



# UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

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Ref.: CMO/OSS/PRO/MD/sh

Date: 1 June 2020

**Subject: Request for Proposal (RFP) No. 1100139125/MD/sh  
**PROVISION OF EQUIPMENT AND SERVICES (TURNKEY) REQUIRED TO  
CONVERT POLYURETHANE FOAM MANUFACTURING PROCESS IN  
THE DOMESTIC REFRIGERATOR AND SANDWICH PANEL SECTOR IN  
IRAN****

**Project No. 150200 – Iran HCFC Phase-out Management Plan (HPMP) Stage II**

Dear Sirs/Madams:

The UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION (UNIDO), hereby invites you to submit a written proposal for the provision of a complete package of equipment and services related to the above project, by applying the concept and approach defined in the Terms of Reference (Appendix 1) and related documents attached hereto.

## **I. CLOSING DATE**

To ensure consideration, your complete, detailed proposal consisting of **TWO SEPARATE SEALED ENVELOPES (ONE WITH TECHNICAL PROPOSAL AND THE OTHER WITH THE COMMERCIAL PROPOSAL, BOTH IN HARD AND SOFT VERSIONS)** should reach the address indicated in paragraph 3 of the Instructions for the Preparation and Submission of Proposals by **Friday, 31 July 2020 , close of business (6 p.m. Vienna time)**.

It is the sole responsibility of the bidder to ensure that the sealed envelope/package containing the proposal reaches the address and office indicated before the time and date stated above.

Proposals must be delivered to the designated address during UNIDO working hours from 9:00 a.m. to 6:00 p.m., Monday through Friday except for UNIDO holidays. Delivery to any UNIDO office other than that stated will be at the risk of the bidder and will not constitute timely delivery. **Proposals received after the above-mentioned deadline will be invalidated.**

## **II. GENERAL**

- a) This RFP is for the complete package of technical services and supply with necessary supervision, backstopping and training. It covers a total organizational responsibility as required by the Terms of Reference dated April 2020, which are attached hereto as Appendix 1.
- b) Proposals must be submitted strictly using the attached Bid Forms, *Appendix 3 – Technical Bid Forms* and *Appendix 4 – Commercial Bid Forms*, **IN TWO (2) SEPARATE SEALED ENVELOPES**, one of which shall contain the Technical Bid without price(s) and commercial terms, while the other shall contain the Commercial Bid with price(s) and commercial terms.

The Technical and Commercial Bids must be submitted in one (1) original and one (1)

copy each, clearly marked "ORIGINAL BID" and "COPY OF BID". In the event of any discrepancy between them, the original shall govern.

- c) The terms set forth in this RFP, including the contents of the Terms of Reference and UNIDO General Conditions will form part of any contract should UNIDO accept your proposal. Any such contract will require compliance with all factual statements and representations made in the proposal, subject to any modifications to the proposal agreed to by UNIDO in the context of negotiations, should negotiations be entered into.
- d) Your proposal should be comprehensive and detailed. It must include information in sufficient scope to allow UNIDO to consider whether your company/organization has the necessary capability, experience, knowledge, expertise, financial strength, and the required capacity to perform the work specified satisfactorily. Your proposal shall clearly and concisely respond to all points set out in this RFP. Any proposal, which does not fully and comprehensively address this RFP, may be rejected.
- e) You should strictly adhere to all requirements of this RFP. No changes, substitutions or other alterations to the technical specifications of requirements stipulated in this RFP will be accepted unless approved in writing by UNIDO.
- f) **In order to be considered for the contract, your company/organization must meet the qualification requirements and evaluation criteria specified in Appendix 2.**
- g) In this project, time is of the essence. Your ability to commence work and complete it strictly in accordance with the time frame contained in the Terms of Reference will be an important factor in awarding a contract.

We look forward to receiving your proposal.

Yours sincerely



Michael Dethlefsen

Chief, Procurement Services Division

Department of Operational Support Services

Directorate of Corporate Management and Operations

Enclosures

- Appendix 1: Terms of Reference dated 26 May 2020  
Annex A – Technical Details of Equipment and Services for each Beneficiary Company in Group I  
Annex B – Technical details of Equipment and Services for each Beneficiary Company in Group II  
Zip Folders for Group I & II with Layouts/Photos of Beneficiaries
- Appendix 2: Qualification Requirements and Evaluation Criteria
- Appendix 3: Technical Bid Form
- Appendix 4: Commercial Bid Form
- Appendix 5: Model Contract including Annexes  
Annex A - UNIDO General Conditions of Contract  
Annex B - Facilities, Privileges and Immunities Section  
Annex C - Instructions for the Dispatch of Reports  
Annex D - Packing and Marking Instructions  
Annex E - Drawings, Specifications and Manuals  
Annex F - Performance Bank Guarantee (if applicable)  
Annex G – Bank Information Form
- Appendix 6: Acknowledgement Form

**1. Preparation and Submission of Proposal**

The proposal shall be prepared and submitted in accordance with the instructions herein.

**2. Language of Proposal**

Your proposal and all correspondence and documents relating to it shall be written in the English language.

**3. Format and Signing of Proposal**

- (a) Your Proposal must be submitted in **TWO (2) SEPARATE SEALED ENVELOPES**, one of which shall contain the **Technical Proposal without price(s) and commercial terms, while the other shall contain the Commercial Proposal with price(s) and commercial terms.** The Technical and Commercial Proposals must be submitted in one (1) original and one (1) copy each, clearly marked "ORIGINAL PROPOSAL" and "COPY OF PROPOSAL". In the event of any discrepancy between them, the original shall govern. In addition, each separate sealed envelope shall contain a soft copy (e.g. flash drive, etc.) of the respective Proposal. In the event of any discrepancy between the hard copy and the soft copy, the original hard copy shall govern.

Your Proposal must be typed or written in indelible ink and signed by an official legally authorized to enter into contracts on behalf of your company/ organization.

The Proposal shall not contain any interlineations, erasures or overwriting except as necessary to correct errors made by the supplier, in which case the person or persons signing the Proposal shall initial such corrections.

- (b) Mailing Address

Your Proposal must be submitted to the following address:

**Vienna International Center  
UNIDO  
Procurement Services Division  
Attention: Mr. Michael Dethlefsen  
Room D-2015  
Wagramer Strasse 5  
A-1220 Vienna  
AUSTRIA**

- (c) Preparation of the Proposal

The Technical Proposal shall be submitted strictly in line with the provided *Appendix 3 - Technical Bid Forms*.

The Commercial Proposal shall be submitted strictly in line with the provided *Appendix 4 – Commercial Bid Forms*.

**4. Acknowledgment Form**

You are kindly requested to return the attached Acknowledgment Form (Appendix 6), duly signed by an authorized representative, to UNIDO via e-mail advising whether or not your company/organization intends to submit a Proposal prior to the designated closing date for receipt of proposals.

## **5. Retention of Proposals**

Following submission of the Proposals and final evaluation, UNIDO will have the right to retain unsuccessful proposals. It is the bidder's responsibility to identify any information of a confidential or proprietary nature contained in its proposal, so that it may be handled accordingly. However, UNIDO cannot guarantee confidentiality.

## **6. Completeness of Proposal**

Your proposal shall be complete and include a technical and a commercial offer for both, Group I and Group II Beneficiary Companies, as indicated in the Terms of References (Appendix 1) and its Annexes. In case you would be in the position to submit a partial offer (either for Group I or Group II) only, please kindly inform UNIDO Procurement Services Division via e-mail ([M.Dethlefsen@unido.org](mailto:M.Dethlefsen@unido.org); [S.Hasenoehrl@unido.org](mailto:S.Hasenoehrl@unido.org)) about this intention for consideration. For the case that partial offers can be accepted a Clarification Note would be published on UNIDO and UNGM websites.

You are expected to examine all instructions, forms, terms and specifications in this RFP. Your Proposal must include information in sufficient scope and detail to allow UNIDO to consider whether your company/organization has the necessary capability, experience, knowledge, expertise, financial strength, and the required capacity to perform the work specified satisfactorily. Failure to furnish all information required by the RFP or submission of a Proposal not substantially responsive to the RFP in every respect will be at your risk and may result in the rejection of your Proposal.

## **7. Correctness of the Proposal**

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the bidder does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures the amount in words will prevail. UNIDO reserves the right to verify all information furnished by the bidder through any sources of its choice. Any inaccurate information given may lead to a rejection of the Proposal.

## **8. Type of Contract**

A firm, fixed price is contemplated for the Contract, covering all inputs required of the Contractor as stated in the Terms of Reference (Appendix 1) and in the Model Contract (Appendix 5). UNIDO reserves the right to split an award between contractors if necessary and appropriate.

## **9. Withdrawal and Modification of Proposals**

Proposals may be modified or withdrawn by bidders in writing, prior to the closing date specified in the RFP. Proposals may not be modified or withdrawn after that time.

## **10. Evaluation Procedure/Acceptance of Proposals**

All Proposals that are submitted in response to this RFP will be reviewed and evaluated by UNIDO in a fair and impartial way, in accordance with the provisions of the UNIDO Financial Rules and Procurement Procedures, applying the qualification requirements and evaluation criteria specified in Appendix 2.

The envelopes containing Technical Proposals will be opened first and the Proposals will be evaluated against the qualification requirements and technical evaluation criteria set out in

Appendix 2 to this RFP. After completion of the technical evaluation, UNIDO will open and evaluate only those Commercial Proposals, which correspond to the Technical Proposals found substantially responsive to the RFP requirements and meeting the qualification requirements. UNIDO will not open the sealed envelopes with the Commercial Proposals corresponding to the Technical Proposals that have been found not substantially responsive. These Proposals will be discarded.

**The Contract shall be awarded based on the best value for money principles to the qualified bidder whose Technical Proposal has been found substantially responsive and whose Commercial Proposal is the lowest cost to UNIDO.** UNIDO will endeavor to advise you as promptly as possible concerning its decision.

UNIDO reserves the right to negotiate with the bidder who has submitted the lowest cost, substantially responsive Proposal, for the purpose of seeking revisions of such Proposal to enhance its technical aspects and/or to reduce the price.

#### **11. No Commitment**

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

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

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

#### **12. Contract Award**

UNIDO will notify the successful bidder in writing by e-mail that its Proposal has been accepted. Upon the successful bidder's confirmation of acceptance of the contract award and conclusion of the contract, UNIDO will notify each unsuccessful bidder. The notification to the unsuccessful bidders will not contain any information concerning other bidders and their prices, including that of the winning offer, due to the confidential and proprietary character of such information. Any queries of unsuccessful bidders to this respect will not be entertained by UNIDO.

#### **13. Signing of Contract**

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

#### **14. Contract Basic Terms and Conditions**

Except as otherwise required by the circumstances of the case, the contract for the proposed services will be based upon the terms and conditions of the Model Contract and Annexes (Appendix 5).

**15. Payment**

Payment will be normally made in accordance with the terms of the model Contract. The Financial Regulations and Rules of UNIDO preclude payment by Letters of Credit. Such provision in a Proposal will be prejudicial to its evaluation by UNIDO. The normal terms of payment by UNIDO are 30 days upon satisfactory delivery of goods or performance of services and acceptance thereof by UNIDO, progress payments being allowed upon agreement of the parties. Bidders must therefore clearly specify in their proposals if they offer payment terms different from those of UNIDO.

**16. Marking of Envelope**

As provided in paragraph 3 above, your Proposal shall be submitted in two (2) separate sealed envelopes, one of which containing one (1) original and one (1) copy of the Technical Proposal (without prices and commercial terms), the other containing one (1) original and two (2) copies of the Commercial Proposal (with prices and commercial terms).

The sealed envelope containing the Technical Proposal shall be marked as follows:

**RFP No. 1100139125/MD/sh**  
**UNIDO Project: 150200 - PROVISION OF EQUIPMENT AND SERVICES (TURNKEY) REQUIRED TO CONVERT POLYURETHANE FOAM MANUFACTURING PROCESS IN THE DOMESTIC REFRIGERATOR AND SANDWICH PANEL SECTOR IN IRAN**  
**Technical Proposal**  
**Do not open before the Closing Date**

The sealed envelope containing the Commercial Proposal shall be marked as follows:

**RFP No. 1100139125/MD/sh**  
**UNIDO Project: 150200 - PROVISION OF EQUIPMENT AND SERVICES (TURNKEY) REQUIRED TO CONVERT POLYURETHANE FOAM MANUFACTURING PROCESS IN THE DOMESTIC REFRIGERATOR AND SANDWICH PANEL SECTOR IN IRAN**  
**Commercial Proposal**  
**Do not open before the Closing Date**

**IMPORTANT NOTE: PLEASE ENSURE THAT IN PREPARING YOUR OFFER THE INSTRUCTIONS IN PARAGRAPH 3 OF THIS RFP FOR SUBMISSION OF THE TECHNICAL PROPOSAL (WITHOUT PRICES) AND COMMERCIAL PROPOSAL IN SEPARATE SEALED ENVELOPES IS STRICTLY FOLLOWED. IN CASE YOUR OFFER IS NOT SUBMITTED IN TWO SEPARATE ENVELOPES AND/OR YOUR TECHNICAL PROPOSAL CONTAINS PRICE INFORMATION YOUR OFFER WILL BE REJECTED.**

**17. Proprietary Information**

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

**18. Rejection of Proposals**

UNIDO reserves the right to reject any and all Proposals if they are not in compliance with this RFP.

**19. Request for Information**

Any requests for clarifications, additional information, etc., relating to this RFP must be addressed **in writing** to the Procurement Services Division for the attention of Mr. Michael Dethlefsen ([M.Dethlefsen@unido.org](mailto:M.Dethlefsen@unido.org)) cc: Ms. Stephanie Hasenoehrl [S.Hasenoehrl@unido.org](mailto:S.Hasenoehrl@unido.org). If despite the above instruction additional information and clarifications are obtained by the bidder from other sources, the bidder will be disqualified and the proposal rejected.

UNIDO will respond in writing to any request for clarification of this RFP, which is received no later than five (5) calendar days prior to the deadline for the submission of proposals. The clarifications requested beyond this date may not be entertained by UNIDO. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be sent to all bidders who have indicated their intent to offer by submitting a completed Acknowledgment Form.

**20. Costs of Preparation of the Proposal**

This RFP does not commit UNIDO to pay any costs incurred in the preparation or submission of proposals, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or supplies. The bidders shall bear all the costs associated with the preparation and submission of the proposals, and UNIDO will not in any case be responsible or liable for those costs, regardless of the conduct or outcome of this competitive exercise.