



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

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**Request for Proposal (ITB) No. 7000007555**

Date: 05 March 2025

Dear Sir/Madam,

The UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION (UNIDO) hereby invites you to submit a written proposal for the provision of services detailed in the Technical Specifications (Appendix 1) dated February 2025 and related documents attached hereto.

**SUPPLY, INSTALLATION AND SET-UP OF REFRIGERANT RECOVERY, RECYCLING, AND RECLAMATION (RRR) CENTRE EQUIPMENT REQUIRED FOR MONTREAL PROTOCOL PROJECTS**

**UNIDO Contact Details**

**UNIDO official dealing with this request:** Ms. Claudia Ziniel

**E-mail:** [c.ziniel@unido.org](mailto:c.ziniel@unido.org);

[j.gavranic@unido.org](mailto:j.gavranic@unido.org); [e.dorner@unido.org](mailto:e.dorner@unido.org); [m.hemetsberger@unido.org](mailto:m.hemetsberger@unido.org); [r.lutic@unido.org](mailto:r.lutic@unido.org)

**Address:** PO Box 300, A-1400 Vienna, Austria

To ensure consideration, your complete, detailed proposal should be submitted to the UNIDO by **02 April 2025, 16:00:00** hours Vienna CET at the latest. **A Proposal received after the submission deadline may be invalidated.**

**PARTIAL BIDS ARE ACCEPTABLE, however, at least 2/3<sup>rd</sup> of the total items (i.e. 34 out of 51) must be quoted (quotations with less items will be rejected).**

It is the sole responsibility of the vendor to ensure that the proposal is submitted in compliance with the terms and conditions of this ITB and by the submission deadline indicated above.

In order to enable you to submit a proposal, this ITB contains the following sections:

**Appendix 1:** Technical Specifications

**Appendix 2:** Qualification Requirements and Evaluation Criteria

**Appendix 3a:** Detailed Bid sheet for Technical Proposal

**Appendix 3b:** Detailed Bid sheet for Financial Proposal

**Appendix 4:** Model Long Term Agreement & General Conditions of Contract

**Appendix 5:** Statement of Confirmation

**Appendix 6:** UNIDO Financial Statement and Certification

A handwritten signature in blue ink is located in the bottom left corner of the page.

**Appendix 7:** UNIDO Bank Information Form

**Appendix 8:** Mandatory Statements and Confirmations

This ITB is for the supply, installation and set-up of refrigerant recovery, recycling, and reclamation (RRR) centre equipment required for Montreal Protocol projects. It covers a total organizational responsibility as required by the Technical Specifications, which are attached hereto as Appendix 1.

The terms and conditions set forth in this ITB will form a 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, in the event that negotiations have been entered into.

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, finance 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 ITB. **Any proposal, which does not fully and comprehensively address this ITB, may be rejected.**

You should strictly adhere to all requirements of this ITB. No changes, substitutions, or other alterations to the technical specifications of requirements stipulated in this ITB will be accepted unless approved in writing by UNIDO.

**In order to be considered for the contract, the supplier must meet the qualification requirements specified in the Appendix 2.**

Nothing in or relating to this ITB shall be deemed a waiver, express or implied, of any of the privileges and immunities of UNIDO.

You are invited, immediately after downloading the ITB, to advise UNIDO whether you intend to submit a proposal under this ITB.

In case you have any queries or comments (“requests for clarification”) about this ITB, you must submit them in writing as per instructions below for consideration by UNIDO.

This ITB is not to be construed in any way as an offer to contract with your company/organization.

We look forward to receiving your proposal.

**With kind regards,**



Ms. Claudia Ziniel  
Procurement Officer  
Procurement Services (PRO)  
Directorate of Corporate Services and Operations (COR)  
United Nations Industrial Development Organization (UNIDO)

## INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF PROPOSALS (OFFERS)

**IMPORTANT NOTE: PLEASE FOLLOW INSTRUCTIONS BELOW. IN CASE YOUR OFFER IS NOT SUBMITTED IN LINE WITH THESE INSTRUCTIONS IT MAY BE REJECTED.**

### **1. SCOPE OF SERVICES**

In response to this ITB, UNIDO invites proposals for the **supply, installation and set-up of refrigerant recovery, recycling, and reclamation (RRR) centre equipment required for Montreal Protocol projects under a Long-term Agreement** as per ITB Documents.

### **2. ACKNOWLEDGING PARTICIPATION BY THE BIDDER**

Prospective bidders are kindly requested to inform UNIDO whether their company/organization intends to submit a proposal before the deadline specified in the cover letter of this ITB.

### **3. ITB DOCUMENTS**

- 3.1.** Bidders are expected to examine all corresponding instructions, forms, terms and specifications contained in the ITB documents. Failure to comply with these documents will be at the bidders' risk and may affect the evaluation of their proposals.
- 3.2.** A prospective bidder requiring any clarification of the ITB documents may notify in writing the Procurement Services for the attention of Ms. Claudia Ziniel (C.Ziniel@unido.org) cc: [J.Gavranic@unido.org](mailto:J.Gavranic@unido.org); [E.Dorner@unido.org](mailto:E.Dorner@unido.org); [M.Hemetsberger@unido.org](mailto:M.Hemetsberger@unido.org); [R.Lutic@unido.org](mailto:R.Lutic@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 Bid rejected. UNIDO shall endeavor to reply via the portal to any request for clarification that UNIDO receives not later than five (5) days before the deadline for the submission of proposals. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be made available on portal/UNIDO Website.
- 3.3.** No later than one week prior to the deadline for submission of proposals, UNIDO may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, amend the ITB documents. All prospective bidders that have received the ITB documents will be notified in writing of any amendments. In order to afford prospective bidders reasonable time to take the amendments into account in preparing their proposals, UNIDO may, at its discretion, extend the deadline for the submission of proposals.

### **4. GENERAL ELIGIBILITY AND QUALIFICATION REQUIREMENTS**

- 4.1.** UNIDO requires that bidders provide professional, objective, and impartial advice and technical assistance, and at all times hold UNIDO's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Bidders shall not be engaged in any contract that would be in conflict with their prior or current obligations to UNIDO, or that may place them in a position of not being able to carry out the assignment in the best interest of UNIDO. All bidders found to have a conflict of interest may be disqualified.
- Without limiting the generality of the foregoing, a bidder shall not be eligible to participate in this procurement or be considered for any eventual contract if the bidder, or any employee, executive, manager or director thereof, is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates, which have been engaged by UNIDO to provide consulting services for the preparation of the Technical Specifications, or any other substantive documents to be used for the procurement of the services under this ITB.



Bidders may be requested to provide such evidence of their continued eligibility to UNIDO, as and when UNIDO shall reasonably request.

Eligibility and qualification will also be based on the bidder meeting the minimum qualification requirements stated in Appendix 2 "Qualification Requirements and Evaluation Criteria" regarding the bidder's general and particular experience, personnel and equipment capabilities, and financial position, as demonstrated by the bidder on relevant forms and templates attached to this bid.

## **5. PREPARATION AND SUBMISSION OF PROPOSAL**

Proposal shall be prepared and submitted in accordance with the instructions that follow.

### **5.1 Cost**

The bidder shall bear any and all costs related to the preparation and/or submission of the proposal, regardless of whether their proposal was selected or not. UNIDO shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

### **5.2 Language of Proposal**

Unless otherwise specified, the Proposal prepared by the bidder and all correspondence and relevant documents exchange with UNIDO relating to the ITB shall be written in the English language. Any printed literature furnished by the bidder may be written in another language so long as accompanied by an English translation of its pertinent passages, in which case, for purposes of interpretation of the proposal, the English translation shall govern.

### **5.3 Proposal Submission Form(s)**

Subject to the detailed Technical Evaluation contained in each ITB, the bidder shall structure the technical part of its proposal by following the specific guidance contained in the attached proposal submission form(s).

The operational and technical part of the proposal should not contain any pricing information on the services offered.

It is advisable that the bidder's proposal numbering system corresponds with the numbering system used in the Technical Specifications. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material /documents themselves may be provided as separate attachments to the proposal.

Information which the bidder considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and all efforts will be made to treat it accordingly.

When the bidder intends to obtain from sub-contractors highly specialized and substantive inputs essential for the execution of the contract under consideration, all details required from the bidder shall also be provided for each such proposed sub-contractor.

Other information/documentation requested in this ITB or which the bidder deems relevant for submission may be attached to their proposal.

### **5.4 Proposal Prices**

The bidder must provide commercial proposal in line with instructions and forms indicated in ITB documents. Depending on the ITB, a separate price schedule or cost-breakdown template may be included in commercial proposal. Failure to furnish all information requested on the cost breakdown template may render a proposal non-responsive.



## 5.5 Validity

Proposals shall remain valid for 120 days after the deadline for submission of proposals. A proposal valid for a shorter period may be rejected by UNIDO on the grounds that it is non-responsive.

In exceptional circumstances, UNIDO 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. A bidder granting the request will not be required nor permitted to modify their proposal.

## 6. FORMAT AND SIGNING OF PROPOSAL

Your Bid must be submitted in **TWO (2) SEPARATE SEALED ENVELOPES**, one of which shall contain the **Technical Bid without price(s) and commercial terms in hard copy documents + technical offer in pdf format with attached USB stick**, while the other shall contain the **Commercial Bid with price(s) and commercial terms in hard copy documents + commercial offer in pdf and excel format with attached USB stick**.

**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. In the event of any discrepancy between the hard copy and the soft copy, the original hard copy shall govern.

Your Bid 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 Bid 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 Bid shall initial such corrections.

### 6.1 Mailing Address

Your Bid must be submitted to the following address:

**UNIDO  
Procurement Services  
Attention: Ms. Claudia Ziniel  
Room D-2011  
Wagramer Strasse 5  
A-1220 Vienna  
AUSTRIA**

**Please inform tracking number by e-mail to [j.gavranic@unido.org](mailto:j.gavranic@unido.org); [e.dorner@unido.org](mailto:e.dorner@unido.org); [m.hemetsberger@unido.org](mailto:m.hemetsberger@unido.org) once the Bid has been dispatched.**

### 6.2 Preparation of the Bid

In line with the provided Appendix 3a - Technical Bid Form and Appendix 3b – Commercial Bid Form, your Bid should consist of a Technical and a Commercial Part and contain, but not necessarily be limited to, the following information:



**TECHNICAL BID (to be submitted in a separate sealed envelope without price information)  
in line with Appendix 1 Technical Specifications must contain, but not limited to following:**

- (i) **Cover letter - signed;**
- (ii) **Duly filled in and signed Appendix 3a Detailed Bid sheet for Technical Proposal;**
- (iii) **Signed Mandatory Statements and mandatory Information/Documentation for the Technical Bid (Appendix 8, Technical Part);**
- (iv) Annual Financial Statements: **A certified copy of the Financial Statements** for the last 2-3 years of business and information regarding all claims, arbitration and other pending legal action concerning your company/organization, including the amounts of any pending claims, arbitration and other pending legal action of claims; AND a rating report, if available.
- (v) Signed completed **Financial Statement and Certification** form (Appendix 6);
- (vi) Signed **Statement of Confirmation** (Appendix 5).
- (vii) **A statement** of your company/organization's operating standards and control systems, if any (indicate if certificates of adherence to international quality standards such as ISO 9000 and ISO 9001 or similar are available and enclose copies thereof).
- (viii) **Catalogues, technical leaflets, manuals etc.** pertinent to required equipment
- (ix) Filled in **Bank Information Form** (Appendix 7)
- (x) Copy of **company's registration/incorporation documents**
- (xi) **List of references** and **CVs** of the proposed key personnel

**COMMERCIAL BID (to be submitted in a separate sealed envelope)**

The Commercial Bid must contain, but not necessarily be limited to, the following information:

- (i) Your **best firm fixed price for at least one year in United States Dollar.**  
**Price indexation:** Thereafter there is the possibility of yearly price index adjustments as set by the European Union Statistical Office (EuroStat) – any price adjustment must be documented and is to be reviewed and accepted by UNIDO.

The offers not expressed in United States Dollar will be converted to this currency, using the United Nations Rate of exchange prevailing on the date of opening of the bid and the resulting United States Dollar price will be used for price comparison and in the contract.  
Please note that prices for equipment, parts and supplies shall be quoted DAP (DAP, INCOTERMS 2020).

- (ii) **A detailed cost breakdown of the firm, fixed price** referred to in above sub-paragraph, **strictly in the format provided in the Detailed Bid Sheet/Commercial Bid (Appendix 3b) in excel and pdf format.**  
Please indicate separately discounts, if any, which you may grant to UNIDO and the terms of such discounts.
- (iii) **Signed Mandatory Statements and mandatory Information/ Documentation for the Commercial Bid (Appendix 8, Commercial Part).**

### 6.3 Marking of Envelope

The sealed envelope containing the Technical Bid shall be marked:



**ITB No. 700007555**

**FOR THE ESTABLISHMENT OF A LONG-TERM AGREEMENT (LTA) FOR THE SUPPLY, INSTALLATION AND SET-UP OF REFRIGERANT RECOVERY, RECYCLING, AND RECLAMATION (RRR) CENTRE EQUIPMENT REQUIRED FOR MONTREAL PROTOCOL PROJECTS**

**Technical Bid**

*Do not open before the Closing Date*

The sealed envelope containing the Commercial Bid shall be marked:

**ITB No. 700007555**

**FOR THE ESTABLISHMENT OF A LONG-TERM AGREEMENT (LTA) FOR THE SUPPLY, INSTALLATION AND SET-UP OF REFRIGERANT RECOVERY, RECYCLING, AND RECLAMATION (RRR) CENTRE EQUIPMENT REQUIRED FOR MONTREAL PROTOCOL PROJECTS**

**Commercial Bid**

*Do not open before the Closing Date*

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

## **7. WITHDRAWAL AND MODIFICATION OF PROPOSALS**

The bidder may withdraw their proposal after the proposal's submission, provided that written notice of the withdrawal is received by UNIDO prior to the deadline prescribed for submission of proposals.

No proposal may be modified subsequent to the deadline for submission of proposals.

No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity specified by the bidder in their proposal.

## **8. OPENING AND EVALUATION OF THE PROPOSALS**

### **8.1 Opening of the Proposal**

All Bids that are submitted in response to this ITB 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 Bids will be opened first and the Bids will be evaluated against the qualification requirements and technical evaluation criteria set out in Appendix 2 to this ITB. After completion of the technical evaluation, UNIDO will open and evaluate only those Commercial Bids, which correspond to the Technical Bids found substantially responsive to the ITB requirements and meeting the qualification requirements. UNIDO will not open the sealed envelopes with the Commercial Bids corresponding to the Technical Bids that have been found not substantially responsive. These Bids will be discarded.

Any proposal received by UNIDO after the deadline may be rejected and returned unopened to the bidder.



## **8.2 Clarification of Proposals**

To assist in the examination, evaluation and comparison of proposals, UNIDO may at its discretion ask the bidder for clarification of their proposal. The request for clarification and the response thereto shall be in writing and no change in price or substance of the proposal shall be sought, offered or permitted. Failure of any bidder to timely and duly respond to a request for clarification may result in the rejection of their proposal.

## **8.3 Preliminary Examination**

UNIDO will examine the proposals to determine whether they are substantially responsive. In particular, UNIDO will assess whether the proposals are complete, whether they comply with the qualification requirements specified in the ITB, whether the duly signed statement of confirmation, or any other requested statement along with the requesting accompanying documentary evidence, pursuant to the UNIDO policy on exclusion from funding (DGB/2021/15) has been submitted within the given deadline; whether any computational/arithmetical errors have been made, whether the documents have been duly signed, and whether commercial information is not included in the technical offer when using a two-envelope procurement method.

The preliminary examination may also involve a background check of bidders.

For the purpose of this clause, a substantially responsive proposal is one which conforms to all the terms and conditions of the ITB without material deviations. UNIDO's determination of a proposal's responsiveness is based on the contents of the proposal itself without recourse to extrinsic evidence. A proposal determined as not substantially responsive will be rejected by UNIDO and may not subsequently be made responsive by correction of the non-conformity.

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 shall prevail.

## **8.4 Evaluation and Comparison of Proposals**

A two-stage procedure is utilised in evaluating the proposals, with evaluation of the technical parts of the proposals being completed prior to the price-related parts of the proposals being reviewed.

In the first stage, UNIDO will evaluate the technical parts of the bids on the basis of their responsiveness to the ITB in general, applying the technical and commercial evaluation criteria as stated in Appendix 2 "Qualification Requirements and Evaluation Criteria".

As part of the evaluation process, UNIDO reserves the right to waive minor deviations from the requirements and criteria, if they do not materially affect the capability and/or capacity of a bidder to perform the contract under consideration.

During the technical evaluation, a rating/scoring system may be applied if so specified in the ITB.

The technical evaluation should ascertain that the proposals are technically acceptable and do not contain material deviations from the technical requirements (i.e., being substantially responsive).

In the second stage, the price-related parts of all proposals, which were found to be substantially responsive and attained the minimum technical score, will be compared against the commercial evaluation criteria above mentioned.





**9. SELECTION CRITERIA**

In due consideration of UNIDO's procurement principles, namely best interest of the Organization and best value for money, the contract shall be awarded to the qualified bidder whose proposal has been found substantially responsive and technically acceptable, meeting where relevant the minimum technical score and offering the lowest cost to UNIDO.

**10. CONTRACT AWARD**

The contract will be awarded subject to (i) where relevant, successful negotiations of the contract, and (ii) approval of contract award by the relevant Procurement Official of UNIDO.

**11. NOTIFICATION OF AWARD**

The Procurement Official will send a notification of award to the successful bidder(s) and, notification(s) of rejection to the unsuccessful bidder(s) within 5 days from the date of approval of the statement of award. The notification(s) of rejection to the unsuccessful bidder(s) shall include the procedures and deadlines to protest the award subject to applicable thresholds.

**12. PROTEST PROCEDURES (subject to applicable thresholds)**

A bidder who believes that it has been unjustly treated in connection with a procurement process may lodge a protest within 10 days upon receipt of the notification of rejection of its bid. The requirements and process to lodge protests can be found on

[www.unido.org/sites/default/files/files/2022-03/AI\\_2022\\_02\\_Procurement\\_Manual%20Copy.pdf?token=2000973616](http://www.unido.org/sites/default/files/files/2022-03/AI_2022_02_Procurement_Manual%20Copy.pdf?token=2000973616)

Receivability of protests shall be made by UNIDO. UNIDO shall have the discretion to request additional information from the bidder, if deemed appropriate. Unsupported allegations and assertions are not sufficient for the process to continue. A decision rejecting the receivability of the protest by UNIDO is final and shall be communicated in writing to the protesting bidder.

**13. REVIEW OF THE MERITS AND CONCLUSION OF PROTEST (subject to applicable thresholds)**

Upon review of a protest, UNIDO shall decide on the merits of the protest. The relevant Procurement Official shall notify the protester of the final decision on the merits of the protest.

The contract(s) will be concluded with the successful bidder(s), unless UNIDO determines either to suspend the process until the merits of the protest have been decided upon, or, if the totality of the circumstances militate, cancel the procurement process and start a bidding process.

Nothing in the above procedures or in any procedure or action by or relating to UNIDO with respect to or in connection with a debriefing or a protest procedure shall be deemed in any way to constitute a waiver of any of the privileges and immunities of UNIDO.

**14. PUBLICATION OF AWARD (subject to applicable thresholds)**

Within 14 days from the date of receipt of the countersigned contract, the relevant Procurement Official publishes, subject to applicable thresholds and other conditions required by relevant funding partners, the award notice. The award notice should, at a minimum, contain the following information:

Contractor name and address;  
Description of procurement notice;  
Awarded currency and amount;  
Award date;  
Location/country  
Funding partner

The award notice shall, at a minimum, be published on the websites of UNIDO and UNGM, in addition to other relevant websites as required by the funding partner(s).

The award notice shall be published on the above-referenced websites no later than 30 June of the year following the financial year in which the awarded funds were legally committed.



**15. RETENTION OF PROPOSALS**

Following submission of the proposals and final evaluation, UNIDO will retain the proposals of both the successful and unsuccessful bidders.

**16. TYPE OF CONTRACT**

A Not to Exceed (NTE) amount based on firm, fixed prices is contemplated for the contract under consideration, covering all inputs required by the contractor as stated in the Technical Specifications (Appendix 1) and the model contract (Appendix 4) of the ITB.

**17. NO COMMITMENT**

This ITB does not commit UNIDO to award a contract. UNIDO reserves the right to accept or reject any proposal(s), or annul this ITB and reject all proposals, at any time prior to award of contract, without thereby incurring any liability to the affected supplier(s) or any obligation to inform the affected supplier(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 ITB 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 suppliers; and reject the proposal submitted by any supplier that has previously failed to perform properly or on time contracts of a similar nature, or of a supplier that, in the opinion of UNIDO, is not in a position or is not sufficiently qualified to perform the contract.

This ITB contains no contractual proposal of any kind; any proposal submitted will be regarded as a proposal by the supplier and not as an acceptance by the supplier 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 supplier(s) chosen by UNIDO.

**18. SIGNING OF CONTRACT**

**UNIDO will send the supplier the contract documents incorporating all agreements between the parties.**

The successful supplier 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.

**19. 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 attached Model Long Term Agreement and Annexes (Appendix 4).

**20. PAYMENT**

Payment will be normally made in accordance with terms and conditions stated in the Model Contract, Appendix 4. 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. Suppliers must therefore clearly specify in their proposals if they offer the payment terms different from those of UNIDO.



**21. CONFIDENTIALITY**

It is understood that this ITB 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 supplier may exhibit the specifications to prospective sub-contractors for the sole purpose of obtaining proposals from them. Notwithstanding the other provisions of this ITB, suppliers 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 ITB.

Information relating to the examination, evaluation, and comparison of proposals, and the recommendation of contract award shall not be disclosed to bidders, or any other persons not officially concerned with such process.

Any effort by a bidder to influence UNIDO in the examination, evaluation and comparison of the proposals or contract award decisions may result in the rejection of their proposal.

From the time the proposals are opened to the time the contract is awarded, if any bidder wishes to contact UNIDO on any matter related to their proposal, they should do so in writing to the address indicated in the cover note of this ITB.

