehensive services such as body, electrical, mechanical and spare parts. Garages should be of an easy access to UNDP/PAPP vehicles and have the minimum security standards to prevent any theft incidents. UNDP reserves the right to visit the garage/s to check on security measurements. If a garage needed to be replaced by another, UNDP must be notified for further capability assessment and approval. B- Business registration certificate of the authorized garages from relevant governmental institutions to reflect minimum 10 years. C- List of corporate clients to include contact details. D- At least three reference letters from corporate clients such as, but not limited to, Ministries, Consulates, UN agencies, World bank, USAID, and Major companies. E- CV of owner, executive manager, accountant and specialist technicians with ten (10) years experience as a minimum.</p> <p>(k) Sample of an insurance policy in English</p> <p>(l) A report outlining all processes to include lead times in regards to issuance of policies, delivery of the policies, submission of claims, settlement of claims, follow up mechanism, customer complaints, garage services, roles and responsibilities that should be all in accordance to the company official internal control framework. Please provide company ICF if available.</p>		
Bid Validity Period.	X 120 days <input type="checkbox"/> If different, specify.....		
Bid Security	X Not Required <input type="checkbox"/> Required. (Instead bidders must sign the bid securing declaration form attached as Annex VIII.)		
Bids to be marked:	From: Supplier's Name, address and telephone number. To: UNDP/PAPP Office-Jerusalem 4A Yakubi St., 91191, P.O. Box: 51359 "ITB – 2010 – 002: Long term agreement for the provision of comprehensive Vehicles Insurance Services" . " NOT to be opened before 16 th March 2010, 11:30 hrs Jerusalem local Time"		
Opening of Bids:	Bids will be opened in the presence of Bidders' Representatives, who choose to attend, at 11:30 hrs on 16 th March 2010 at the following address: UNDP/PAPP Office-Jerusalem, 4A Yakubi St., 91191, P.O. Box: 51359		
Preliminary Examination – completeness of bid.	<input type="checkbox"/> Partial bids permitted <input checked="" type="checkbox"/> Partial bids not permitted		
Purchaser's Right to Vary Requirements at Time of Award	<input type="checkbox"/> 15% increase or decrease	<input checked="" type="checkbox"/> Condition waived	<input type="checkbox"/> Condition applies but change limit to%



Annex III

General Terms and Conditions

1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNDP unless agreed to in writing by a duly authorized official of UNDP.

2. PAYMENT

- 2.1 UNDP shall, on fulfilment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- 2.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.3 Unless authorized by UNDP, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.4 The prices shown in this Purchase Order may not be increased except by express written agreement of UNDP.

3. TAX EXEMPTION

- 3.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNDP's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNDP to determine a mutually acceptable procedure.
- 3.2 Accordingly, the Supplier authorizes UNDP to deduct from the Supplier's invoice any amount representing such taxes, duties or charges, unless the Supplier has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In that event, the Supplier shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

4. RISK OF LOSS

Risk of loss, damage to or destruction of the goods shall be governed in accordance with DDU Incoterms 2000, unless otherwise agreed upon by the Parties on the front side of this Purchase Order.

5. EXPORT LICENCES

Notwithstanding any INCOTERM 2000 used in this Purchase Order, the Supplier shall obtain any export licences required for the goods.

6. FITNESS OF GOODS/PACKAGING



The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNDP, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

7. INSPECTION

- 7.1 UNDP shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.
- 7.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

8. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by UNDP of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNDP and the United Nations harmless from any actions or claims brought against UNDP or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

9. RIGHTS OF UNDP

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNDP may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- a) Procure all or part of the goods from other sources, in which event UNDP may hold the Supplier responsible for any excess cost occasioned thereby.
- b) Refuse to accept delivery of all or part of the goods.
- c) Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of UNDP.

10. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNDP to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNDP.

11. ASSIGNMENT AND INSOLVENCY

- 11.1 The Supplier shall not, except after obtaining the written consent of UNDP, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
- 11.2 Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNDP may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

12. USE OF UNDP OR UNITED NATIONS NAME OR EMBLEM

The Supplier shall not use the name, emblem or official seal of UNDP or the United Nations for any purpose.



13. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNDP without specific permission of UNDP in each instance.

14. CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

15. MINES

The Supplier represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

Any breach of this representation and warranty shall entitle UNDP to terminate this Purchase Order immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind of UNDP.

16. SETTLEMENT OF DISPUTES

16.1 Amicable Settlement

The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

16.2 Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining, including its provisions on applicable law. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

17. PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

Annex IV
Special Conditions

The following Special Conditions shall complement, supplement, or amend the General Conditions. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions.

Warranty/Guarantee		
<input type="checkbox"/> Applies	<input checked="" type="checkbox"/> Does not apply	If, within 24 months after the goods have been put into service, any defects are discovered or arise in the normal course of usage, the Supplier shall remedy the defect either by replacement or by repair.
Liquidated damages		
<input type="checkbox"/> Applies	<input checked="" type="checkbox"/> Does not apply	If the Supplier fails to supply the specified goods /services within the time period(s) stipulated by the purchase order, the Purchaser shall, without prejudice to its other remedies under the contract, deduct from the Purchase Order price, as liquidated damages, a sum equivalent to 10 percent of the price of the delayed goods/services for each day of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed goods Purchase Order price. Once the maximum is reached, the Purchaser may consider termination of the Purchase Order
Performance Security		
<input type="checkbox"/> Applies	<input checked="" type="checkbox"/> Does not apply	<p>a) Within 30 days of receipt of the Purchase Order from the purchaser, the successful Bidder shall furnish a Performance Security to the Purchaser in the amount of 10% of the Purchase Order Value.</p> <p>b) The Performance Security shall be valid until a date 30 days from the date of Issue of a Satisfactory Certificate of Inspection and Testing by the procuring UN entity.</p> <p>c) The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the contract.</p> <p>d) The Performance Security shall be denominated in the currency of the Purchase Order and shall be in one of the following form of a bank guarantee or irrevocable letter of credit, issued by a reputable bank located in the purchaser's country or abroad in the form provided in these Solicitation Documents.</p> <p>e) The Security will be returned to the Supplier within 30 days of completion of the Purchase order, including any warranty obligation.</p>
<input checked="" type="checkbox"/> Applies	<input type="checkbox"/> Does not apply	Bidders must quote one price per item. Other options for the same item will be disregarded.
<input type="checkbox"/> Applies	<input checked="" type="checkbox"/> Does not apply	The goods must be new and free from any defects.

<input type="checkbox"/> Applies	<input checked="" type="checkbox"/> Does not apply	Warranty duration for all goods should not be less than two (2) years from date of satisfactory acceptance.
<input type="checkbox"/> Applies	<input checked="" type="checkbox"/> Does not apply	A maintenance guarantee is required to be submitted that is equivalent to 5% of the resulted purchase order valid for two years from date of final delivery and satisfactory acceptance of all goods.
<input type="checkbox"/> Applies	<input checked="" type="checkbox"/> Does not apply	Bidders must quote for familiar and reliable brands and models introduced and familiar in the market through NGOs and Governmental institutions for at least two years.
LTA duration		This tender aims to establish a Long Term Agreement (LTA) with a single supplier for a minimum period of one year. The LTA will be subject to extension based on good performance and upon mutual agreement for up to 3 years. In case LTA is extended, all unit prices must be maintained to cover the duration of the LTA unless reduced as a result of recalculating the insurance policy price based on Ishaq Levi book using the price fomula provided along with your offer.
Yearly calculation		Insurance policies must be recalculated on yearly basis before the issuance of the new policies according to Ishaq Levi Book. Hence, unit prices must be amended to reflect the new reduced rates.
Price Formula		Bidders must clearly illustrate the formula utilized to quote for the final price of each insurance policy as indicated in the price schedule for armoured and non-armoured vehicles. Consequently, new insurance policies for additional vehicles will be priced in accordance to this formula.
Intermediary		Mother insurance companies may nominate and authorize intermediary body to act on its behalf on all insurance related matters with UNDP/PAPP. Insurance companies willing to use this option must provide all similar eligible documents requested in the bid data sheet of this tender documents. UNDP/PAPP reserves the right to accept or reject the proposed intermediary.
Spare parts		In case of accidents, damaged parts should be replaced by new and original ones.
Repair in Gaza		For security purposes, winning bidder must have the ability to go into contractual agreement with UNRWA Gaza for Garage services. Other proposed service providers in Gaza Strip will not be accepted.
Claims		It is the sole responsibility of the winning bidder to follow up directly and settle any claim consequent from an accident in the West Bank, Gaza Strip and Israel.

Annex V

SCHEDULE OF REQUIREMENTS

Bidders are expected to quote for vehicle insurance policies. This tender aims to establish a long term agreement for a minimum period of one year subject to extension for two subsequent years if mutually agreed by both parties. The estimated number of insurance policies to be procured under the resulting LTA for 2010 is maximum sixty (60) policies. This number may however increase to 150 if other UN agencies decide to use the resulted LTA. To this effect, bidders must submit a clear formula to be used in calculating the insurance policy price for any vehicle that is not part of the list.

UNDP/PAPP does not warrant that any quantity will be purchased during the terms of the agreement.

It is imperative that the insurance policy includes the following as a minimum:

- 1 Insurance policy (act, third party and comprehensive) must cover all UNDP/PAPP vehicles in the West Bank, Gaza Strip and Israel. Coverage of vehicles in all above mentioned areas must be clearly stipulated in the insurance policy.
- 2 Any driver carrying an official driving license for more than one year and above 24 years old. The drivers are internationals, Jerusalemites, Israelis and Palestinians.
- 3 Motor ACT liability – Own damage - Bodily injuries to include driver in all Palestinian (West Bank and Gaza Strip) and Israeli Territories according to Israeli and Palestinian laws.
- 4 Third Part Liability Limit not less than NIS380,000.00 per vehicles
- 5 Comprehensive as per vehicle value (Ishaq Levi Book) in addition to glasses, mirrors and radios
- 6 Insurance should include towing.
- 7 ZERO deductable.
- 8 In Case of total loss supplier should compensate UNDP/PAPP the full cost of vehicle as per Ishaq Levi book. For armoured vehicles, armoured parts must also be compensated.

The lead time for settlement of claims and timely repairs are of essence. It is therefore requested that bidders provide a lead time for each case listed below. The following tables are provided to serve as an example. However, bidders can use different format as deemed necessarily.

#	Description (Settlement of Claims)	Lead time (Days)
1	Total loss	
2	Injury	
3	Death	

#	Description (Repair and paint)	Lead time (Days)
1	Major repairs	Mechanical
		Electrical
		Body
2	Medium repairs	Mechanical
		Electrical
		Body
3	Paint job	Complete



	Paint job	partial	
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➤ UNDP Roles and Responsibilities

UNDP transportation and service units staff shall serve as the focal point for the following:

- Issuance initial orders, answering questions, establish and review reports.
- Contract administration and the overall point of contract.
- Obtain progress reports to include but not limited to policy expiry date, claims status reports and others as required.

UNDP procurement staff shall serve as the focal point for the following

- Issuance Final Purchase Order
- Perform inspection of services , including verification of fares, rates, etc
- Conduct performance surveys.

➤ The insurance company Roles and Responsibilities

The Insurance Company shall provide full, prompt, accurate and expert services to UNDP. The product and services included, but not limited to, the following

- Before the expiration of vehicle policy, and upon official request from UNDP/PAPP, insurance company must issue a new insurance policy in a maximum of 24 hours
- In the event of loss, insurance company must replace insurance policies in a maximum of 24 hours.
- Promptly issue and deliver accurately printed insurance policies.
- Accurately advise UNDP/PAPP of insurance policies deadlines at least a month before due dates.
- Insurance policy should be legal and all in accordance to the Israeli and Palestinian laws.
- The winning insurance company should nominate a focal person to deal with all issues related to UNDP/PAPP such as , but not limited to, issuance of insurance policies, payments, accidents, claims, garages and other related issues.



Annex VI
BID/PROPOSAL SUBMISSION FORM

To: The procuring entity

Dear Sir / Madam,

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver [*description of goods*] in conformity with the said bidding documents for the sum of [*total bid amount in words and figures*] as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to abide by this Bid for a period of [number] days from the date fixed for opening of Bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Bid you may receive.

Dated thisday of[year].

.....
Signature

.....
[in the capacity of]

Duly authorised to sign the Bid for and on behalf of

**Annex VII
 PRICE SCHEDULE**

- 1. Any Discount must be incorporated in the price offer of each item. "Separate and conditional discount will not be accepted ". Discount, if any, must be set in the price formula.**
2. All unit costs quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.
3. The format below shown should be used in preparing the Price Schedule. As shown below.
4. UNDP/PAPP reserves the right at the time of award the contract to vary the quantity of insured vehicles without any change in prices or other terms and conditions.
5. Bidders must clearly illustrate the formula utilized to quote for the final price of each insurance policy as indicated in the price schedule for armoured and non-armoured vehicles. Consequently, new insurance policies for additional vehicles will be priced in accordance to this formula. Formula should include all factors used to reach the final cost of each insurance policy.
6. Bidders must specify a percentage that can be added to the insurance premium in case a vehicle needs to be driven in both Jordan and Egypt. This is a contingent item that should be priced separately and will not be calculated as part of the price schedule.
7. All bidders are requested to fill-in the prices in the below table using Ishak Levi book of MARCH 2010 according to the set price formula. However, the exact cost of the insurance policy will be calculated according to the price formula versus Isahak Levi book at the date the insurance policy is issued. Please make sure that the price formula is clear, detailed and accurate. In case of discrepancy between the formula and the priced table below, the formula shall prevail.

List of UNDP/PAPP Official Vehicles.

#	Licensing No.	Model	Year	Insurance expiry date	Act NIS	Third Party Zero Deductible NIS	Comprehensive Zero Deductible NIS	Total cost of insurance policy with ZERO deductible. NIS
1	22-460-21	Audi A6, 3.2 FSI	2006	31-Oct-10				
2	22-319-21 - Motorcycle	Motorcycle SangYang 50cc	2003	31-Jan-11				
3	22-456-21	Volkswagen Passat 2.0FSI	2006	30-Sep-10				
4	22-355-21	Suzuki Vitara Jeep 4X4, 2.7	2003	30-Jun-10				
5	22-796-21	Suzuki Vitara Jeep 4X4, 2.0	2008	30-Sep-10				
6	22-302-21	Volkswagen	2001	28-Feb-10				

#	Licensing No.	Model	Year	Insurance expiry date	Act NIS	Third Party Zero Deductible NIS	Comprehensive Zero Deductible NIS	Total cost of insurance policy with ZERO deductible. NIS
		Caravel 2.5D						
7	22-362-21	Suzuki Vitara Jeep 4X4, 2.7	2004	31-Dec-10				
8	22-260-21	Toyota Land Cruiser 3.0D	2002	31-Jan-11				
9	22-394-21	Volkswagen LT bus 2.8TDI	2005	31-Aug-10				
10	22-321-21	Toyota Land Cruiser 3.4cc	2003	31-Jan-11				
11	23-027-21	Toyota Rav 4, 2.0cc	2005	30-Apr-10				
12	22-395-21	Ford Mondeo 2.0cc	2005	31-Jul-10				
13	22-361-21	Mitsubishi Pick- Up 2.5D	2003	31-Mar-10				
14	22-397-21	Isuzu Trooper 4x4, 3.5cc	2004	30-Sep-10				
15	22-360-21	Suzuki Vitara Jeep 4X4, 2.7	2003	31-Jul-10				
16	22-341-21	Cherokee Liberty 4x4,3.7cc	2003	31-Mar-10				
17	22-797-21	Suzuki Vitara Jeep 4X4, 2.0	2008	30-Sep-10				
18	22-643-21	Volkswagen Pick-Up 2.5 D	2007	31-Aug-10				
19	22-040-21	Suzuki Vitara Jeep 4X4,1.6	1996	31-May-10				
21	22-077-21	Volkswagen Passat 1.8 CL	1995	30-Jun-10				
22	22-365-21	Suzuki Vitara Jeep 4X4, 2.7	2004	31-Jan-11				
23	22-086-21	Volkswagen Golf 1.6cc	2000	31-Oct-10				
24	23-035-21	Toyota Land Cruiser 3.0 D	2006	31-May-10				
25	22-276-21	Mitsubishi Pajero 4X4,3.2D	2003	31-Aug-10				
26	22-350-21	Cherokee Liberty 4x4,3.7cc	2003	30-Jun-10				
27	22-050-21	Suzuki Vitara Jeep 4X4,1.6	1996	31-May-10				
28	22-032-21	Volkswagen Golf 1.8 CL	1996	31-May-10				

#	Licensing No.	Model	Year	Insurance expiry date	Act NIS	Third Party Zero Deductible NIS	Comprehensive Zero Deductible NIS	Total cost of insurance policy with ZERO deductible. NIS
29	22-788-21	Toyota Rav 4, 2.0cc	2008	31-Aug-10				
30	22-066-21	Volkswagen Passat 1.8 CL	1997	31-May-10				
31	22-053-21	Volkswagen Passat 1.8 CL	1998	31-May-10				
32	22-060-21	Mitsubishi Pick-Up 2.5D	1998	31-May-10				
33	22-287-21	Cherokee Liberty 4x4,3.7cc	2002	30-Nov-10				
34	22-282-21	Cherokee Liberty 4x4,3.7cc	2002	30-Nov-10				
35	22-285-21	Ford Focus 2.0cc	2002	31-Oct-10				
36	22-286-21	Ford Focus 2.0cc	2002	31-Oct-10				
37	23-036-21	Toyota Land Cruiser, 30TDI	2006	30-Sep-10				
38	22-480-21	Toyota Land Cruiser, 30TDI	2006	28-Feb-10				
39	22-481-21	Toyota Land Cruiser, 30TDI	2006	28-Feb-10				
40	22-482-21	Toyota Land Cruiser, 30TDI	2006	28-Feb-10				
41	22-483-21	Toyota Land Cruiser, 30TDI	2006	28-Feb-10				
42	22-484-21	Toyota Land Cruiser, 30TDI	2006	28-Feb-10				
43	22-479-21	Toyota Land Cruiser, 30TDI	2006	28-Feb-10				
44	92-015-22	Toyota Hi-Lux 2.5D	2006	28-Feb-10				
45	22-772-21	Toyota Rav 4, 2.0cc	2007	31-May-10				
46	22-773-21	Toyota Rav 4, 2.0cc	2007	31-May-10				
47	22-783-21	Toyota Rav 4, 2.0cc	2008	31-Jul-10				
48	22-878-21	Volkswagen Touareg 4x4	2008	31-Jul-10				
49	22-877-21	Volkswagen Touareg 4x4	2008	31-Jul-10				
50	22-882-21	Volkswagen	2008	31-Jul-10				



#	Licensing No.	Model	Year	Insurance expiry date	Act NIS	Third Party Zero Deductible NIS	Comprehensive Zero Deductible NIS	Total cost of insurance policy with ZERO deductible. NIS
		Touareg 4x4						
51	22-883-21	Volkswagen Touareg 4x4	2008	31-Jul-10				
52	22-844-21	Volkswagen Touareg 4x4	2008	28-Feb-10				
53	22-846-21	Volkswagen Touareg 4x4	2008	28-Feb-10				
54	22-864-21 - Armored	Toyota Land Cruiser 4.5cc	2007	31-May-10				
55	22-865-21 - Armored	Toyota Land Cruiser 4.5cc	2007	31-May-10				
56	22-062-21	Volkswagen Golf 1.6cc	1998	31-May-08				
57	22-925-21	Volkswagen Touareg 4x4	2009	30-Jun-10				
58	22-947-21	Volkswagen Touareg 4x4	2009	31-Oct-10				
59	22-948-21	Volkswagen Touareg 4x4	2009	31-Oct-10				
60	UNSCO 1303 - Armored	Toyota land cruiser armored vehicle	2003	30-Apr-10				
Total								

Formula; Armoured vehicle	
Formula; Non-armoured vehicle	
Percentage, additional cost to premium for vehicles travelling to Jordan	
Percentage, additional cost to premium for vehicles travelling to Egypt.	
Percentage, additional cost to premium in case ZERO deductible is requested for third party insurance.	
Percentage, additional cost to premium in case ZERO deductible is requested for comprehensive insurance.	

Name of Authorized person to sign tender documents:

Signature of Bidder



Date:

Annex VIII

Bid Securing Declaration

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

Date: [insert date (as day, month and year)]

Bid No.: **ITB – 2010 – 002**

To: UNDP/PAPP Procurement Unit

We, the undersigned, declare that:

We understand that, according to your conditions, tenders must be supported by a Tender-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Procuring Entity for the period of time of TWO YEARS starting on 09/03/2010, if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have withdrawn our Bid during the period of bid validity specified in the Form of Tender; or
- (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the ITB.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of twenty-eight days after the expiration of our Tender.

Signed: [insert signature of person whose name and capacity are shown] In the capacity of [insert legal capacity of person signing the Bid Securing Declaration]

Name: [insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____ [insert date of signing]
Corporate Seal (where appropriate)

[Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the tender.]