



## **INVITATION TO BID**

**ITB - 028/17**

**Renovation of 182 Housing Units in Al-Qadysia 1 -Ramadi, Anbar  
Governorate  
IRAQ**



**United Nations Development Programme**

February, 2017



Erbil, Iraq

2<sup>nd</sup> February 2017

## Section 1. Letter of Invitation

### Renovation of 182 Housing Units in Al-Qadysia 1 -Ramadi, Anbar Governorate

#### ITB-028/17

The United Nations Development Programme (UNDP) hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

This ITB includes the following documents:

- Section 1 – This Letter of Invitation
- Section 2 – Instructions to Bidders (including Bid Data Sheet)
- Section 3 – Schedule of Requirements and Technical Specifications
- Section 4 – Bid Submission Form
- Section 5 – Documents Establishing the Eligibility and Qualifications of the Bidder
- Section 6 – Technical Bid Form
- Section 7 – Price Schedule Form
- Section 8 - Bid Security Form
- Section 9 – Performance Security
- Section 10 – UNDP General Terms and Conditions for works

Your offer, comprising of a Technical Bid and Price Schedule, should be submitted via electronic submission (email) to: [bids.iraq@undp.org](mailto:bids.iraq@undp.org) , **latest by 12<sup>th</sup> February 2017 by 14:00 hours.**

Should you require any clarification, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this ITB.

UNDP looks forward to receiving your Bid and thanks you in advance for your interest in UNDP procurement opportunities.

Yours sincerely,

Mohammedsiddig Mudawi

Operations Manager- Head of Operations Service Centre

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## Section 2: Instruction to Bidders

### Definitions

- a) *"Bid"* refers to the Bidder's response to the Invitation to Bid, including the Bid Submission Form, Technical Bid and Price Schedule and all other documentation attached thereto as required by the ITB.
- b) *"Bidder"* refers to any legal entity that may submit, or has submitted, a Bid for the supply of goods and provision of related services requested by UNDP.
- c) *"Contract"* refers to the legal instrument that will be signed by and between the UNDP and the successful Bidder, all the attached documents thereto, including the General Terms and Conditions (GTC) and the Appendices.
- d) *"Country"* refers to the country indicated in the Data Sheet.
- e) *"Data Sheet"* refers to such part of the Instructions to Bidders used to reflect conditions of the tendering process that are specific for the requirements of the ITB.
- f) *"Day"* refers to calendar day.
- g) *"Goods"* refer to any tangible product, commodity, article, material, wares, equipment, assets or merchandise that UNDP requires under this ITB.
- h) *"Government"* refers to the Government of the country where the goods and related services provided/rendered specified under the Contract will be delivered or undertaken.
- i) *"Instructions to Bidders"* refers to the complete set of documents which provides Bidders with all information needed and procedures to be followed in the course of preparing their Bid
- j) *"ITB"* refers to the Invitation to Bid consisting of instructions and references prepared by UNDP for purposes of selecting the best supplier or service provider to fulfil the requirement indicated in the Schedule of Requirements and Technical Specifications.
- k) *"LOI"* (Section 1 of the ITB) refers to the Letter of Invitation sent by UNDP to Bidders.
- l) *"Material Deviation"* refers to any contents or characteristics of the bid that is significantly different from an essential aspect or requirement of the ITB, and (i) substantially alters the scope and quality of the requirements; (ii) limits the rights of UNDP and/or the obligations of the offeror; and (iii) adversely impacts the fairness and principles of the procurement process, such as those that compromise the competitive position of other offerors.
- m) *"Schedule of Requirements and Technical Specifications"* refers to the document included in this

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ITB as Section 3 which lists the goods required by UNDP, their specifications, the related services, activities, tasks to be performed, and other information pertinent to UNDP's receipt and acceptance of the goods.

- n) "Services" refers to the entire scope of tasks related or ancillary to the completion or delivery of the goods required by UNDP under the ITB.
- o) "Supplemental Information to the ITB" refers to a written communication issued by UNDP to prospective Bidders containing clarifications, responses to queries received from prospective Bidders, or changes to be made in the ITB, at any time after the release of the ITB but before the deadline for the submission of Bid.

## A. GENERAL

1. UNDP hereby solicits Bids as a response to this Invitation to Bid (ITB). Bidders must strictly adhere to all the requirements of this ITB. No changes, substitutions or other alterations to the rules and provisions stipulated in this ITB may be made or assumed unless it is instructed or approved in writing by UNDP in the form of Supplemental Information to the ITB.
2. Submission of a Bid shall be deemed as an acknowledgement by the Bidder that all obligations stipulated by this ITB will be met and, unless specified otherwise, the Bidder has read, understood and agreed to all the instructions in this ITB.
3. Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of any Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this ITB.
4. UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See [http://www.undp.org/about/transparencypdocs/UNDP\\_Anti\\_Fraud\\_Policy\\_English\\_FINAL\\_june\\_2011.pdf](http://www.undp.org/about/transparencypdocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf) and [http://www.undp.org/content/undp/en/home/operations/procurement/procurement\\_protest/](http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/) for full description of the policies)
5. In responding to this ITB, UNDP requires all Bidders to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP's interests paramount. Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:

- 5.1 Are, or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Schedule of Requirements and Technical Specifications, cost analysis/estimation, and other documents to be used for the procurement of the goods and related services in this selection process;
- 5.2 Were involved in the preparation and/or design of the programme/project related to the goods and related services requested under this ITB; or
- 5.3 Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, Bidders must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.

6. Similarly, the following must be disclosed in the Bid:

- 6.1 Bidders who are owners, part-owners, officers, directors, controlling shareholders, or key personnel who are family of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving the goods and related services under this ITB; and
- 6.4 Others that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure of such disclosure may result in the rejection of the Bid.

7. The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered as an independent entity, the extent of Government ownership/share, receipt of subsidies, mandate, access to information in relation to this ITB, and others that may lead to undue advantage against other Bidders, and the eventual rejection of the Bid.
8. All Bidders must adhere to the UNDP Supplier Code of Conduct, which may be found at this link: <http://web.ng.undp.org/procurement/undp-supplier-code-of-conduct.pdf>

## **B. CONTENTS OF BID**

### **9. Sections of Bid**

Bidders are required to complete, sign and submit the following documents:

- 9.1 Bid Submission Cover Letter Form (see ITB Section 4);
- 9.2 Documents Establishing the Eligibility and Qualifications of the Bidder (see ITB Section 5);
- 9.3 Technical Bid (see prescribed form in ITB Section 6);
- 9.4 Price Schedule (see prescribed form in ITB Section 7);
- 9.5 Bid Security, if applicable (if required and as stated in the DS nos. 9-11, see prescribed Form in ITB Section 8). A scanned copy of this document must be attached with your proposal in the system and the original must be sent by mail. Original must arrive no later than [insert date and time];

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9.6 Any attachments and/or appendices to the Bid (including all those specified under the **Data Sheet**)

#### **10. Clarification of Bid**

- 10.1 Bidders may request clarification of any of the ITB documents no later than the number of days indicated in the **Data Sheet** (DS no. 16) prior to the Bid submission date. Any request for clarification must be sent in writing via courier or through electronic means to the UNDP address indicated in the **Data Sheet** (DS no. 17). UNDP will respond by uploading the document with the responses in the system (including an explanation of the query but without identifying the source of inquiry). After which, all Proposers who have accepted in the Invitation will be automatically alerted that such a clarification has been posted online.
- 10.2 UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Bid, unless UNDP deems that such an extension is justified and necessary.

#### **11. Amendment of Bid**

- 11.1 At any time prior to the deadline for submission of Bid, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of a Supplemental Information to the ITB that will be uploaded in the system and made available to all Invited Bidders. All prospective Bidders (Bidders who have "accepted the Bid Invitation" in the system) will be notified in writing that changes have occurred through the method specified in the **Data Sheet** (DS No. 18).
- 11.2 In order to afford prospective Bidders reasonable time to consider the amendments in preparing their Bid, UNDP may, at its discretion, extend the deadline for submission of Bid, if the nature of the amendment to the ITB justifies such an extension.

### **C. PREPARATION OF BID**

#### **12. Cost**

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

#### **13. Language**

The Bid, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the **Data Sheet** (DS No. 4). Any printed literature furnished by the Bidder written in a language other than the language indicated in the **Data Sheet**, must be accompanied by a translation in the preferred language indicated in the **Data Sheet**. For

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purposes of interpretation of the Bid, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language shall govern. Upon conclusion of a contract, the language of the contract shall govern the relationship between the contractor and UNDP.

#### **14. Bid Submission Form**

The Bidder shall submit the Bid Submission Form using the form provided in Section 4 of this ITB.

#### **15. Technical Bid Format and Content**

Unless otherwise stated in the **Data Sheet** (DS no. 28), the Bidder shall structure the Technical Bid as follows:

- 15.1 Expertise of Firm/Organization – this section should provide details regarding management structure of the organization, organizational capability/resources, and experience of organization/firm, the list of projects/contracts (both completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the ITB, manufacturing capacity of plant if Bidder is a manufacturer, authorization from the manufacturer of the goods if Bidder is not a manufacturer, and proof of financial stability and adequacy of resources to complete the delivery of goods and provision of related services required by the ITB (see ITB Clause 18 and DS No. 26 for further details). The same shall apply to any other entity participating in the ITB as a Joint Venture or Consortium.
- 15.2 Technical Specifications and Implementation Plan – this section should demonstrate the Bidder's response to the Schedule of Requirements and Technical Specifications by identifying the specific components proposed; how each of the requirements shall be met point by point; providing a detailed specification and description of the goods required, plans and drawings where needed; the essential performance characteristics, identifying the works/portions of the work that will be subcontracted; a list of the major subcontractors, and demonstrating how the bid meets or exceeds the requirements, while ensuring appropriateness of the bid to the local conditions and the rest of the project operating environment during the entire life of the goods provided. Details of technical bid must be laid out and supported by an Implementation Timetable, including Transportation and Delivery Schedule where needed, that is within the duration of the contract as specified in the **Data Sheet** (DS nos. 29 and 30).

Bidders must be fully aware that the goods and related services that UNDP require may be transferred, immediately or eventually, by UNDP to the Government partners, or to an entity nominated by the latter, in accordance with UNDP's policies and procedures. All bidders are therefore required to submit the following in their bids:

- a) A statement of whether any import or export licences are required in respect of the goods to be purchased or services to be rendered, including any restrictions in the country of origin, use or dual use nature of the goods or services, including any disposition to end users;



- b) Confirmation that the Bidder has obtained license of this nature in the past, and have an expectation of obtaining all the necessary licenses, should their bid be rendered the most responsive; and
- c) Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods".

15.3 Management Structure and Key Personnel – This section should include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the technical bid, clearly defining their roles and responsibilities. CVs should establish competence and demonstrate qualifications in areas relevant to the requirements of this ITB.

In complying with this section, the Bidder assures and confirms to UNDP that the personnel being nominated are available to fulfil the demands of the Contract during its stated full term. If any of the key personnel later becomes unavailable, except for unavoidable reasons such as death or medical incapacity, among other possibilities, UNDP reserves the right to render the Bid non-responsive. Any deliberate substitution of personnel arising from unavoidable reasons, including delay in the implementation of the project of programme through no fault of the Bidder, shall be made only with UNDP's acceptance of the justification for substitution, and UNDP's approval of the qualification of the replacement who shall be either of equal or superior credentials as the one being replaced.

15.4 Where the **Data Sheet** requires the submission of the Bid Security, the Bid Security shall be included along with the Technical Bid. The Bid Security may be forfeited by UNDP, and reject the Bid, in the event of any or any combination of the following conditions:

- a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the **Data Sheet** (DS no. 11), or;
- b) If the Bid Security amount is found to be less than what is required by UNDP as indicated in the **Data Sheet** (DS no. 9), or;
- c) In the case the successful Bidder fails:
  - i. to sign the Contract after UNDP has awarded it;
  - ii. to comply with UNDP's variation of requirement, as per ITB Clause 35; or
  - iii. to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering effective the contract that may be awarded to the Bidder.

## 16. Price Schedule

The Price Schedule shall be prepared using the attached standard form (Section 7). It shall list all major cost components associated with the goods and related services, and the detailed breakdown of such costs. All goods and services described in the Technical Bid must be priced separately on a one-to-one correspondence. Any output and activities described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of the items or activities, as well as in the final total price of the bid.

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## 17. Currencies

All prices shall be quoted in the currency indicated in the **Bid Event** (DS no. 15). However, where Bids are quoted in different currencies, for the purposes of comparison of all Bid:

- 17.1 UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bid; and
- 17.2 In the event that the Bid found to be the most responsive to the ITB requirement is quoted in another currency different from the preferred currency as per **Bid Event** (DS no. 15), then UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.

## 18. Documents Establishing the Eligibility and Qualifications of the Bidder

18.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided under Section 5, Bidder Information Forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfactions. These include, but are not limited to the following:

- 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 authorized 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; and
- c) That, to the best of the Bidder's knowledge, it is not included in the UN 1267 List or the UN Ineligibility List, nor in any and all of UNDP's list of suspended and removed vendors.

18.2 Bids submitted by two (2) or more Bidders shall all be rejected by UNDP if they are found to have any of the following:

- a) they have at least one controlling partner, director or shareholder in common; or
- b) any one of them receive or have received any direct or indirect subsidy from the other/s; or
- c) they have the same legal representative for purposes of this ITB; or
- d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this ITB process;

- e) they are subcontractors to each other's bid, or a subcontractor to one bid also submits another Bid under its name as lead Bidder; or
- f) an expert proposed to be in the bid of one Bidder participates in more than one Bid received for this ITB process. This condition does not apply to subcontractors being included in more than one Bid.

## 19. Joint Venture, Consortium or Association

If the Bidder is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all entities that comprise the joint venture.

After the bid has been submitted to UNDP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of UNDP. Furthermore, neither the lead entity nor the member entities of the joint venture can:

- a) Submit another Bid, either in its own capacity; nor
- b) As a lead entity or a member entity for another joint venture submitting another Bid.

The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the ITB, both in the bid and in the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP.

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the ITB, it should present such information in the following manner:

- a) Those that were undertaken together by the joint venture; and
- b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the ITB.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

If the Bid of a joint venture is determined by UNDP as the most responsive Bid that offers the best value for money, UNDP shall award the contract to the joint venture, in the name of its designated lead entity, who shall sign the contract for and on behalf of all the member entities.

## **20. Alternative Bid**

Unless otherwise specified in the **Data Sheet** (DS nos. 5 and 6), alternative bid shall not be considered. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative bid.

## **21. Validity Period**

- 21.1 Bid shall remain valid for the period specified in the **Data Sheet** (DS no. 8), commencing on the submission deadline date also indicated in the **Data Sheet** (DS no. 21). A Bid valid for a shorter period shall be immediately rejected by UNDP and rendered non-responsive.
- 21.2 In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bid. The request and the responses shall be made in writing, and shall be considered integral to the Bid.

## **22. Bidder's Conference**

When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the **Data Sheet** (DS no. 7). All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be uploaded on the system. No verbal statement made during the conference shall modify the terms and conditions of the ITB unless such statement is specifically written in the Minutes of the Conference, or issued/posted as an amendment in the form of a Supplemental Information to the ITB.

# **D. SUBMISSION AND OPENING OF BID**

## **23. Submission**

- 23.1 The Technical Bid and all other documents required online in the eTendering system. Bids submitted in any other form will not be accepted unless explicitly authorized by UNDP in advance.
- 23.2 In the unlikely and exceptional event that the Bidder encounter technical problems when submitting the proposal in the system, then the Bid can be sent via email as instructions in Data Sheet (DS nos. 22 & 23). Bidders are however strongly advised to undertake all necessary efforts, including requesting support from UNDP, to submit the Bid through the online system. In all cases, email submissions must be authorized and accepted by UNDP prior to the submission deadline indicated.

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- 23.3 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder accepts the General Contract Terms and Conditions of UNDP as attached hereto as Section 9.

#### **24. Withdrawal, Substitution, and Modification of Bid**

- 24.1 Bidders are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of its Bid to the requirements of the ITB, keeping in mind that material deficiencies in providing information requested by UNDP, or lack clarity in the description of goods and related services to be provided, may result in the rejection of the Bid. The Bidder shall assume any responsibility regarding erroneous interpretations or conclusions made by the Bidder in the course of understanding the ITB out of the set of information furnished by UNDP.
- 24.2 A Bidder may withdraw, substitute or modify its Bid after it has been submitted by cancelling or editing their bid in the system

#### **25. Confidentiality**

Information relating to the examination, evaluation, and comparison of Bid, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.

Any effort by a Bidder to influence UNDP in the examination, evaluation and comparison of the Bid or contract award decisions may, at UNDP's decision, result in the rejection of its Bid.

In the event that a Bidder is unsuccessful, the Bidder may seek a meeting with UNDP for a debriefing. The purpose of the debriefing is discussing the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving the bid presented to UNDP. The content of other bid and how they compare to the Bidder's submission shall not be discussed.

### **E. EVALUATION OF BID**

#### **26. Preliminary Examination of Bid**

UNDP shall examine the Bid to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, whether or not the Bidder is in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors, and whether the Bid are generally in order, among other indicators that may be used at this stage. UNDP may reject any Bid at this stage.

#### **27. Evaluation of Bid**

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- 27.1 The evaluation team shall review and evaluate the Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the **Data Sheet** (DS No. 25). Absolutely no changes may be made by UNDP in the criteria after all Bids have been received.
- 27.2 UNDP reserves the right to undertake a post-qualification exercise, aimed at determining, to its satisfaction the validity of the information provided by the Bidder. Such post-qualification shall be fully documented and, among those that may be listed in the **Data Sheet** (DS No.33), may include, but need not be limited to, all or any combination of the following :
- a) Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted;
  - b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;
  - c) Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder;
  - d) Inquiry and reference checking with other previous clients on the quality of performance on on-going or previous contracts completed;
  - e) Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder;
  - f) Testing and sampling of completed goods similar to the requirements of UNDP, where available; and
  - g) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.

## **28. Clarification of Bid**

To assist in the examination, evaluation and comparison of bids, UNDP may, at its discretion, ask any Bidder to clarify its Bid.

UNDP's request for clarification and the Bidder's response shall be in writing. Notwithstanding the written communication, no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Bid, in accordance with ITB Clause 35.

Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bid.

## **29. Responsiveness of Bid**

UNDP's determination of a Bid's responsiveness will be based on the contents of the Bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the ITB without material deviation, reservation, or omission.

If a Bid is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

### **30. Nonconformities, Reparable Errors and Omissions**

- 30.1 Provided that a Bid is substantially responsive, UNDP may waive any non-conformities or omissions in the Bid that, in the opinion of UNDP, do not constitute a material deviation.
- 30.2 In the event when provided that the Bid is substantially responsive, the system automatically calculates the final bid prices by multiplying the unit price by the quantity.
- 30.3 The system automatically calculates the final bid prices by multiplying the unit price by the quantity. In the event when the Bidder put a quantity that is different from the quantity required, provided that the Bid is substantially responsive, UNDP will re-calculate the Bidders total price based on the correct quantity and using the unit prices offered by the Bidder. Unit prices cannot be changed:
- 30.4 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall be rejected.

## **F. AWARD OF CONTRACT**

### **31. Right to Accept, Reject, or Render Non-Responsive Any or All Bid**

- 31.1 UNDP reserves the right to accept or reject any Bid, to render any or all of the Bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. Furthermore, UNDP is not obligated to award the contract to the lowest price offer.
- 31.2 UNDP shall also verify, and immediately reject their respective Bid, if the Bidders are found to appear in the UN's Consolidated List of Individuals and Entities with Association to Terrorist Organizations, in the List of Vendors Suspended or Removed from the UN Secretariat Procurement Division Vendor Roster, the UN Ineligibility List, and other such lists that as may be established or recognized by UNDP policy on Vendor Sanctions. (See [http://www.undp.org/content/undp/en/home/operations/procurement/procurement\\_protest/](http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/))

### **32. Award Criteria**

Prior to expiration of the period of Bid validity, UNDP shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification, and has offered the lowest price (See DS No. 32).

### **33. Right to Vary Requirements at the Time of Award**

At the time of award of Contract, UNDP reserves the right to vary the quantity of the goods and/or related services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

### **34. Contract Signature**

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Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP.

Failure of the successful Bidder to comply with the requirement of ITB Section F.3 and this provision shall constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security if any, and on which event, UNDP may award the Contract to the Bidder with the second highest rated Bid, or call for new Bid.

### **35. Performance Security**

A performance security, if required, shall be provided in the amount and form provided in Section 9 and by the deadline indicated in the **Data Sheet** (DS no. 14), as applicable. Where a Performance Security will be required, the submission of the said document, and the confirmation of its acceptance by UNDP, shall be a condition for the effectivity of the Contract that will be signed by and between the successful Bidder and UNDP.

### **36. Bank Guarantee for Advanced Payment**

Except when the interests of UNDP so require, it is the UNDP's preference to make no advanced payment(s) on contracts (i.e., payments without having received any outputs). In the event that the Bidder requires an advanced payment upon contract signature, and if such request is duly accepted by UNDP, and the said advanced payment exceeds 20% of the total Bid price, or exceed the amount of USD 30,000, UNDP shall require the Bidder to submit a Bank Guarantee in the same amount as the advanced payment.

### **37. Vendor Protest**

UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a purchase order or contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:  
<http://www.undp.org/procurement/protest.shtml>



## Instructions to Bidders

### DATA SHEET

The following data for the supply of goods and related services shall complement / supplement the provisions in the Instruction to Bidders. In the case of a conflict between the Instruction to Bidders and the Data Sheet, the provisions in the Data Sheet shall prevail.

DS No.	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
1		Project Title:	<b>Funding Facility for Immediate Stabilization - FFIS</b>
2		Title of project Required:	<b>ITB-028/17 - Renovation of 182 Housing units in Al-Qadysia 1/ Ramadi- Anbar Governorate</b>
3		Country:	Iraq
4	C.13	Language of the Bid:	<input checked="" type="checkbox"/> English
5	C.20	Conditions for Submitting Bid for Parts or sub-parts of the Total Requirements;	<input checked="" type="checkbox"/> Not allowed
6	C.20	Conditions for Submitting Alternative Bid	<input checked="" type="checkbox"/> <b><u>Shall not be considered.</u></b>
7	C.22	A pre-Bid conference/Site Visit	Date: <b>7<sup>th</sup> February 2017 at 10:30 AM</b>  UNDP focal Point: Eng. Ahmed Rashid E-Mail: <a href="mailto:eng.ahmed.rashid@gmail.com">eng.ahmed.rashid@gmail.com</a> Cell: +964 780 974 93 55
8	C.21.1	Period of Bid Validity commencing on the submission date	<input checked="" type="checkbox"/> 120 days
9	B.9.5 C.15.4 b)	Bid Security	<input checked="" type="checkbox"/> <b><u>Required</u></b> <input checked="" type="checkbox"/> Required: US\$8,000 In the name of <b><u>Resident Representative, UNDP Iraq.</u></b> The original bid Security must be sent to the following address:



			UN Compound, 100 Meter Road, Erbil Iraq. Attn: Dlovan Zeyad Mohammed <u><b>Note: Bids without Bid Security shall not be accepted and will not be included in the evaluation process.</b></u> <b>Copy of the bid security must be submitted along with the Offer</b>
10	B.9.5	Acceptable forms of Bid Security	<input checked="" type="checkbox"/> Bank Guarantee in the name of <b>Resident Representative, UNDP Iraq;</b> <input checked="" type="checkbox"/> Bank Guarantee (See Section 8 for template) <input checked="" type="checkbox"/> Any Bank-issued Check / Cashier's Check / Certified Check <b>Uncertified/Personal cheques shall Not be considered.</b>
11	B.9.5 C.15.4 a)	Validity of Bid Security	120 days
12		Advanced Payment upon signing of contract	<input checked="" type="checkbox"/> Not allowed
13		Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.5% Max. no. of days of delay: Thirty (30) calendar days Next course of action: Thereafter the contract may be terminated;
14	F.37	Performance Security	<input checked="" type="checkbox"/> Required Amount :10% of Total Contract Value in Form of: a. Bank guarantee OR certified cheque issued by a reputable bank (shall be in accordance with Form included in the Invitation to Bid (Section-9); b. Should be submitted within 7 days upon issuance of letter of intent/contract. c. The proceeds of the Performance Security shall be payable to UNDP as a compensation for any loss resulting from the Contractor's failure to complete its obligations under the contract. d. The Performance Security shall be denominated in the currency of the contract valid for a period of 6 months to cover defect liability period.

			e. If, within 6 months after the goods/system 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.
15	C.17 C.17.2	Preferred Currency of Bid and Method for Currency conversion	<input checked="" type="checkbox"/> <b><u>United States Dollars (US\$)</u></b>  <i>Reference date for determining UN Operational Exchange Rate: 12 of February 2017</i>
16	B.10.1	Deadline for submitting requests for clarifications/ questions	Three (3) days before the deadline.
17	B.10.1	Contact Details for submitting clarifications/questions <sup>1</sup>	<input checked="" type="checkbox"/> E-mail address dedicated for this purpose: <a href="mailto:dlovan.zeyad@undp.org">dlovan.zeyad@undp.org</a>  <input checked="" type="checkbox"/> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers
18	B.11.1	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	<input checked="" type="checkbox"/> Direct communication to prospective Bidders by email or fax, and Posting on the website <a href="http://www.iq.undp.org/">http://www.iq.undp.org/</a>
21	C.21.1 D.24	Deadline of Bid Submission	<b>Date and Time: 12<sup>th</sup> February 2017, 14:00 Noon</b>  <b>Note:</b> Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issues submitting your bid at the last minute, UNDP may not be able to provide any assistance.
22	D.23.2	Manner of Submitting Bid	<input checked="" type="checkbox"/> Electronic submission of Bid
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	Official Address for e-submission <a href="mailto:bids.iraq@undp.org">bids.iraq@undp.org</a>  <input checked="" type="checkbox"/> Format: PDF files only <input checked="" type="checkbox"/> Max. File Size per transmission: 5MB <input checked="" type="checkbox"/> Max. No. of transmission: no limit

<sup>1</sup>This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.

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			<p><input checked="" type="checkbox"/> No. of copies to be transmitted: <i>One (1) Copy</i></p> <p><b><input checked="" type="checkbox"/> Mandatory Subject of E-mail:</b></p> <p><b>ITB- + <u>Company Name.</u></b></p> <p><input checked="" type="checkbox"/> Time Zone to be Recognized: <i>Baghdad Iraq Time / EST- 3HOURS FROM UTC.</i></p> <p><input checked="" type="checkbox"/> Other conditions:</p> <p>-Bidders may send as many e-mails as needed, considering that every file must not exceed 5MB.</p> <p>-As an e-mail can take some time to arrive after it is sent, we advise all Bidders to send e-mail submissions well before the deadline. Please be aware that bids e-mailed to UNDP will be rejected if they are received after the deadline for bid submission.</p> <p>Bidders are solely responsible for ensuring that any and all files sent to UNDP are readable, that is, uncorrupted, in the indicated electronic format, and free from viruses and malware.</p> <p><b>-Bidders sent to the private email addresses of any procurement staff, <u>will not be entertained</u></b></p>
24		Date of Bid Opening	<p>Date and Time: <b>February 12, 2017 3:00 PM (Iraq local time)</b></p> <p>In front of committee formed by UNDP.</p>
25		Evaluation method to be used in selecting the most responsive Bid	<p><input checked="" type="checkbox"/> Non-Discretionary "Pass/Fail" Criteria on the Technical Requirements; and</p> <p><input checked="" type="checkbox"/> Lowest price offer of technically qualified/responsive Bid;</p>
26	C.15.1	Required Documents that must be Submitted to Establish Qualification of Bidders (In "Certified True Copy" form only)	<p><input checked="" type="checkbox"/> <b>Company Profile</b>, which should not exceed fifteen (15) pages, including the list of completed projects and on-going projects with CVs of required personnel;</p> <p><input checked="" type="checkbox"/> <b>Certificate of Registration of the business</b>, including Articles of Incorporation, or equivalent document if Bidder is a corporation</p> <p><input checked="" type="checkbox"/> <b>Section 4: Bid Submission Form</b> (Signed and Stamped)</p> <p><input checked="" type="checkbox"/> <b>Section 5: Documents Establishing the</b></p>

			<p>Eligibility and Qualifications of the Bidder</p> <p><input checked="" type="checkbox"/> <b>Section 6: Technical Bid Form</b> (Signed and Stamped)</p> <p><input checked="" type="checkbox"/> <b>Section 7: Price Schedule</b> (Signed and Stamped)</p> <p><input checked="" type="checkbox"/> <b>Implementation Timetable of the project/s;</b></p> <p><input checked="" type="checkbox"/> <b>List of previous similar contracts and projects executed with values and name of client.</b></p> <p>UNDP had the right to reject any bid if submitted by a contractor whom investigation leads to a result that he is not financially capable and/or had serious financial problems.</p> <p><input checked="" type="checkbox"/> CVs - Qualifications of Key personnel to be assigned to the contract. As below:</p> <p><b>Project Team Leader</b></p> <p><b>One qualified Civil Engineer with 5 years of experience;</b></p>
27		Other documents that may be Submitted to Establish Eligibility	As per the evaluation criteria mentioned in the bidding document
28	C.15	Structure of the Technical Bid and List of Documents to be Submitted	<p>Technical bid should be prepared and documents submitted as per Section 2, Clause 15 (Instruction to Bidders) and as per Section 3a (Schedule of Requirements and Technical Specifications), and Annex-A. Data listed under Section 6 Technical Bid Form the Technical Bid should contain clear descriptions and specifications of the items being offered. These specifications must meet the standards and technical requirements of the items listed in this ITB.</p> <p>Provided documents should be in line with Data sheet requirements.</p>
29	C.15.2	Latest Expected date for commencement of Contract	June 30, 2017
30	C.15.2	Maximum Expected duration of contract	3 Months
31		UNDP will award the contract to:	<input checked="" type="checkbox"/> One Bidder
32	F.34	Criteria for the Award and Evaluation of Bid	<p><b>Award Criteria</b></p> <p><input checked="" type="checkbox"/> <b>Non-discretionary "Pass" or "Fail" rating on the detailed contents of the Schedule of Requirements and Technical Specifications</b></p> <p><input checked="" type="checkbox"/> <b>Compliance on the following qualification requirements:</b></p>

			<p><b>Bid Evaluation Criteria:</b></p> <p><input checked="" type="checkbox"/> Minimum Five years of experience in renovation and rehabilitation /With completion of two similar project (Please provide the copy of completion of contracts or completion certificate)</p> <p><input checked="" type="checkbox"/> Full Compliance of Bid to the Technical Requirements/specifications;</p> <p><input checked="" type="checkbox"/> Warranty against defects arising from faults in design, materials and workmanship, for a period of twelve (12) months from date of delivery.</p> <p><input checked="" type="checkbox"/> Compliance with the delivery terms and conditions (90 days).</p>
33	E.29	Post qualification Actions	<p><input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted;</p> <p><input checked="" type="checkbox"/> Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;</p> <p><input checked="" type="checkbox"/> Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder;</p> <p><input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;</p> <p><input checked="" type="checkbox"/> Testing and sampling of completed goods similar to the requirements of UNDP, where available;</p>
34		Conditions for Determining Contract Effectivity	<p><input checked="" type="checkbox"/> UNDP's issuance of Purchase Order/Contract;</p> <p><input checked="" type="checkbox"/> Submission of the Performance Guarantee equal to 10% of the contract value;</p>
35		Other Information Related to the ITB	N/A



## Section 3a: Schedule of Requirements and Technical Specifications

### Section 3b: Related Services

Further to the Schedule of Requirements in the preceding Table, Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfillment of the requirements:

Delivery Term [INCOTERMS 2010]	<input checked="" type="checkbox"/> DAP
Exact Address of Delivery/Installation Location	Ramadi, Anbar Governorate, Iraq
Distribution of shipping documents ( <i>if using freight forwarder</i> )	
Delivery Date	3 Months
Customs, if needed, clearing shall be done by:	UNDP will provide facilitation in case of requirement.
Inspection upon delivery	Required
Installation Requirements	N/A
Testing Requirements	Required
Scope of Training on Operation and Maintenance	N/A
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days upon UNDP's acceptance of the final completion works.
Conditions for Release of Payment	Inspection upon arrival at destination <i>Inspection by UNDP/ Focal Point and Technical experts from Stabilization Project</i> <input checked="" type="checkbox"/> Written Acceptance of Goods/Services based on full compliance with ITB requirements.
After-sale services required	<input checked="" type="checkbox"/> Warranty on equipment for minimum period of 12 months. <input checked="" type="checkbox"/> Guarantee on manufacturing defects of the supplied equipment for 12 months. <input checked="" type="checkbox"/> Others: 1. Confirmation letter from the bidder to provide the Guarantee and Warranty cards/documents.
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English



## Section 4: Bid Submission Form<sup>2</sup>

***(This should be written in the Letterhead of the Bidder. Except for indicated fields, no changes may be made in this template.)***

---

Insert: Location

Insert: Date

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to supply the goods and related services required for **ITB-028/17 – Renovation of 182 Housing units in Al-Qadysia 1/ Ramadi- Anbar Governorate**, in accordance with your Invitation to Bid dated Insert: bid date. We are hereby submitting our Bid, which includes the Technical Bid and Price Schedule.

We hereby declare that:

- a) All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby fully accept the Schedule of Requirements and Technical Specifications describing the duties and responsibilities required of us in this ITB, and the General Terms and Conditions of UNDP's Standard Contract for this ITB.

We agree to abide by this Bid for *120 Days*.

We undertake, if our Bid is accepted, to initiate the supply of goods and provision of related services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this Bid, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

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<sup>2</sup> No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.

*ITB-028/17, Renovation of 182 Housing Units in Al-Qadysia 1 -Ramadi, Anbar Governorate*

We remain,

Yours sincerely,

Authorized Signature *[In full and initials]*: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Contact Details: \_\_\_\_\_

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*[please mark this letter with your corporate seal, if available]*

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## Section 5: Documents Establishing the Eligibility and Qualifications of the Bidder

### Bidder Information Form<sup>3</sup>

Date: *[insert date (as day, month and year) of Bid Submission]*

ITB No.: *[insert number of bidding process]*

1. Bidder's Legal Name <i>[insert Bidder's legal name]</i>		
2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i>		
3. Actual or intended Country/ies of Registration/Operation: <i>[insert actual or intended Country of Registration]</i>		
4. Year of Registration in its Location: <i>[insert Bidder's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Bidder's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (Score and Source, if any)		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. Bidder's Authorized Representative Information  Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List? <input type="checkbox"/> YES or <input type="checkbox"/> NO		
14. Attached are copies of original documents of:  <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet  <input type="checkbox"/> If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered  <input type="checkbox"/> If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law.		

<sup>3</sup> The Bidder shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

## Joint Venture Partner Information Form (if Registered)<sup>4</sup>

Date: *[insert date (as day, month and year) of Bid Submission]*

ITB No.: *[insert number of bidding process]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Bidder's Legal Name: <i>[insert Bidder's legal name]</i>		
2. JV's Party legal name: <i>[insert JV's Party legal name]</i>		
3. JV's Party Country of Registration: <i>[insert JV's Party country of registration]</i>		
4. Year of Registration: <i>[insert Party's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Party's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any) :Click here to enter text.		
1. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved. Click here to enter text.		
13. JV's Party Authorized Representative Information Name: <i>[insert name of JV's Party authorized representative]</i> Address: <i>[insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[insert email address of JV's Party authorized representative]</i>		
14. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2. <input type="checkbox"/> In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law.		

<sup>4</sup> The Bidder shall fill in this Form in accordance with the instructions. Apart from providing additional information, No alterations to its format shall be permitted and no substitutions shall be accepted.

## Section 6: Technical Bid Form<sup>5</sup>

**ITB-028/17 –**  
**Renovation of 182 Housing units in Al-Qadysia 1/ Ramadi- Anbar Governorate**

<b>Name of Bidding Organization / Firm:</b>	
<b>Country of Registration:</b>	
<b>Name of Contact Person for this Bid:</b>	
<b>Address:</b>	
<b>Phone / Fax:</b>	
<b>Email:</b>	

### SECTION 1: EXPERTISE OF FIRM/ ORGANISATION

*This section should fully explain the Bidder's resources in terms of personnel and facilities necessary for the performance of this requirement.*

**1.1 Brief Description of Bidder as an Entity:** Provide a brief description of the organization / firm submitting the Bid, its legal mandates/authorized business activities, the year and country of incorporation, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the delivery of goods and/or performance of related services, indicating the status/result of such litigation/arbitration.

**1.2. Financial Capacity:** Based on the latest Audited Financial Statement (Income Statement and Balance Sheet) describe the financial capacity (liquidity, stand-by credit lines, etc.) of the bidder to engage into the contract. Include any indication of credit rating, industry rating, etc.

**1.3. Track Record and Experiences:** Provide the following information regarding corporate experience within at least the last five (5) years which are related or relevant to those required for this Contract.

Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)
<i>Please Fill here</i>	<i>Please Fill here</i>	<i>Please Fill here</i>	<i>Please Fill here</i>	<i>Please Fill here</i>	<i>Please Fill here</i>	<i>Please Fill here</i>

<sup>5</sup> Technical Bids not submitted in this format may be rejected.

## SECTION 2 - SCOPE OF SUPPLY, TECHNICAL SPECIFICATIONS, AND RELATED SERVICES

*This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the specifications.*

**2.1. Scope of Supply:** Please provide a detailed description of the goods to be supplied, indicating clearly how they comply with the technical specifications required by the ITB (see below table); describe how the organisation/firm will supply the goods and any related services, keeping in mind the appropriateness to local conditions and project environment.

Item No.	Description/ Specification of Goods	Source/ Manufacturer	Country of Origin	Qty.	Quality Certificate/ Export Licenses, etc. (indicate all that applies and if attached)
<i>Please fill here</i>	<i>Please fill here</i>	<i>Please fill here</i>	<i>Please fill here</i>	<i>Please fill here</i>	<i>Please fill here</i>

*A supporting document with full details may be annexed to this section*

**2.2. Technical Quality Assurance Mechanisms:** The bid shall also include details of the Bidder's internal technical and quality assurance review mechanisms, all the appropriate quality certificates, export licenses and other documents attesting to the superiority of the quality of the goods and technologies to be supplied.

**2.3. Reporting and Monitoring:** Please provide a brief description of the mechanisms proposed for this project for reporting to the UNDP and partners, including a reporting schedule.

**2.4. Subcontracting:** Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.

**2.5. Risks / Mitigation Measures:** Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

**2.6 Implementation Timelines:** The Bidder shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

**2.7. Partnerships (Optional):** Explain any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.

**2.8. Anti-Corruption Strategy (Optional):** Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.

**2.9 Statement of Full Disclosure:** This is intended to disclose any potential conflict in accordance with the definition of "conflict" under Section 4 of this document, if any.

2.10 Other: Any other comments or information regarding the bid and its implementation.

### SECTION 3: PERSONNEL

**3.1 Management Structure:** Describe the overall management approach toward planning and implementing the contract. Include an organization chart for the management of the contract, if awarded.

**3.2 Staff Time Allocation:** Provide a spreadsheet will be included to show the activities of each personnel involved in the implementation of the contract. Where the expertise of the personnel is critical to the success of the contract, UNDP will not allow substitution of personnel whose qualifications had been reviewed and accepted during the bid evaluation. (If substitution of such a personnel is unavoidable, substitution or replacement will be subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution).

**3.3 Qualifications of Key Personnel.** Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in area of expertise relevant to the Contract. Please use the format below:

<b>Name:</b>		
<b>Role in Contract Implementation:</b>		
<b>Nationality:</b>		
<b>Contact information:</b>		
<b>Countries of Relevant Work Experience:</b>		
<b>Language Skills:</b>		
<b>Education and other Qualifications:</b>		
<b>Summary of Experience:</b> <i>Highlight experience in the region and on similar projects.</i>		
<b>Relevant Experience (From most recent):</b>		
<b>Period: From – To</b>	<b>Name of activity/ Project/ funding organisation, if applicable:</b>	<b>Job Title and Activities undertaken/Description of actual role performed:</b>
<i>e.g. June 2010-January 2011</i>		
<i>Etc.</i>		
<i>Etc.</i>		
<b>References (minimum of 3):</b>	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
<b>Declaration:</b>		
I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.		
<hr/>		
Signature of the Nominated Team Leader/Member		Date Signed



## Section 7: Price Schedule Form<sup>6</sup>

The Bidder is required to prepare the Price Schedule as indicated in the Instruction to Bidders. The Price Schedule must provide a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any. Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be listed separately.

The format shown on the following pages is suggested for use as a guide in preparing the Price Schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

### **ITB-028/17-**

### **Renovation of 182 Housing units in Al-Qadysia 1/ Ramadi- Anbar Governorate**

1. The works include the provision of all necessary materials, machinery, tools (adaptable to be operated in risky environment) and paying and supervising laborers as indicated in the table BoQ to rehabilitate the target houses, in coordination with the stabilization engineers, neighborhood block leaders, local council and the Municipality. The contractor should work in close cooperation with the residents on a daily basis, in particular the Mukhtar and Block Leaders, to plan and implement the works according to the approved and endorsed BoQ.
1- يتضمن العمل تجهيز كل ما هو ضروري من مواد، مكائن، معدات (مجهزة للعمل في بيئة محتملة المخاطر اذا تطلب الموضوع)، وعمال لاعادة تأهيل المساكن حسب جدول الكميات بالتنسيق مع مهندسي اعادة الاستقرار ومكتب القائ مقام و بلدية الرمادي والمجلس المحلي ومسؤولي كل مربع. يجب على المقاول ان يعمل بتنسيق يومي مباشر مع سكان الحي وبالاخص مختار الحي ومسؤولي كل مربع لغرض تخطيط وتنفيذ العمل بحسب جدول الكميات المصادق عليه.
2. Any debris or waste materials shall be removed from the site to a landfill approved by the municipality.
2- رفع الانقاض والمخلفات ونقلها الى مواقع محددة ومصادق عليها من قبل البلدية.
3. The contractor is not allowed to burn trash, cut trees, and/or remove the debris other than those indicated by residents and BoQ.
3- لا يسمح بحرق النفايات وقطع الاشجار ورفع المخلفات باستثناء التي يطلبها السكان والتي توجد داخل البيوت والابنية الخاصة.
4. The Contractor shall employ all laborers and equipment operators determined in this BOQ. The Contractor is required to employ 100% of the laborers from the local community of the targeted area. They shall be paid fair market rates. The contractor will keep record of number of work days utilized, and report this to UNDP in all project reporting.
4- يجب على المقاول تشغيل عمال ومراقبين ومشغلي المعدات وكما محدد في جدول الكميات على ان يكون 100% من العمال من المنطقة المحلية. يجب ان تدفع لهم اجور بما يتناسب مع اجور السوق. يجب على المقاول ان يعد فوائم باسماء العمال وعدد ايام العمل وتسليمها الى مهندسي برنامج الامم المتحدة الانمائي.
5. The contractor must establish an office at the center of the site to follow up and supervise the work, and to be used for the laborers' payments. It should also be suitable as the location where residents will come to get information about construction progress (e.g. starting dates), and be a forum for residents to voice concerns, problems or make suggestions to the contractor during implementation.

<sup>6</sup> No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.

<p>5- على المقاول تجهيز مبنى او كرفان مؤثث في موقع العمل يكون مكتب متابعة واشراف للعمل ولدفع الاجور اليومية للعمال. ويكون المكان مناسب لاستقبال السكان المحليين للحصول على معلومات عن تقدم العمل مثل بداية العمل وكذلك مكان لمناقشة المعوقات والمشاكل وكذلك تقديم المقترحات الى المقاول اثناء التنفيذ.</p>					
<p>6. This is a community-led initiative under the leadership of the local council and Municipality. The contractor must maintain good relations with the local residents and respect the private spaces of all houses. Each resident in conjunction with UNDP engineers will verify the quality of completed works. Works that are not satisfactorily completed will need to be rectified.</p>					
<p>6- هذا المشروع هو مبادرة مجتمعية بقيادة المجلس المحلي والبلدية. يجب على المقاول ان يحافظ على علاقات جيدة مع السكان المحليين ويحترم خصوصية المكان لجميع المساكن. كل ساكن يقوم بالتنسيق مع مهندسي برنامج الامم المتحدة الانمائي من اجل متابعة جودة تنفيذ العمل. العمل الذي سوف يتم تنفيذه بصورة غير جيدة سوف يتطلب اعادة تنفيذه بالكامل.</p>					
<p>7. The contractor is encouraged to hire female employees (from the area) where possible, for example as monitors or painters of interior rooms. As well, the contractor is encouraged to hire youth (from the area) and support their "on-the job" skills training and development. The labour reporting to UNDP will specify the number of men/women/youth.</p>					
<p>7- يمكن للمقاول اذا امكن ان يعين عاملات نساء من المنطقة كمرافقات او كصباغات للدور من الداخل. وكذلك يمكن للمقاول ان يعين شباب من المنطقة من الذين يملكون المهارات. التقاري الخاصة بالعمال يجب ان تتضمن الرجال والنساء والشباب.</p>					
<p>8. Dispute resolution or implementation challenges: If a dispute or problem arises during implementation all parties will aim to peacefully resolve the problem through informal dialogue involving the Mukhtar, Block Leaders, Municipal Council focal point, Municipal focal point, and UNDP FFIS focal point to reach a mutually agreeable solution, within the agreed scope of works and required quality standards.</p>					
<p>8- في حالة حصول اي مشكلة اثناء التنفيذ يجب على جميع الاطراف اللجوء الى الحل السلمي من خلال الحوار وبمشاركة المختار. ممثلي الممرات، ممثل المجلس المحلي، ممثل البلدية، وممثلي برنامج اعادة الاستقرار لغرض الوصول الى اتفاق يرضي جميع الاطراف وضمن نطاق متفق عليه من اعمال ومعايير الجودة المطلوبة.</p>					
#	Item Description	Unit	Quantity	Unit Price \$	Total \$
1.a	Supply materials for glass 4mm thick. تجهيز زجاج سمك 4ملم.				
1.b	Supplying tools and supervising and paying laborers to install glass of 4mm thick. The work includes removing the damaged glass and all the requirements to complete the work. All labour must be employed from the local community and paid fair market rates. تجهيز المعدات والأيدي العاملة اللازمة لتثبيت زجاج سمك 4ملم، ويتضمن العمل ازالة الزجاج المتضرر وكل المتطلبات لانجاز العمل. على أن يتم استخدام العمال المحليين وبموجب الأجور في السوق المحلية.	m2	896		
2.a	Supplying materials for ceilings and internal walls plaster. تجهيز مواد سطر وبياض للسقوف والجدران الداخلية.				
2.b	Supplying tools and supervising and paying laborers to repair the damaged parts in the ceilings and internal walls. The work includes all the requirements to complete the work. All labour must be employed from the local community and paid fair market rates. تجهيز المعدات والأيدي العاملة اللازمة لصيانة الاجزاء المتضررة من السقوف والجدران الداخلية. شاملا العمل كل المتطلبات لانجاز العمل. على أن يتم استخدام العمال المحليين وبموجب الأجور في السوق المحلية.	m2	4767		

3.a	Supplying materials for wooden doors (1*2.1) m with locks, all doors must be painted. تجهيز أبواب خشب (2.1*1)م مع الكيلون , على أن تكون جميع الأبواب مصبوغة بشكل كامل.	EA.	254		
3.b	Supplying tools and supervising and paying laborers to replace the existing wooden doors (1*2.1)m. The work includes painting and repairing the existing frame and all accessories with all requirements to complete the work. All labor must be employed from the local community and paid fair market rates. تجهيز المعدات والأيدي العاملة اللازمة لتبديل باب خشب (2.1*1)م , شاملا العمل صيانة وصبغ الاطار وكل المتطلبات لانجاز العمل..على أن يتم استخدام العمال المحليين وبموجب الأجور في السوق المحلية.				
4.a	Supplying materials for steel doors (1*2.1)m with locks, all doors must be painted. تجهيز أبواب حديد (2.1*1)م مع الكيلون , على أن تكون جميع الأبواب مصبوغة بشكل كامل.	EA.	136		
4.b	Supplying tools and supervising and paying laborers to replace the existing steel doors (1*2.1) m. The work includes painting and repairing the existing frame and all accessories with all requirements to complete the work. All labor must be employed from the local community and paid fair market rates. تجهيز المعدات والأيدي العاملة اللازمة لتبديل باب حديد(2.1*1)م شاملا العمل صيانة وصبغ الاطار وكل المتطلبات لانجاز العمل..على أن يتم استخدام العمال المحليين وبموجب الأجور في السوق المحلية.				
5.a	Supplying materials for painting the internal walls and ceiling using best quality plastic paints. تجهيز مواد صبغ الجدران الداخلية والسقوف.	m2	7954		
5.b	Supplying tools and supervising and paying laborers for painting the internal walls and ceiling with three layers of oil paints, the work includes repairing the damaged parts in the ceilings and walls with all the required to complete the work. All labor must be employed from the local community and paid fair market rates. تجهيز المعدات والأيدي العاملة اللازمة لصبغ السقوف والجدران الداخلية بثلاث طبقات , شاملا العمل كل المتطلبات لانجاز العمل..على أن يتم استخدام العمال المحليين وبموجب الأجور في السوق المحلية.				
6.a	Supplying materials for repair steel door (3*2) m with locks, all doors must be painted. مواد صيانة باب حديد (2*3)م مع الكيلون ,مع الصبغ بشكل كامل.	EA.	49		

6.b	Supplying tools and supervising and paying laborers to repair steel door (3*2)m with locks. The work includes painting and all accessories with all requirements to complete the work. All labor must be employed from the local community and paid fair market rates. تجهيز المعدات والأيدي العاملة اللازمة لصيانة باب حديد (2*3)م , شاملا العمل الصبغ وكل المتطلبات لانجاز العمل..على أن يتم استخدام العمال المحليين وبموجب الأجور في السوق المحلية.				
7.a	Supplying materials for aluminum doors (0.95*2)m with locks and the frame. تجهيز أبواب الألمنيوم (2*0.95)م مع الكيلون والاطار.				
7.b	Supplying tools and supervising and paying laborers to installing aluminum doors (0.95*2) m. The work includes all accessories with all requirements to complete the work. All labor must be employed from the local community and paid fair market rates. تجهيز المعدات والأيدي العاملة اللازمة لتثبيت أبواب الألمنيوم (2*0.95)م , شاملا العمل كل المتطلبات لانجاز العمل..على أن يتم استخدام العمال المحليين وبموجب الأجور في السوق المحلية.	EA.	17		
8.a	Supplying materials for sandwich panels (5cm) with rectangular iron pipes (3*1.5) inch. تجهيز مواد الواح ساندويچ بانل سمك 5مع بوري مقطع مستطيل (شخاطة) حجم (3*1.5) انج.				
8.b	Supplying tools and supervising and paying laborers to installing sandwich panel roof (5cm) with rectangular iron pipes (3*1.5)inch. The work includes painting the iron pipes with layer of red light paint then two layers of oil paints and all accessories with all requirements to complete the work. All labor must be employed from the local community and paid fair market rates. تجهيز المعدات والعمل لتثبيت سقف من الساندويچ بنل (5سم) مع هيكل حديد من بوري شخاطة (3*1.5) انج شاملا العمل الصبغ بطقة من مانع الصدأ وطبقتين من الطلاء الدهني وكل المتطلبات لانجاز العمل..على أن يتم استخدام العمال المحليين وبموجب الأجور في السوق المحلية.	m2	36		
9.a	Supplying materials for PVC pipe 3 inch for rain water drainage and all installation and connections accessories. تجهيز أنابيب بلاستيك قطر 3 انج لتصريف مياه الامطار مع كافة الملحقات.				
9.b	Supplying tools and supervising and paying laborers to install PVC pipe 3 inch for rain water drainage and all installation and connections accessories. All labor must be employed from the local community and paid fair market rates.	m.l	90		

	تجهيز المعدات والأيدي العاملة اللازمة لتركيب انابيب بلاستيك قطر 3 انج لتصريف مياه الامطار مع كافة الملحقات وكل المتطلبات لانجاز العمل..على أن يتم استخدام العمال المحليين وبموجب الأجور في السوق المحلية.				
10.a	Supplying materials for external walls cement plaster. تجهيز مواد لبخ جدران خارجية.				
10.b	Supplying tools and supervising and paying laborers to repair the damaged cement plaster for the exterior walls. The work includes the paint and all the requirements to complete the work. All labor must be employed from the local community and paid fair market rates. تجهيز المعدات والأيدي العاملة اللازمة لصيانة الاجزاء المتضررة من اللبخ الخارجي , شاملا العمل الصبغ وكل المتطلبات لانجاز العمل..على أن يتم استخدام العمال المحليين وبموجب الأجور في السوق المحلية.	m2	1759		
11.a	Supplying materials for concrete blocks (15*20*40) cm with sand and cement. تجهيز مواد بلوك (15*20*40)سم مع الرمل والسمنت.				
11.b	Supplying tools and supervising and paying laborers to rebuild the parapet by using the concrete blocks (15*20*40) cm. The work includes the cement plastering works with all requirements to complete the work. All labor must be employed from the local community and paid fair market rates. تجهيز المعدات والأيدي العاملة اللازمة لاعادة بناء ستارة باستخدام بلوك قياس (15*20*40)سم, شاملا العمل اللبخ وكل المتطلبات لانجاز العمل..على أن يتم استخدام العمال المحليين وبموجب الأجور في السوق المحلية.	m2	1328		
12.a	Supplying materials for concrete blocks (20*20*40) cm with sand and cement. تجهيز مواد بلوك (20*20*40)سم مع الرمل والسمنت.				
12.b	Supplying tools and supervising and paying laborers to rebuild walls by using the concrete blocks (20*20*40) cm. The work includes the cement plastering works for two sides with all requirements to complete the work. All labor must be employed from the local community and paid fair market rates. تجهيز المعدات والأيدي العاملة اللازمة لاعادة بناء جدران باستخدام بلوك قياس (20*20*40)سم , شاملا العمل اللبخ من الجهتين وكل المتطلبات لانجاز العمل..على أن يتم استخدام العمال المحليين وبموجب الأجور في السوق المحلية.	m2	427		
13.a	Supplying materials for PVC doors (0.9*2) m with the frame and locks, all doors must be painted. تجهيز باب PVC بلاستيك (2*0.9)م مع الاطار والكيلون .	EA.	26		

13.b	Supplying tools and supervising and paying laborers to install PVC doors (0.9*2) m with the frame and locks. The work includes all accessories with all requirements to complete the work. All labor must be employed from the local community and paid fair market rates. تجهيز المعدات والأيدي العاملة اللازمة لتثبيت باب PVC بلاستيك (2*0.9)م مع الاطار والكيلون وكل المتطلبات لانجاز العمل..على أن يتم استخدام العمال المحليين وبموجب الأجور في السوق المحلية.				
14.a	Supplying materials for steel windows with locks, glass and paints. تجهيز شبابيك حديد مع الاقفال والزجاج والصيغ.				
14.b	Supplying tools and supervising and paying laborers to install steel windows with locks and glass. The work includes painting and all accessories with all requirements to complete the work. All labor must be employed from the local community and paid fair market rates. تجهيز المعدات والعمل لتثبيت شبابيك حديد مع الاقفال والزجاج , شاملا العمل الصيغ وكل المتطلبات لانجاز العمل..على أن يتم استخدام العمال المحليين وبموجب الأجور في السوق المحلية.	m2	31		
15.a	Supplying materials for building exterior WC (1.5*1.5) m with all requirements to complete the work. تجهيز مواد لبناء مجموعة صحية خارجية (1.5*1.5)م تشمل البناء والسقف الكونكريتي والانتهاءات ومواد تاسيسات الماء والكهرباء والمجاري.				
15.b	Supplying tools and supervising and paying laborers to remove and rebuilding exterior WC (1.5*1.5)m with all requirements to complete the work. All labor must be employed from the local community and paid fair market rates. تجهيز المعدات والأيدي العاملة لازالة واعادة بناء مجموعة صحية خارجية (1.5*1.5)م تشمل اعمال البناء والسقف الكونكريتي والانتهاءات واعمال تاسيسات الماء والكهرباء والمجاري..على أن يتم استخدام العمال المحليين وبموجب الأجور في السوق المحلية.	L.S	15		
16.a	Supplying materials for galvanized water tank of 1000-liter capacity and gage 16 plate with all installation and connections accessories. تجهيز خزان ماء بليت مغلون حجم (1000 لتر) كيج 16 مع الملحقات.				
16.b	Supplying tools and supervising and paying laborers to install galvanized water tank of 1000-liter, the work includes all requirements to complete the work. All labor must be employed from the local community and paid fair market rates.	EA.	55		

	تجهيز المعدات والأيدي العاملة اللازمة لتثبيت خزان ماء بليت مغلول حجم (1000 لتر) مع كل المتطلبات لانجاز العمل..على أن يتم استخدام العمال المحليين وبموجب الأجور في السوق المحلية.				
17.a	Supplying materials for slide steel door (3*2) m with locks, slides and paints and the concrete columns materials. تجهيز باب حديد سلايد (2*3)م مع السكة والكيلون والصبغ بشكل كامل ومواد صب الاعمدة الكونكريتية.	EA.	11		
17.b	Supplying tools and supervising and paying laborers to install slide steel door (3*2)m with locks. The work includes casting concrete columns and painting all accessories with all requirements to complete the work. All labor must be employed from the local community and paid fair market rates. تجهيز المعدات والعمل والأيدي العاملة اللازمة لتثبيت باب حديد سلايد (2*3)م بملحقاته مع صب اعمدة كونكريتية، شاملا العمل بالصبغ وكل المتطلبات لانجاز العمل..على أن يتم استخدام العمال المحليين وبموجب الأجور في السوق المحلية.				
18.a	Supply plug switch of 13-Amp and lighting points with all connection and installation accessories. تجهيز مواد مأخذ قدرة (13) امبير ونقاط انارة مع كل ملحقات التثبيت والتوصيل.	EA.	176		
18.b	Supplying tools and supervising and paying laborers to install and connect plug switch of 13-Amp and lighting points. The work includes all the requirements to complete the work. All labor must be employed from the local community and paid fair market rates. تجهيز المعدات والأيدي العاملة اللازمة لتثبيت وربط مأخذ قدرة (13) أمبير ونقاط انارة، شاملا العمل كل المتطلبات اللازمة لانجاز العمل..على أن يتم استخدام العمال المحليين وبموجب الأجور في السوق المحلية.				
19.a	Supplying materials for ceramic washing basin with water mixer and all installation and connections accessories. تجهيز مغسلة سيراميك مع الخلاط وكافة الملحقات.	EA.	7		
19.b	Supplying tools and supervising and paying laborers to install ceramic washing basin with water mixer and all installation and connections accessories. All labor must be employed from the local community and paid fair market rates. تجهيز المعدات والأيدي العاملة اللازمة لتركيب وتأسيس مغسلة سيراميك مع الخلاط وكافة الملحقات مع كل المتطلبات لانجاز العمل..على أن يتم استخدام العمال المحليين وبموجب الأجور في السوق المحلية.				
20.a	Supplying materials to repair wooden doors (1*2.1) m with locks and paints. تجهيز مواد صيانة أبواب خشب (2.1*1)م مع الكيلون والصبغ.	EA.	173		



20.b	Supplying tools and supervising and paying laborers to repairing the existing wooden doors (1*2.1) m. The work includes painting and repairing the existing frame and all accessories with all requirements to complete the work. All labor must be employed from the local community and paid fair market rates. تجهيز المعدات والأيدي العاملة اللازمة لصيانة باب خشب (2.1*1)م , شاملا العمل صيانة وصبغ الاطار وكل المتطلبات لانجاز العمل..على أن يتم استخدام العمال المحليين وبموجب الأجور في السوق المحلية.				
21.a	Supplying materials to repair steel doors (1*2.1)m with locks and paints. تجهيز مواد صيانة أبواب حديد (2.1*1)م مع الكيلون والصبغ.	EA.	260		
21.b	Supplying tools and supervising and paying laborers to repairing the existing steel doors (1*2.1) m. The work includes painting and repairing the existing frame and all accessories with all requirements to complete the work. All labor must be employed from the local community and paid fair market rates. تجهيز المعدات والأيدي العاملة اللازمة لصيانة باب حديد (2.1*1)م , شاملا العمل صيانة وصبغ الاطار وكل المتطلبات لانجاز العمل..على أن يتم استخدام العمال المحليين وبموجب الأجور في السوق المحلية.				
22.a	Supplying materials for repair steel window (1.5*2) m with locks, all parts must be painted. تجهيز مواد صيانة شباك حديد (2*1.5)م مع الاقفال والصبغ بشكل كامل.	m2	64.7		
22.b	Supplying tools and supervising and paying laborers to repair steel window (1.5*2) m with locks. The work includes painting and all accessories with all requirements to complete the work. All labor must be employed from the local community and paid fair market rates. تجهيز المعدات والأيدي العاملة اللازمة لصيانة شباك حديد (2*1.5)م , شاملا العمل الصبغ وكل المتطلبات لانجاز العمل..على أن يتم استخدام العمال المحليين وبموجب الأجور في السوق المحلية.				
23.a	Supplying materials for roofing includes: tiles (80*80*3.5) cm, bitumen, mastic and clean sand. تجهيز مواد تسطيح وتشمل الشتاكر (80*80*3.5)سم, القير, الماستك والرمل النظيف.	m2	264		
23.b	Supplying tools and supervising and paying laborers to clean the roof and replace the damaged tiles. The work includes refill the joints with mastic with all the requirements to complete the work. All labor must be employed from the local community and paid fair market rates.				

	تجهيز المعدات والأيدي العاملة اللازمة لتنظيف وصيانة التسطيح مع أعمال تبديل الشتاكر المتضرر, شاملا العمل اعادة ملئ المفاصل بالماستك وكل ما يتطلبه العمل..على أن يتم استخدام العمال المحليين وبموجب الأجور في السوق المحلية.				
24.a	Supply ceramic wall tiles (25*40) cm with cement and sand. تجهيز سيراميك جدران (40*25)سم مع السمنت والرمل اللازم.				
24.b	Supplying tools and supervising and paying laborers labors to apply ceramic wall tiles (25*40) by sand and cement mortar, the work includes all the requirements to complete the work. All labor must be employed from the local community and paid fair market rates. تجهيز المعدات والعمل لتثبيت سيراميك جدران (40*25)سم باستخدام مونة السمنت والرمل مع كل المتطلبات لانجاز العمل..على أن يتم استخدام العمال المحليين وبموجب الأجور في السوق المحلية.	m2	142		
25.a	Supplying materials for building stone walls (30) cm thickness with sand and cement. تجهيز مواد بناء جدران حجر سمك 30 سم مع الرمل والسمنت.				
25.b	Supplying tools and supervising and paying laborers labors to build stone walls (30) cm thickness with sand and cement. The work includes the cement plastering works with all requirements to complete the work. All labor must be employed from the local community and paid fair market rates. تجهيز المعدات والأيدي العاملة اللازمة لبناء جدران حجر سمك 30سم, شاملا العمل الليخ وكل المتطلبات لانجاز العمل..على أن يتم استخدام العمال المحليين وبموجب الأجور في السوق المحلية.	m2	174		
26.a	Supplying materials for concrete floors (10) cm thickness. تجهيز مواد صب خرسانة (10)سم للأرضيات.				
26.b	Supplying tools and supervising and paying laborers labors to cast concrete floors (10) cm thickness. The work includes applying layer of stone or gravel and compacting works with all requirements to complete the work. All labor must be employed from the local community and paid fair market rates. تجهيز المعدات والأيدي العاملة اللازمة لصب خرسانة 30سم للأرضيات, شاملا العمل رصف طبقة كسر حجر او جلود مع الحدل الجيد قبل الصب وكل المتطلبات لانجاز العمل..على أن يتم استخدام العمال المحليين وبموجب الأجور في السوق المحلية.	m2	175		
Total Cost					

Warranty for a period of one year: Yes: -----, No: -----

Delivery within 3 months: Yes: -----, No: ----- weeks

Delivery Term: DAP Ramadi: Yes: -----, No. -----

**Name of Bidder:** \_\_\_\_\_

**Authorized signature:** \_\_\_\_\_

**Name of authorized signatory:** \_\_\_\_\_

**Functional Title:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Stamp of the Company** \_\_\_\_\_

## Section 8: FORM FOR BID SECURITY

***(This must be finalized using the official letterhead of the Issuing Bank. Except for indicated fields, no changes may be made in this template.)***

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To: UNDP

*[Insert contact information as provided in Data Sheet]*

WHEREAS *[name and address of Contractor]* (hereinafter called "the Bidder") has submitted a Bid to UNDP dated *Click here to enter a date.* , to deliver goods and execute related services for *[indicate ITB title]* (hereinafter called "the Bid"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Bid after the date of the opening of the Bid;
- c) Fails to comply with UNDP's variation of requirement, as per ITB Section F.3; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Bid is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid until 90 days after the date of validity of the bids.

### SIGNATURE AND SEAL OF THE GUARANTOR BANK

Date .....

Name of Bank .....

Address

*ITB-028/17, Renovation of 182 Housing Units in Al-Qadysia 1 -Ramadi, Anbar Governorate*

## Section 9: FORM FOR PERFORMANCE SECURITY<sup>7</sup>

***(This must be finalized using the official letterhead of the Issuing Bank. Except for indicated fields, no changes may be made in this template.)***

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To: Resident Representative, UNDP  
*[Insert contact information as provided in Data Sheet]*

WHEREAS *[name and address of Contractor]* (hereinafter called "the Contractor") has undertaken, in pursuance of Contract No. *Click to enter* dated *Click to enter*, to deliver the goods and execute related services *Click here to enter text*. (hereinafter called "the Contract"):

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract:

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of *[amount of guarantee]* *[in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid until a date 30 days from the date of issue by UNDP of a certificate of satisfactory performance (certificate of final completion) and full completion of services by the Contractor.

### SIGNATURE AND SEAL OF THE GUARANTOR BANK

Date .....

Name of Bank .....

Address .....

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<sup>7</sup> If the RFP requires the submission of a Performance Security, which shall be made a condition to the signing and effectivity of the contract, the Performance Security that the Bidder's Bank will issue shall use the contents of this template  
ITB-028/17, Renovation of 182 Housing Units in Al-Qadysia 1 -Ramadi, Anbar Governorate