# **REQUEST FOR SECONDARY-BID**

**Instructions to Procurement Officer**

[PLEASE DELETE THIS HIGHLIGHTED TEXT BEFORE FINALISING THE SECONDARY-BID]

1. A Request for Secondary-Bid is a tool for call-off when the organisation holds multiple vendor Long Term Agreements (LTAs) requiring secondary competition.

2. The Secondary-bid should be prepared by completing the relevant fields throughout the document. These fields can be check boxes, free text fields or drop-down boxes. By clicking in the field, a pop-up will explain what should be included.

3. Throughout the document instructions are provided in yellow highlighted text. These instructions should be deleted once the Secondary-bid has been completed. As should this highlighted text.

United Nations Development Programme (UNDP) kindly requests your secondary-bid for the provision of the goods, works and/or services described in the secondary-bid submission form below.

As such we request that you read this request for secondary-bid and submit your best offer according to the terms of the above Long-Term Agreement (LTA) entered into between your company and this organisation.

This request is being issued to a number of suppliers with which this organisation holds an LTA for the stated goods, works and/or services.

When preparing your secondary-bid, please be guided by the Secondary-bid Information below. It is your responsibility to ensure that your secondary-bid is submitted on or before the deadline. Secondary-bids received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your Secondary-bid.

Issued by:

UNDP office

## **GENERAL INSTRUCTIONS AND BID DATA SHEET**

|  |  |
| --- | --- |
| **Method of submission** | Secondary-bids must be submitted directly in Quantum   * File Format: * File names must be name clearly following the instructions in the requirement in this document. All files must be free of viruses and not corrupted*.* * The bidder should receive an email acknowledging successful submission of the offer in the system. |
| **Cost of preparation of secondary-bid** | UNDP shall not be responsible for any costs associated with a supplier’s preparation and submission of a secondary, regardless of the outcome or the manner of conducting the selection process. |
| **General Conditions of Contract** | Any Purchase Order or contract that will be issued as a result of this secondary-bid shall be in accordance with the LTA entered into with your company for the goods, works and/or services requested, unless specifically noted otherwise herein. |
| **Secondary-bid validity period** | The secondary-bid shall remain valid for Click or tap here to enter text. days from the deadline for the submission. |
| **Price** | Secondary-bids shall be for the goods, works and/or services stated within the LTA, using the rates and price structures contained in the LTA. New/amended prices shall not be submitted. Discounts on prices contained in the LTA may be provided as a percentage discount on the lump sum order price. |
| **Partial bids** | Not permitted  Permitted Insert conditions for partial bids and ensure that the requirements are properly listed in lots to allow partial bids |
| **Alternative bids** | Not permitted  Permitted Insert conditions for alternative bids |
| **Clarifications** | Bidder must use message functionality in the system to communicate with procurement team for any matter related to this tender. In case bidder cannot use the message functionality, e.g. not able to log in, use the contact details provided below:  E-mail address: Click or tap here to enter text.  Attention: Secondary-bids shall not be submitted to this address but only directly in the system. |
| Requests for clarification from bidders will not be accepted any later than: xxxxxx. Responses to request for clarification will be communicated from the system. |
| **Evaluation method** | The contract will be awarded to the lowest price substantially compliant offer  Other Click or tap here to enter text. |
| **Right not to accept any secondary-bid** | UNDP is not bound to accept any secondary-bid, nor award a contract or purchase order |
| **Type of contract to be awarded** |  |
| **Expected date for contract award.** |  |

## **SECONDARY-BID SUBMISSION FORM**

[Note to Procurement Officer: Adjust the tables below according to the terms of the LTA and the requirements and in particular if the requirements are for services or works.]

|  |  |
| --- | --- |
| Secondary-Bid Reference: Click or tap here to enter text. | Date: Click or tap to enter a date. |
| Referring to Long-Term Agreement Reference: Click or tap here to enter text. | |

Bidders are required to complete the tables below without making any changes to the fields in grey below.

## **Requirements**

Please provide your best offer for the requirements listed in the table(s) below covered by the LTA with this organisation. Your secondary-bid should reflect the exact specifications, currency, unit of measure, manufacturer and price as described in the signed LTA. Discounts on prices contained in the LTA may be provided as a percentage discount on the lump sum order price.

[Note to Procurement Officer: The grey cells should be completed by the Procurement Officer, and the white cells by the bidder]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Currency:** Click or tap here to enter text. | |  |  |  |  | **Bidder to complete** | |
| **Item No** | **Item ID / Description** | **Qty** | **Unit of Measure** | **LTA Unit Price** | **Total Price** | **Is secondary-bid compliant?** | **Details** |
|  |  |  |  |  |  | Yes  No |  |
|  |  |  |  |  |  | Yes  No |  |
|  |  |  |  |  |  | Yes  No |  |
|  |  |  |  |  |  | Yes  No |  |
|  |  |  |  |  |  | Yes  No |  |
| **Total Price:** | | | | |  |  |  |
| **Bidder’s Discount:** Click or tap here to enter text.**%** | | | | |  |  |  |
| **Offered Price (total price minus discount)** | | | | |  |  |  |

## **Delivery Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Bidder to complete** | |
| **Delivery Requirements** | | **Is secondary-bid compliant?** | **Details** |
| **Delivery date and time** | Bidder shall deliver the goods Click or tap here to enter text. after Contract signature. | Yes  No | Click or tap here to enter text. |
| **Delivery terms (INCOTERMS 2020)** | Click or tap here to enter text. | Yes  No | Click or tap here to enter text. |
| **Customs clearance (must be linked to INCOTERM)** | Not applicable  Shall be done by:  Name of organisation  Supplier/offeror  Freight Forwarder | Yes  No | Click or tap here to enter text. |
| **Exact address(es) of delivery location(s)** | Click or tap here to enter text. | Yes  No | Click or tap here to enter text. |
| **Distribution of shipping documents (if using freight forwarder)** | Click or tap here to enter text. | Yes  No | Click or tap here to enter text. |
| **Packing requirements** | Click or tap here to enter text. | Yes  No | Click or tap here to enter text. |
| **Training on operations and maintenance** | Click or tap here to enter text. | Yes  No | Click or tap here to enter text. |
| **Warranty period** | Click or tap here to enter text. | Yes  No | Click or tap here to enter text. |
| **After-sales service and local service support requirements** | Click or tap here to enter text. | Yes  No | Click or tap here to enter text. |
| **Preferred mode of transport** | Choose an item. | Yes  No | Click or tap here to enter text. |
| **Estimated weight/volume/dimension of the consignment:** | | | Click or tap here to enter text. |

## **Bidder’s Signature**

|  |  |
| --- | --- |
| I, the undersigned, certify that I am duly authorized to sign this secondary-bid and bind the company below in event that the secondary-bid is accepted. | |
| *Exact name and address of company*  Company Name: Click or tap here to enter text.  Address: Click or tap here to enter text.  Click or tap here to enter text.  Phone No.: Click or tap here to enter text.  Email Address: Click or tap here to enter text. | Authorized Signature:  Date: Click or tap here to enter text.  Name: Click or tap here to enter text.  Functional Title of Authorised  Signatory: Click or tap here to enter text.  Email Address: Click or tap here to enter text. |