

INVITATION TO BID

ITB/LBY/SFL/2017/011

Rehabilitation of Al Kholoud School in Sirte, Libya

Stabilisation Facility for Libya



United Nations Development Programme

May, 2017

Section 1. Letter of Invitation

UNDP, Libya
May 22, 2017

Case Number : ITB/LBY/SFL/2017/011

Subject: Invitation to Bid for Rehabilitation of Rehabilitation of Al Kholoud School in Sirte, Libya

Dear Sir/Madam,

The United Nations Development Programme (UNDP) Libya Country Office 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 Data Sheet)
- Section 3 – Schedule of Requirements including, Technical specification, pictures and schematic drawing
- 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 including Bill of Quantities (BOQs)
- Section 8 - Form for Advanced Payment Guarantee
- Section 9 – Model of Contract for Civil Works
- Section 10 – General Terms and Conditions for Civil Work

Your offer, comprising of a Technical Bid and Price Schedule, together in a sealed envelope, should be submitted in accordance with Section 2, latest by **09 June 2017, 13:00 hrs. (Tunisia time)**

Bidders are encouraged to conduct the physical site visit for complete understanding of Scope of Works prior sending the formal bid to UNDP. It is recommended to conduct a site visit before the pre-bid meeting scheduled on **29 May 2017 at 11:00 hrs. Tunisia Time**, for the better understanding of the required work and to raise the queries for consideration/clarification during the site visit, and/or pre-bid meeting.

An organized site visit is arranged on **28 May 2017 at 10:00 hrs. (Libya Time)**

Focal Person: Algaddafi Saleh Khalifa, Coordinator and Eng. Abdulsalam Musa Marhe

Phone number: + 218 91 378 8452 and + 218 91 103 3552

Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.

Kindly go through this invitation letter and other documents attached here to this ITB. Should you have any questions or require any clarification, please feel free to send an email to the procurement unit at **procurement.ly@undp.org**

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

Yours sincerely,



Ermira Basha,
Operations Manager
UNDP Libya

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 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/transparencycdocs/UNDP Anti Fraud Policy English FINAL june 2011.pdf](http://www.undp.org/about/transparencycdocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf) and 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 interest’s 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);
- 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 in writing, transmitted by electronic means and will transmit copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Bidders who have provided confirmation of their intention to submit a Bid.

- 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. All prospective Bidders will be notified in writing of all changes/amendments and additional instructions through Supplemental Information to the ITB and 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 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.

17. Currencies

All prices shall be quoted in the currency indicated in the **Data Sheet** (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 **Data Sheet** (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 either posted on the UNDP website, or disseminated to the individual firms who have registered or expressed interest with the contract, whether or not they attended the conference. 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 the Price Schedule **must** be submitted together and sealed together in one and the same envelope, delivered either personally, by courier, or by electronic method of transmission. If submission will not be done by electronic means, the Technical Bid and Price Schedule must be sealed together in an envelope whose external side must :

- a) Bear the name of the Bidder;
- b) Be addressed to UNDP as specified in the **Data Sheet** (DS no.20); and
- c) Bear a warning not to open before the time and date for Bid opening as specified in the **Data Sheet** (DS no. 24).

If the envelope is not sealed nor labeled as required, the Bidder shall assume the responsibility for the misplacement or premature opening of Bid due to improper sealing and labeling by the Bidder.

23.2 Bidders must submit their Bid in the manner specified in the **Data Sheet** (DS nos. 22 and 23). When the Bid is expected to be in transit for more than 24 hours, the Bidder must ensure that sufficient lead time has been provided in order to comply with UNDP's deadline for submission. UNDP shall indicate for its record that the official date and time of receiving the Bid is the actual date and time when the said Bid has physically arrived at the UNDP premises indicated in the **Data Sheet** (DS no. 20).

23.3 Bidders submitting Bid by mail or by hand shall enclose the original and each copy of the Bid, in separate sealed envelopes, duly marking each of the envelopes as "Original Bid" and the others as "Copy of Bid". The two envelopes, consisting of original and copies, shall then be sealed in an outer envelope. The number of copies required shall be as specified in the **Data Sheet** (DS no. 19). In the event of any discrepancy between the contents of the "Original Bid" and the "Copy of Bid", the contents of the original shall govern. The original version of the Bid shall be signed or initialed by the Bidder or person(s) duly authorized to commit the Bidder on every page. The authorization shall be communicated through a document evidencing such authorization issued by the highest official of the firm, or a Power of Attorney, accompanying the Bid.

23.4 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 11.

24. Deadline for Submission of Bid and Late Bids

Bid must be received by UNDP at the address and no later than the date and time specified in the **Data Sheet** (DS no. 20 and 21).

UNDP shall not consider any Bid that arrives after the deadline for submission of Bid. Any Bid received by UNDP after the deadline for submission of Bid shall be declared late, rejected, and returned unopened to the Bidder.

25. Withdrawal, Substitution, and Modification of Bid

- 25.1 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.
- 25.2 A Bidder may withdraw, substitute or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 23, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid must accompany the respective written notice. All notices must be received by UNDP prior to the deadline for submission and submitted in accordance with ITB Clause 23 (except that withdrawal notices do not require copies). The respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION".
- 25.3 Bid requested to be withdrawn shall be returned unopened to the Bidders.
- 25.4 No Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bid and the expiration of the period of Bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.

26. Bid Opening

UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members. If electronic submission is permitted, any specific electronic Bid opening procedures shall be as specified in the **Data Sheet** (DS no. 23).

The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submission, for which the Bid shall be returned unopened to the Bidder.

27. 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

28. 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.

29. Evaluation of Bid

29.1 UNDP shall examine the Bid to confirm that all terms and conditions under the UNDP General Terms and Conditions and Special Conditions have been accepted by the Bidder without any deviation or reservation.

29.2 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.

29.1 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.

30. 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.

31. 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.

32. Nonconformities, Repairable Errors and Omissions

32.3 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.

32.4 Provided that a Bid is substantially responsive, UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

32.5 Provided that the Bid is substantially responsive, UNDP shall correct arithmetical errors as follows:

- a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the above.

32.6 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall be rejected.

F. AWARD OF CONTRACT

33. Right to Accept, Reject, or Render Non-Responsive Any or All Bid

- 33.1 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.
- 33.2 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/)

34. 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).

35. 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.

36. Contract Signature

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.

37. 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.

38. 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. A bank guarantee for advanced payment shall be furnished in the form provided in Section 10.

39. 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:	Stabilization Facility for Libya
2		Title of Goods/Services/Work Required:	Rehabilitation of Al Kholoud School in Sirte, Libya ITB/LBY/SFL/2017/011
3		Country:	Libya
4	C.13	Language of the Bid:	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"/> Shall not be considered
6b		A Site visit shall be held on:	<p>The bidders are encouraged to conduct the physical site visit for complete understanding of Scope of Work prior sending the formal bid to UNDP, for better understanding of the required work and to raise the queries for consideration/clarification during the site visit, and/or pre-bid meeting.</p> <p>An organized site visit is arranged on 28 May 2017 at 10:00 hrs. (Libya Time)</p> <p>Focal Person: Algaddafi Saleh Khalifa, Coordinator and Eng. Abdulsalam Musa Marhe</p> <p>Phone number: + 218 91 378 8452 and + 218 91 103 3552</p>

7	C.22	A pre-Bid conference will be held on:	<p>Pre- Bid clarification meeting over SKYPE will be held on: Date: 29 May 2017 Time: 11:00 hours Tunisia time</p> <p>Interested bidders should send a request along with Skype ID to below email address before 16.00hrs on 26 May 2017.</p> <p>Focal Person: Hussam Baggar, Procurement Associate, UNDP Skype: husssam.73 E-mail: procurement.ly@undp.org</p> <p>Please feel free to raise the queries for clarification/consideration, identified during site visit</p>
8	C.21.1	Period of Bid Validity commencing on the submission date	120 days.
9	B.9.5 C.15.4 b)	Bid Security	Not Required
10	B.9.5	Acceptable forms of Bid Security	N/A
11	B.9.5 C.15.4 a)	Validity of Bid Security	N/A
12		Advanced Payment upon signing of contract	<p><input checked="" type="checkbox"/> Allowed</p> <p>In case requested, advance amount will be recovered from the milestones or released upon submission of Bank Guarantee issued by reputable International Bank.</p> <p>Please also note that 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 <u>20%</u> of the total Bid price, or exceeds the amount of <u>USD 30,000</u>, UNDP shall require the Bidder to submit a Bank Guarantee in the same amount as the advanced payment. A bank guarantee for advanced payment shall be furnished in the form provided in Section 10.</p>

13		Liquidated Damages	Will be imposed under the following conditions: 0.5% for every day of delay, up to a maximum duration of 1 calendar month.
14	F.37	Performance Security	<p><input checked="" type="checkbox"/> Required</p> <p><u>In lieu of Performance security, contract will be subject to a deduction of 10 % (TEN) percent of the amount accepted for the payment as security deposit from all progressive payments.</u></p> <p>This amount will be kept as Retention to cover the Defect Liability period* of 12 months after Contract completion date. Retention amount could be replaced with the Bank Guarantee issued by reputable International Bank.</p> <p>a. 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.</p> <p>e. Upon successful completion of Defect Liability Period of 12 months and upon issuance of completion certificate, UNDP will release retention money to the Bidder.</p> <p><i>* Retention Defect Liability is instrument to cover any defects that are discovered or arised in the normal course of usage within 12 months after the works/goods have been put into the service</i></p>
15	C.17 C.17.2	Preferred Currency of Bid and Method for Currency conversion	<p>United States Dollars (US\$)</p> <p><i>Bids should be submitted in US\$ only.</i></p>
16	B.10.1	Deadline for submitting requests for clarifications/questions	<p>Five (05) days before the submission date.</p> <p>UNDP will endeavour to provide the above clarifications expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of a bid.</p>
17	B.10.1	Contact Details for submitting clarifications/questions	<p>Please refer all queries to procurement.ly@undp.org</p> <p><i>Note: This email 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</i></p>

			<i>that the query was officially received.</i>
18	B.11.1	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	<p>Direct communication to prospective Bidders who expressed their interest in writing by email and posting on the following websites:</p> <ol style="list-style-type: none"> 1. www.ly.undp.org 2. http://procurement-notice.undp.org/ 3. https://www.ungm.org/Public/Notice
19	D.23.3	No. of copies of Bid that must be submitted	<p>Please refer to D 23.1 and D.23.2 (electronic submission)</p> <p>Or one copy via courier/hand delivery</p>
20	D.23.1 b) D.23.2 D.24	Bid submission address	<p>UNDP Libya, based at Tunis – Tunisia. Immeuble Le Prestige Business Center (Second Floor), Tour E et D, 2ème étage, Rue du Lac Windermere, Les Berges du Lac, 1053 Tunis, Tunisia Attention : Procurement Unit: Tender Reference: ITB/LBY/SFL/2017/011 Or via electronic submission as per D.23.2</p>
21	C.21.1 D.24	Deadline of Bid Submission	<p>Date and Time: <u>09 June 2017, 13:00 hrs. (Tunisia time)</u></p>
22	D.23.2	Manner of Submitting Bid	<p>Courier/Hand Delivery or Electronic submission of Bid Bids submitted by email should be sent to the following email address: procurement.ly@undp.org with a maximum capacity of 5 MB for each email.</p>
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	<p>Official Address for e-submission: procurement.ly@undp.org Format: PDF files only Max. File Size per transmission: [5 MB] Max. No. of transmission: [No Limit] No. of copies to be transmitted: [Only 1 copy] Mandatory subject of email: ITB reference Number (ITB/LBY/SFL/2017/011) + Company Name</p> <p>Time Zone to be Recognized: (UTC/GMT+1)</p> <p><u>Other conditions:</u></p> <ul style="list-style-type: none"> • Scanned and signed technical and financial bids should be sent in two different files.

			<ul style="list-style-type: none"> • Bidders may send as many e-mails as needed, considering that every file must not exceed 5MB • 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 emailed to UNDP will be rejected if they are received after the deadline for bid submission. 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. • Bids sent to the private or individual office email addresses of any procurement staff, will not be considered
24	D.23.1 c)	Date, time and venue for opening of Bid	<p>Bids will be opened in the presence of bidders' representatives who choose to attend:</p> <p><u>09 June 2017, 15:00 hrs. (Tunisia time)</u></p> <p>Venue: UNDP Libya based at Tunis. Immeuble Le Prestige Business Center (Second Floor), Tour E et D, 2ème étage, Rue du Lac Windermere, Les Berges du Lac, 1053 Tunis, Tunisia.</p> <p>Bidders interested to attend the bid opening exercise must send the following information to the above mentioned email address on or before 12.00 pm on 08 June 2017:</p> <p>Participant's Name, Company Name.</p> <p>Please note:</p> <p>Only 01 (one) person from each company will be allowed to participate.</p> <p>Bidders submitting emails indicating their interest after the deadline will not be allowed to attend the bid opening.</p>
25		Evaluation method to be used in selecting the most responsive Bid	<p>Non-Discretionary "Pass/Fail" Criteria on the Technical Requirements; and</p> <p>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>1. Company Profile, which should <u>not</u> exceed fifteen (15) pages.</p> <p>2. Valid business license. Interested bidders must have appropriate permission/registration from relevant Government body to operate in Libya (copy must be provided with the bid);</p> <p>3. Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country.</p> <p>4. Bid Submission Form duly signed and stamped (Section 4).</p> <p>5. Documents Establishing the Eligibility and Qualifications of the Bidder (Section 5).</p> <p>6. Technical Bid Form (Section 6).</p> <p>7. Priced BOQ with value for each component filled, signed, stamped and provided (Section 7).</p> <p>8. Implementation Timeline.</p> <p>9. Statement of Satisfactory Performance from the Top 2 Clients in terms of Contract Value (work handover certificate/substantial completion certificate and etc).</p> <p>10. Experience as a prime contractor in at least two (2) similar contracts – construction/renovation/rehabilitation projects) that was successfully completed with a value of equal to or greater than USD 100,000.00 each.</p> <p>(Copy of contracts and certification of completion to be provided together with the bid).</p> <p>11. List and value of completed and on-going projects with contact details of clients and current percentage completion of each on-going project.</p> <p>12. Company's structure and core staff details.</p> <p><u>(Refer to evaluation criteria mentioned under 32)</u></p>
27		Other documents that may be Submitted to Establish Eligibility	As per the evaluation criteria mentioned under 32

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 Section 3b (Related Services) and data listed under Section 6 Technical Bid Form;</p> <p>Please use the list of documents included into the set of Bid Documentation in order to determine the documents necessary for submission.</p>
29	C.15.2	Latest Expected date for commencement of Contract	June 30, 2017
30	C.15.2	Maximum Expected duration of contract	The successful bidder (s) will be expected to complete the works <u>within 4 (four) months</u> from the award of contract.
31		UNDP will award the contract to:	One Bidder only considered technically qualified and offering lowest priced for the complete set of requirements
32	F.34	Criteria for Evaluation of Bid	<p>Please refer to section 25 of Data Sheet – “Evaluation method to be used in selecting the most responsive Bid”</p> <p><u>Bid Evaluation Criteria:</u></p> <ol style="list-style-type: none"> 1. Minimum of 3 years of experience in construction 2. Capacity to undertake construction works including previous experience with similar type of works (a minimum number of 2 contracts with the value not less than USD 100,000.00 per each contract. 4. Implementation Timeline (to match the construction period to be provided as stated in the ITB). 5 Acceptance to the General Terms and Conditions of UNDP’s Standard Contract for Works (Bid Submission Form- signed and stamped form). 6. Qualifications and suitability of the key personnel proposed for the contract including their previous experience with same type of assignment (<u>Civil Engineer/Project Manager</u> - shall have a University Degree in Civil engineering and minimum of 5 years of experience of work of an equivalent nature and

			<p>volume. Electrical engineer - with a diploma and minimum of 3 years of experience of work of an equivalent nature. Plumber - with a minimum of 3 years of experience of work of an equivalent nature).</p> <p>(CVs to be provided for the personnel proposed for the contract).</p>
33	E.29	Post qualification Actions	<p>Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted;</p> <p>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>Inquiry and reference checking with other previous clients on the quality of performance on on-going or previous contracts completed;</p> <p>Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder;</p>
34		Conditions for Determining Contract Effectivity	Satisfactory Performance of the Contract with satisfactory delivery and installation of goods/services included in this ITB.
35		Other Information Related to the ITB	

Section 3: Schedule of Requirements

Rehabilitation of Al Kholoud School in Sirte, Libya

Objective Services / (Scope of Work)

Background

The Stabilization Facility of Libya aims to bridge the critical period of transition from initial period of humanitarian relief towards mid-long term structural and sector-specific support. It includes time bound intervention at the municipality level providing concrete improvements and peace dividends at the community level through rehabilitation of critical infrastructure, building the capacity of local authorities and enhancing local mediation and conflict resolution capacities and processes.

Under this project, UNDP will repair light infrastructure within conflict affected areas to reverse the physical disruption by the conflict and enable Reopening of the key services at the municipal level. It will also support quick recovery of businesses that are critical to survival of whole Community through rehabilitation and provision of equipment. Through these activities, it will also boost the capacities of municipalities

PROJECT DESCRIPTION

The works comprise rehabilitation, completion and maintenance of the project “Rehabilitation of Al Kholoud School-Sirte” located in Libya.

The work includes:

Conducting rehabilitation works on the existing school building in Sirt, in order to render the existing school fully functional. The works incorporate various finishing activities such as demolishing works, concrete works, masonry works, repair of plaster and painting, repair of the existing doors and windows, plumbing and electrical works.

CONTRACTOR USE OF SITE

The Contractor shall make his own inquiries and satisfy himself that the position, size, shape, method of construction, colour and usage of temporary buildings and facilities is compatible with all local and national requirements and laws.

All temporary buildings and work areas such as site offices, workshops, stores etc shall be constructed only in positions approved by the Client. Notwithstanding any approval given by the Client to the sitting of any temporary building or facility, responsibility for complying with local and national laws remains with the Contractor.

The bidders should consider and comply with the following requirement and specifications:

1. Ambiguity: In case of ambiguity between any of the Contract Documents, the better quality and/or the greater number will be required.

2. Contract Documents: All work shall comply with the Contract Documents and with all applicable codes, laws, regulations, and ordinances wherever applicable. The most stringent of all the foregoing shall govern.
3. It is understood that the Contractor has examined the Site and made his/her own estimates of the facilities and difficulties attending the execution of the Work, and has based his/her price thereon.
4. Except for unforeseeable concealed conditions as determined by the Engineer, the Contractor shall make no claim for additional cost due to the existing conditions at the site, which, in the opinion of the Engineer, with reasonable diligence could have been ascertained by the Contractor in his/her examination of the Site
5. Contractor, at Contractor's expense, will be responsible for any items not included in bid, but are shown on plans or specified in the General Specifications or required by local codes and ordinances.

DEMOLITION REQUIREMENTS

1. Safety conditions shall be maintained at all times, and the contractor shall use all precautions necessary, such as suitable guard rails, barriers, and warning lights necessary, especially at excavations, to provide necessary protection for the owner, the public, and inspectors visiting the site.
2. Debris control shall be maintained at all times, and the Contractor shall provide all necessary drop cloths, dust screens, chutes and water sprays necessary to maintain and limit dust to the lowest possible levels practical. Roofing membranes, shingles and other roofing debris shall be prevented from falling or being blown onto adjacent and neighboring properties. All debris shall be removed each day from the streets, adjoining walks and properties.
3. Disposal of debris shall be removed from the site in approved carrier to legal disposal sites all in accordance with local ordinances and applicable environmental regulations.
4. Adjacent properties and Owner's property shall be protected from damage at all times. All shrubbery and trees in working areas shall be protected by the use of appropriate barriers and/or guard shields of adequate strength to protect same. Contractor is to restore and correct all damage caused in the performance of his work using materials and workmanship matching the quality and type of the damaged area or item.
5. If possible, demolition is to begin at top levels and work down through the building. All items of demolition materials are to be broken down into appropriate sizes convenient for handling and removal. Demolition is to be executed in such manner as to provide clean substrates for new work, free of any obstructions or damage to work that is to remain.
6. All areas that are involved in demolition shall be secured by a barrier (plastic) to prevent the spread of debris/dust into other locations.
7. Shoring is to be provided where demolition of existing (partition removal, masonry wall removal, stairs removal, floor removal) or other elements are required. Shoring shall be provided of adequate framing and timbers with loads spread adequately at the base to protect the existing structure from damage. Shoring is to remain in place until defective removed structural items are replaced with new materials.
8. The dismantled materials are the sole properties of the client. The contractor shall collect and keep the dismantled material if the dismantled material in stores designated stores of the Client. Are needed by the Client. The dismantled material should be removed off site to Authorized dumping area if the dismantled material is not required by the Client.
9. The contractor shall coordinate implementation of his daily work activities with the client and the supervising engineer (working hours), throughout the construction period.

10. The contractor shall protect and safe guard the existing facilities and building finishes, including the painting, the floor tiles, ...etc.
11. The contractor shall make the necessary temporary water, electrical power connections, etc to prevent interruption of the power and water supply for the existing functioning building.
12. The contractor shall take all necessary measures to protect and minimize environmental hazards including pollution, noise, dust ...etc

CONCRETE WORKS

MATERIALS AND METHODS

Concrete curing and protection shall be accomplished by preventing loss of moisture, rapid temperature change, and mechanical injury or injury from rain or flowing water for a period of seven (7) days. Curing shall be started soon after placing and finishing, and when free water has disappeared from the surface of the concrete.

INTERIOR SLABS

When required by the Contract Document or Code, four (4) inches of lime waste or road stone, as needed, shall be placed on undisturbed or compacted fill. Rake sand level to a uniform thickness. Fill as needed base course of clean graded gravel, no larger than two (2) inches and not smaller than ¼ inch.

EXTERIOR SLABS

When required by the Contract Document or Code, area shall be filled with four (4) inches of sand or a mixture of sand and gravel uniformly compacted.

A four (4) inch slab with #3 rebar 18". If applicable, see Drawings for slab detail. Control joints and expansion joints shall be used to divide slabs into approximate "squares" not exceeding 12 feet by 12 feet.

CONCRETE REINFORCEMENT

- Reinforced concrete work shall comply with building code requirements for reinforced concrete (ACI-318) of American Concrete Institute. Reinforcing material shall be new material conforming to the following:
 - A. Deformed Steel Bars - ASTM A-305.
 - B. Billet Steel Bars - ASTM A-15.

The rates for all concrete work shall include for the following:

- Concrete test cubes and testing costs wherever required
 - Mixing, hoisting and placing and compacting on the surfaces of any material or on formwork
 - All necessary keys to concrete surfaces to receive in-situ finishes

MASONRY

GENERAL

- This section covers all work, labor, materials, accessories, scaffolding and appliances necessary for the completion of all, block, anchoring, reinforcing and miscellaneous masonry work.

- Repair: includes replacement of loose, missing or deteriorated elements, as identified by area in the Bid Document and the Engineer's instructions.
- Install: includes all work necessary to provide complete masonry wall.
- Block works shall be measured in meter square. The net measurement of the seen elevations, excluding all openings and voids more than 0.1 M. S. in area.

PRODUCT DELIVERY, STORAGE AND HANDLING

- Store materials under cover in a dry place and in a manner to prevent damage or intrusion of foreign matter. During freezing weather, protect all masonry units with tarpaulins or other suitable materials. Store concrete masonry units under covers that will permit circulation of air and prevent excessive moisture absorption. Concrete masonry units shall be protected against wetting prior to use.

JOB CONDITIONS:

- Masonry shall be kept to temperatures above freezing until mortar has attained sufficient strength and set so that it will not be damaged by freezing. Warm all materials in freezing weather to a minimum of 40° F and protect work by appropriate covering to prevent damage from freezing. The ambient temperature in the sheltered area shall not be less than 40° F for a minimum of 48 hours.
- Protect walls against staining and keep top soils of walls covered when work is not in progress. Use non-staining, waterproofed covers, overhanging walls at least two feet.

MATERIALS

- Concrete blocks shall be Grade 35 of the required dimensions and comply with the relevant applicable Quality Standards and approved product.
- All stored materials at the job site will be under cover and in a dry place. All concrete masonry units shall be covered at all times. During erection, all walls shall be kept dry by covering at the end of each day or shut down period with a strong water-proof membrane, and the membrane will be securely anchored so that it will remain in place during high winds or inclement weather.

MORTAR

- Mortar to be of an approximate mixture of one part Portland Cement, one-half part lime, and five parts sand, maximum.
- Tint mortar to match existing if required.

REPAIR BLOCK WALL

- Remove and replace all deteriorated masonry or stone units which are no longer securely held with mortar.
- Remove all deteriorated mortar from stone/block/brick surfaces back to a depth of at least ¾-inch. Brush out joints free from dust and moisten slightly. Force mortar into joint, strike or rake and tool to match existing conditions. Tint mortar, if required, to match existing as closely as possible.

LINTELS

- All concrete lintels shall be reinforced with a minimum of two rods, sized as loading and Code requires.

PLASTERING WORKS:

PLASTER REPAIR

- Remove all loose, spalling, or damaged plaster and lathing materials. At areas of loose plaster or damaged apply plaster the required coats of plaster and as instructed by the Engineer.
- Provide backing at holes and large cracks prior to filling and finishing. Cracks are to be repaired by widening existing cracks to form a "V" groove. Use patching plaster at crack repairs when appropriate. Spackle minor cracks and fissures as required to provide surface ready for painting.
- Plastering to all areas shall be measured net, including openings that are less than 0.25-Meter Sq. The price shall include for running rolls, all narrow widths, for taking out joints on block walls or backing concrete face for key, for making good to frames around pipes and other fittings, plastering to jambs and reveals of openings, side of columns, window sills; all of which shall be measured as plastering.
- Mix and proportion cement plaster in accordance with ASTM C926.

Rates shall include, but not limited to, the following:

- Fixing of galvanized metal lath over the joints, angle beads at all free corners and plaster stops at opening edges, expansion joints, sills, covering all conduits of electricity, water supplies, etc
- Plaster curing, additives, pigments and all incidentals required as specification and engineer approval.
- Scaffolding, maintenance all existing plaster after removal specified area, preparing the surface to install the new plaster coating.

PAINTING WORKS

PAINTING/LEAD-BASED PAINT HAZARD REDUCTION

- The contractor should allow in his pricing that the engineer may use as many different colors or combination of colors to meet an approved color scheme.
- All paint works should conform to manufacturer's instructions regarding number of coats, rate of application or drying time.
- Painting to be carried out on new or old surfaces. Price shall include surface preparation, peeling off old defective paint, batching, ..etc. on new or old existing walls & ceiling.
- The work should include surface preparation, clean, remove dust and foreign matter, sanding with sand paper, checking the walls, all as instructed and approved by the site engineer. Type of paint shall be of the best quality as approved by the Engineer
- Unless specifically noted elsewhere in the bid document, all repairs to interior and exterior surfaces shall be included in the bid for painting unless specifically noted in the Bid Document. All new drywall surfaces must be thoroughly clean, dry, and completely cured. New surfaces shall also be primed. Paint material shall be applied in a consistency adequate enough to give thorough and acceptable coverage. All materials shall be completely free of all lead or lead compounds.

Materials

All materials shall be of best quality **Deliver all materials in original containers bearing manufacturer's labels.** Follow manufacturer's label instructions completely.

Interior Work ALL WALL AND CEILING SURFACES, AT FINAL, SHALL HAVE A UNIFORM TEXTURE. IF EXISTING SURFACES ARE NOT UNIFORM, A LIGHT COAT OF TEXTURE SHALL BE APPLIED TO ALL WALL AND CEILING SURFACES, WHEN REQUIRED IN THE BID DOCUMENTS.

- Keep premises as clean and orderly as possible, and well ventilated. Remove waste daily and at completion of job. Protect all adjoining surfaces by covering or moving.
- Wash all surfaces with a solution of trisodium phosphate (or equal) in water. Prior to painting, all surfaces shall be free of dirt and grease.
- Sand enamels and varnishes with 220 or finer sandpaper between coats.
- Coat all knots, gaps, streaks, or stains, with one (1) coat of shellac based primer or other approved sealer before painting.
- Putty nail holes, cracks and blemishes after primer coat has been applied, but before application of finish coats.
- All coats are to be thoroughly dry before applying succeeding coats.
- Where painting is required on concrete and masonry surfaces, it shall be done on a clean, dust and scale free surface, (wire brushed) and in full compliance with specifications of manufacturer of finishing material.
- Spackle and spot prime walls as necessary.

Exterior Work

- Wash off heavy dirt accumulations with water and tri-sodium phosphate.
- Clean up and remove all debris daily and at completion.
- Allow solvent-thinned paints to dry 24 hours or longer between coats.
- Coat all knots, gaps, streaks, or stains, with one (1) coat shellac-based primer or other approved sealer before painting.
- Putty nail holes, cracks, and blemishes after primer coat has been applied, but before application of finish coats.
- Where storm windows exist, the contractor shall remove all storm windows, prepare surface, back putty as required, replace broken glass, paint main window and trim, and reinstall storm window.
- Remove scale or rust from metal surfaces by wire brushing, scraping, or sandblasting, down to bright metal, and prime as soon as possible with rust preventative paint. Remove oil and grease with mineral spirits.
- Old painted surfaces on wood shall be wire brushed or sandpapered, and where scaling, scraped or loose paint removed. Hard, glossy, and non-chalking surfaces should be dulled, and surfaces washed or rinsed.
- Exterior paint should be suitable for the external application and is not to be done during or immediately following foggy, rainy or frosty weather. Avoid painting surfaces while they are exposed to the hot sun.
- All coats are to be thoroughly dry before applying succeeding coats in accordance with manufacturer's recommendations.
- Where painting is required on concrete and masonry surfaces, it shall be done on a clean, dust and scale free surface (wire brushed) and in full compliance with specifications of manufacturer of finishing material.
- Unless otherwise set forth in the Bid Document, all painting shall include any number of coats needed to achieve good cover and hide.

Oil-based paint

- Paint with the required number of coats of quality oil-based. First coat to be thinned according to manufacturer's directions. Second coat to be applied 24 hours later, or longer, from first application unless otherwise specified by paint manufacturer.

Paint Metal

- Scrape all loose paint, remove dirt and/or oxidized paint. Dust clean. Spot prime all bare spots with primer as recommended by finish paint manufacturer. Allow to dry as per manufacturer's directions, with one (1) coat primer and one (1) finish coat of paint. All paint to be brush applied unless prior Engineer's approval has been received.

TILING WORKS

CERAMIC WALL TILE

Ceramic tile shall be standard grade All tile shall be set true, level and plumb. Standard wall tile adhesive shall be used unless otherwise specified. Wall surface shall be free of defects before applying tile, and surface preparation shall conform to manufacturer's specifications. All tile around bathtubs or shower stalls shall be installed over ½" light weight concrete board or green rock

ACOUSTICAL SUSPENDED CEILINGS

Acoustical suspended ceilings shall be installed level and true in complete accordance with manufacturer's instruction. Use Armstrong or written approved equal. Hanger wires to be minimum 12 ga. galvanized soft annealed steel wire spaced as required by manufacturer's instructions with lag hangers only. Layout of ceiling to be started at center of room to provide like sizes at room perimeter for uniform appearance and balance. Ceiling panels to be 2' x 2' or 2' x 4". Installation in high moisture areas shall be scrubbable vinyl coated type. Finished ceiling height, installation and materials shall conform to code. Fill any holes in plaster with sheetrock or plaster before installing suspended ceiling. Remove all loose plaster.

FLOOR TILE REPAIR

Furnish all labor and materials necessary to repair existing floor tile. All surfaces shall be clean, dry, and free from excessive adhesive. Surfaces shall be smooth and straight.

FLOOR CLEANING

- Furnish and install all labor and materials necessary to clean floor, base, and/or vinyl base. Cleaning products shall not be abrasive as to damage surface, or hazardous to the applicator or residents. Surfaces shall be clean of grease, dirt, and residue.
 - All tilling works shall be measured net in square meters, deducting all openings and voids more than 0.25 m.s.
 - Rate shall include preparation of surfaces under tiles, sand with cement mortar, finish to falls and cross falls, special tile pieces for edges and plastic spacers, pointing and cleaning; all as per specifications and Engineer approval.

Rates shall include:

- Samples for approval and all the required tests.
- Cleaning, mechanical polishing and pointing using grout

WOODEN DOORS

- The work shall include: supply, fabricate and installation of doors, windows, made out of approved timber to be finish as per the respective specification and the existing doors and windows.
- The contractor shall submit shop drawings for the approval of the Engineer, prior to fabrication.
- Samples shall be provided for Engineer's approval prior to purchase of material.

- The work shall include: supply, fabricate and installation of doors, windows, made out of approved timber to be finish as per the respective specification and the existing doors and windows.
- The contractor shall submit shop drawings for the approval of the Engineer, prior to fabrication.
- Samples shall be provided for Engineer's approval prior to purchase of material.

Rates shall include

- Hoisting and fixing in position, drilling and making good.
- Brass Nails, Brass screws, glue, plugs etc,.
- Framing together all work in accordance with the best practices.
- Priming backs & applying two coats of an approved wood preservative before fixing.
- Rate to include for providing sundry items related to the door & windows.
- Rate shall include for 5mm thick clear float glass/ wired glass /tinted glass /translucent glass as appropriate to suit the respective doors and windows as similar to the existing doors and windows, where required.
- Rates shall include for fixing timber frame, door sash / window casement brass fixing screws, lock sets with 3 keys manufactured in Europe.
- Preservative treatment for back of door & door frame in contact with masonry or concrete.
- Sizes
- The sizes as existing doors and windows and description of bill of quantities are finished sizes and subject to same permitted in the specifications.
- The contractor shall check the measurement of openings physically at the existing doors and windows before fabricating the doors & windows.
- All the locks shall be ISO certified or approved equivalent supplied by authorized dealer appointed by the manufacturer & approved by the Engineer.
- All ironmongery shall be heavy duty of approved European manufacture, ironmongery samples should be submitted for approval.
- Painting / Final Finish
- Unless otherwise stated all surface of timber doors & windows and casements and door sashes shall be applied with two coat of wood preservative, two coats of prime, two coats of approved paint, paint type and finishing shall be similar to the paint finishing of the existing doors and windows.
- The term door unit shall mean the installation of jambs, casing (both sides) if needed, butt hinges, lock set and the door, including aluminum or wood threshold.
- The choice of door, including glass requirements, shall be made by the Engineer.
- When pre-hung metal clad doors are to be installed, the price shall include all needed modification to opening, trims, moldings, repair to exterior and interior wall surface. Replacement metal clad door may be substituted with written approval.
- All exterior doors shall be made weathertight. A watertight threshold shall be provided. Doors shall be weather-stripped to prevent infiltration of dust, snow, and weather.
- All new doors shall be finished inside and out with two coats of paint or stain and varnish at owner's option unless specified in the painting portion of the Bid Document.

INSTALLATION

- Wood Doors (exterior, interior) - shall be installed with door and frame set plumb, straight and true. All doors shall be undercut, including closet doors to allow for carpeting, thresholds, and

weather-stripping. Doors shall be cut and planed to allow 1/8" clearance at head and jambs. Door and frame shall be primed and be finished with two coats of paints. All hardware shall be of a high quality approved by the Engineer. Mount door and hardware so door shall swing freely without springing of door hinges or binding of door. One screw at each hinged shall be replaced with a screw capable of penetrating 1" into framing.

REPAIR EXISTING DOORS

- Existing doors shall be repaired with matching parts and hardware as required to restore weather integrity, soundness and smooth operation. Broken joints shall be doweled, glued and clamped.
- Remove deteriorated stops, casing, trim, and jambs, and replace with new (as required in the bid document). Repair and/or replace damaged door and missing hardware (as required in the bid document) with materials of matching design and finish, or existing hardware. Install new locksets at existing exterior doors, over old cutouts with new cover escutcheon plates (as required in the bid document) Where casing trim is to be retained, remove existing deteriorated finishes, sand surfaces, and fill holes and dents to provide a smooth surface ready for new paint. Provide new weather-stripping at exterior door.

ADJUSTING DOORS

- Adjust door to open, close and lock properly. Trim any edges necessary for even reveal or fit. Adjust latch keeper (plug and re-drill old holes as needed). Sand and touchup affected surfaces to match existing.

WINDOWS

General

- The term window unit shall mean the installation of frame, sill, sash, trim, hardware, screens, and repair to interior and exterior wall surfaces.
- All window units shall be set plumb and level, finished and trimmed as required.
- New window units shall be of quality, type and size as called out in the Bid Document. All frames, sashes, stops and exterior casings shall be of clear pine.
- Exterior side of all wood surfaces shall be painted with one (1) coat of primer sealer before installation, and after installation shall be painted with two (2) finish coats of exterior type paint to match structure and/or trim.

REPAIR EXISTING WINDOWS

Wood windows

- Remove and replace all broken sash cords and replace with new sash cords at all double hung windows . All deteriorated or damaged stops, sills, aprons, parting stop sash and frame trim are to be replaced.
- Replace all deteriorated sash with matching units.
- Replace all cracked, broken and missing glass "B" quality glass, or glass of thickness as recommended for size of light. Reset loose glass, remove bad glazing, apply new glazing to make airtight seal. Install new sash lifts and locks where missing or broken.
- Clean and prep window, inside and out, for new paint
- All units at final shall be weathertight, operable and lockable.

ALUMINIUM WINDOWS

- Free lower sash so that it opens properly; replace broken glass, as per contract document, reset loose glass; remove bad glazing; apply silicone sealant between frame and glazing; apply new glazing (vinyl) to unit(s) to make airtight seal; replace all rotted sills, casings, framing members, and trim both inside and out; install new lock and sash stop if existing is not present or cannot be repaired to operate; prep and paint all finish surfaces; all materials shall match existing. All windows shall be cleaned prior to final. All units shall at final be weathertight, operable and lockable.

HARDWARE

- Shall be good quality and shall be suitable for use intended and installed as per manufacturer's printed instructions. Lock sets shall be high quality approved by Engineer.

DOOR/WINDOW CASINGS

- Furnish and install new casings as specified in Bid Document. Casings are to match those in the structure. All nails are to be set, holes to be filled, stained or painted.

PLUMBING

- Plasticized polyvinyl chloride (uPVC) pipes shall be used in the plumbing installation and they must conform in every respect to the requirements of BS 4514.
- All fittings and pipe specials used in the plumbing installation shall be suitable and compatible with all respects to the pipe line to which fittings and specials are fixed.
- Rates for plumbing work shall include for:-
- Complying with the relevant British /EC or any other standard as given under the specifications and with the regulations of the Local Authority and or any other relevant authorities.
- Cutting and waste of pipes etc., and joining pipes.
- All specials such as elbows, bends, tees, junctions, plugs, reducers and similar pipe fittings except for valves which will be measured separately.
- Connecting pipes to sanitary fixtures and appliances.
- Necessary screws, nails sockets, connection back nuts standard pipe fixing or supporting clips, saddles, brackets, holder bats, straps etc.
- Connecting of different types of pipes.
- Testing and disinfection after completion.
- Excavation, backfilling, disposal of surplus soil for items which were specifically mentioned.

Rates for sanitary fittings shall also include for:-

- Fittings such as taps, waste water outlet, internal overflows etc. and supporting brackets, incidental materials for fixing, unless otherwise measured separately.
- Assembling, jointing together fixing components parts, and jointing to pipes including necessary coupling and for leaving perfectly clean and in perfect working order on completion.
- Jointing and connecting of pipes to sanitary fittings.
- Testing and commissioning of the installation.
- Making good of the work disturbed.
- Submitting samples for the approval of the Engineer.
- Protecting the works.

- Rates for drainage work shall include for :-
- Laying of pipes to falls.
- Excavation, backfilling, disposal of surplus soil
- All pipe specials such as bends, junctions, elbows, tees etc.
- Connection to sides of manholes etc.
- Providing sleeves etc., when pipes pass through walls, foundations etc.
- Giving notices, obtaining permits, paying fees, fixing, testing and commissioning etc.

ELECTRICAL WORKS

- Unless otherwise stated, Rates in Bill of Quantities shall include all necessary materials Cables, conduits, PVC sunk box, bulbs, switches etc.) and labour required to complete the electrical installation to good working order.

Section 4: Bid Submission Form¹

(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: UNDP Libya based at Tunis, Tunisia. Residence les Ambassadeurs Bloc A, 4th floor, Cite les Pins
Iac II Tunis, Tunisia

Dear Sir/Madam:

We, the undersigned, hereby offer to supply the goods and related services required for **Rehabilitation of Rehabilitation of Al Kholoud School in Sirte, Libya - ITB/LBY/SFL/2017/011** in accordance with your Invitation to Bid dated May 22, 2017. 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 *[insert: period of validity as indicated in Data Sheet]*.

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.

We remain,

¹ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details: _____

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

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

Bidder Information Form²

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

ITB No.: **ITB/LBY/SFL/2017/011**

Page _____ of _____ pages

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		

² 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.

14. Attached are copies of original documents of:

- ☐ All eligibility document requirements listed in the Data Sheet
- ☐ 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
- ☐ If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law.

Joint Venture Partner Information Form (if Registered)³

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

ITB No.: ITB/LBY/SFL/2017/011

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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.		

³ 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

ITB/LBY/SFL/2017/011

Rehabilitation of Rehabilitation of Al Kholoud School in Sirte, Libya

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

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)

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)

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:

Name:		
Role in Contract Implementation:		
Nationality:		
Contact information:		
Countries of Relevant Work Experience:		
Language Skills:		
Education and other Qualifications:		
Summary of Experience: <i>Highlight experience in the region and on similar projects.</i>		
Relevant Experience (From most recent):		
Period: From – To	Name of activity/ Project/ funding organisation, if applicable:	Job Title and Activities undertaken/Description of actual role performed:
<i>e.g. June 2010-January 2011</i>		
<i>Etc.</i>		
<i>Etc.</i>		
References (minimum of 3):	<i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i>	
Declaration:		
<p>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.</p> <p>_____</p> <p>Signature of the Nominated Team Leader/Member</p>		
<p>_____</p> <p>Date Signed</p>		

Section 7: Price Schedule Form⁴

The Bidder is required to prepare the Price Schedule as indicated in the Instruction to Bidders.

1. All prices/rates quoted must be exclusive of all taxes, since the UNDP is exempt from taxes as detailed in Annex II, Conditions of Contract, Section, and Clause 18.

2. The rates shall be used for the price analyses and evaluation purposes or any other requirements during the project implementation and shall be fixed and firm for the duration of the contract and any claim for price adjustment will not be entertained. The prices shall be inclusive of all facilities, office running cost, communication, transportation, and company overheadsetc.

3. The price of the items in the schedules (unless otherwise indicated) include: Supply of new and best quality materials approved by the supervisor engineer, manpower, instruments and installation, purchase or hire of machines and equipment used in the execution of the work and transport materials from stored areas and whatever necessary to provide best quality workmanship required for the respective works.

4. No new items shall be added unless otherwise expressly allowed for in the Schedules.

5. Offers are expected to reflect realistic prices. Any gross deviations from the prevailing market prices or unethical manipulations may cause the offeror to be disqualified. 8. UNDP has the right to increase or decrease for any item quantity or minor modifications to the structures for the same unit price in the BOQ or to omit any item / structure considered not necessary without any compensation to the contractor.

6. Any damage resulted from defect in execution by the Contractor on the executed works during the defects liability period (one year after Substantial completion of the work) should be repaired by the contractor and at his own expense and during a week after receiving a notice in writing from UNDP

7. The Contractor fails to deliver the services within the time period(s) stipulated by the contract, UNDP shall, without prejudice to its other remedies under the contract, invoke Section 5: Special Conditions, Liquidated Damages.

8. All electrical, sanitary and drinking water net installations should be tested and approved by the supervisor engineer upon completion of the works

Bidders shall price separately each Item in the Bill of Quantities (BOQ) and return the form duly signed with the Bid.

⁴ *No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.*

Rehabilitation of Rehabilitation of Al Kholoud School in Sirte, Libya
ITB/LBY/SFL/2017/011

Item #	Description	Unit	QTY	Unit Rate in USD	Total amount in USD
	A - Demolishing and Preparing				
A1	Demolishing and removing damaged block work walls. The work shall include hauling away the demolished material to authorized dumping site, as directed by Engineer.	M3	10		
A2	Carefully stripping off the damaged tiles on the existing roof including the embedded mortar, removal of surplus to dumping sites, as directed by Engineer.	M2	900		
A3	Stripping off damaged external plastering patches, preparing surfaces for new plastering and removing of surplus to dumping sites, as directed by Engineer.	M2	100		
A4	Cleaning the site and removal of surplus to dumping areas.	M3	120		
	B - Concrete Works				
B1	supply and cast concrete grade C35 to repair/replace the damaged columns, beams and lintels, at different locations. The work includes, removing of loose damaged concrete, cleaning of concrete surfaces, formworks, the required steel reinforcement, same as existing steel with adequate laps and proper bonding of old and new concrete, using special approved bonding material, concrete curing and all associated works according to the technical specification and Engineer instructions.	M3	8		
	C - Block Works				
C1	Supply & build hollow concrete blocks size 40x20x20cm, built with cement sand mortar (1:3) mix according to technical specification and the Engineers instructions.	M2	60		
	D - Plastering Works				
D1	Repair narrow cracks in existing plastered walls. The work shall include striping of 10 cm wide plaster along the cracks, cleaning, filling the cracks with approved cement filler, and applying cement sand plaster; all in accordance with the technical specification and Engineer instructions.	L.M	50		

D2	Supply and apply 2 coats 15 mm thick cement sand plaster for the external walls. The work shall include fixing of metal mesh at the joints, all according to the specification and engineer approval.	M2	200		
D3	Supply and make 2 coats 15 mm thick cement sand plaster for the internal walls and ceilings. The work shall include fixing of metal mesh at the joints, all according to the specification and engineer approval.	M2	162		
	E - Painting Works				
E1	Supply & apply minimum two coats of colored emulsion paint (Supercyl) on the internal walls and ceilings. The work shall also include peeling off and removing the old damaged paints, cleaning, preparation of surface and puttying, and all required works.	M2	2360		
E2	Supply & apply minimum two coats of oil based paint of high approved quality on the internal walls and ceilings. The work shall also include peeling off and removing the old damaged paints, cleaning, preparation of surface and puttying, and all required works.	M2	580		
E3	Supply & apply minimum two coats of colored weather shield emulsion paint on the external walls. The work shall also include peeling off the old damaged paints, cleaning and surface preparation. The work shall also include repairing the damaged plaster up to 20 X 20 cm and surface preparation and all required works according to specification and the Engineer approval	M2	780		
E4	Supply & paint minimum 2 coats of water proof paint for the external school fence, one under coat primer and . The work includes cleaning the surface and all required works.	M2	15		
	F - Tiling and Marble Works				
F1	Supply and install mosaic floor tiles size 250mm X 250mm X 25mm, similar to the existing tiles. The price shall include cement sand mortars bellow tiles, cement sand filling, and grouting; all according to specification and as directed by Engineer.	M2	50		
F2	Supply and install Carrara marble skirting 10mm thick and 100mm height(grade A), similar to the existing, , including all required works.	L.M	40		
F3	Supply and install white Carrara marble (grade A),to be installed in front of steel doors, similar to the existing, size 250mm*1250mm, including all	L.M	10		

	required works.				
F4	Careful cleaning of all school floors tile and marble, including grouting and polishing with approved materials as directed by Engineer.	M2	900		
F5	Supply and apply one layer of 4mm thick waterproofing bituminous membrane of approved quality, on the roof surfaces in different locations. The work shall include demolishing, removing and replacing the damaged sloping cement screed, (to drain rain water towards roof drain), and the required surface preparation for the application of waterproofing membrane. The work shall include applying the prime coat as per specification.	M2	900		
	G - Doors, Windows and Metals Works				
G1	Supply and fix interior Swedish wooden door, size 2160*950 mm with frame, similar to the existing, including door lock with handle, all needed accessories, approved paints, as directed by Engineer.	No	4		
G2	Conduct maintenance, repair and adjustment of the existing wooden doors and frames of size 2050 mm*960 mm. The work includes replacing all damaged wooden parts by new one to match the existing, frames repair and all needed ironmongery works and accessories. The work shall include painting work including rubbing off old paints and applying two coats of wood preservative, two coats of primer, two coats of wood paint, similar to existing, complete, as directed by Engineer.	No	12		
G3	Ditto, but size 2160mm*930mm	No	2		
G4	Ditto, but size 2080mm*700mm	No	10		
G5	Supply and install interior PS (Polystyrene profile) windows, size 1300 X 11200 mm with frame, similar to the existing. The work shall include clear glass 4 mm thick panel, and all required material and accessories, as directed by Engineer.	No	2		
G6	Ditto, but windows size 1320 X 1150 mm	No	3		
G7	Ditto, but windows size 600 X 600 mm	No	12		
G8	Conduct maintenance, repair and adjustment on the existing PS windows of size 1170X 830 mm. The work shall include replacing the damaged glass and accessories, complete as directed by Engineer.	No	4		

G9	ditto, but size 1200mm*900mm	No	20		
G10	ditto, but size 1300mm*1070mm	No	6		
G11	ditto, but size 1250mm*1080mm	No	2		
G12	ditto, but size 1200mm*1080mm	No	3		
G13	Conduct maintenance, repair, and adjust make the existing PS windows of size 1250X 1080 mm, including replace the damaged glass and accessories, complete as directed by Engineer.	No	2		
G14	Ditto, but size 1200mm*1100mm	No	1		
G15	Ditto, but size 1200mm*900mm	No	2		
G16	Supply and install steel door, size 2000mm*1000 mm complete with frame. The door shall be constructed of 2 panel made of 2 mm double galvanized steel plates, door lock, hardware , painting and all required accessories, as directed by Engineer.	No	1		
G17	Supply and install external galvanized sliding steel gate, overall size 3600 X 2050 mm complete with frame. The gate shall fabricated of 2 mm double galvanized steel plate and having one moving leaf , including door lock, and all required hardware. The work shall also include painting with approved paints with all necessary supporting according to the engineer's instructions. The gate to be fixed and supported by existing concrete columns of the fence.	No	1		
G18	Ditto, but size 3500mm*2250mm	No	1		
G19	Ditto, but size 3600mm*2150mm	No	1		
G20	Supply and construct a complete shed of plan area 1800*24000 in pupils rest area, complete similar to the existing shed. The work shall incorporate all required material and workmanship to erect and render a durable safe structure. The work shall include the preprinted roofing sheets, purlins, trusses, columns and etc. The contractor shall prepare shop drawing showing details of the shed to obtain the Engineer approval. The supporting steel structure shall be painted with anti-rust coating and finishing paint. The work shall also include supply and install lighting fixtures and electrical connections, all in accordance with specification and the Engineer instructions.	LS	1		
G21	Repair, make required maintenance on the existing steel doors of size 2300X 1100 mm, including painting, replace the damaged accessories, complete as directed by Engineer.	No	1		
G22	Ditto, but doors size 2300 X 1200 mm.	No	1		

G23	Ditto, but doors size 2150 X 1250 mm.	No	1		
G24	Ditto, but doors size 2150 X 1160 mm.	No	1		
G25	Ditto, but doors size 2300 X 2000 mm.	No	1		
G26	Ditto, but doors size 2100 X 830 mm.	No	1		
G27	Ditto, but doors size 2050 X 700 mm.	No	1		
G28	Ditto, but doors size 2050 X 760 mm.	No	1		
G29	Ditto, but doors size 2050 X 970 mm.	No	1		
G30	Repair; make required maintenance on the existing damaged steel protective grills for the windows, with painting similar to the existing, size 1500X 1500 mm, as directed by Engineer.	No	55		
G31	Ditto, but windows size 2000X 500mm	No	25		
1	Total for Civil works carried to summary				
	H- Plumbing & Sanitary Works				
	Plasticized polyvinyl chloride (uPVC) pipes shall be used in the plumbing installation and they must confirm in every respect to the requirements of BS 4514.				
	All fittings and pipe specials used in the plumbing installation shall be suitable and compatible with all respects to the pipe line to which fittings and specials are fixed.				
	Rates for plumbing work shall include for:-				
	Complying with the relevant British /EC or any other standard as given under the specifications and with the regulations of the Local Authority and or any other relevant authorities.				
	All specials such as elbows, bends, tees, junctions, plugs, reducers and similar pipe fittings except for valves which will be measured separately.				
	Connecting pipes to sanitary fixtures and appliances.				
	Necessary screws, nails sockets, connection back nuts standard pipe fixing or supporting clips, saddles, brackets, holder bats, straps etc.				
	Connecting of different types of pipes.				
	Testing and disinfection after completion.				
	Excavation, backfilling, disposal of surplus soil for items which were specifically mentioned.				
	Rates for sanitary fittings shall include for:-				
	Fittings such as taps, waste water outlet, internal overflows etc. and supporting brackets, incidental materials for fixing, unless otherwise measured separately.				

	Assembling, jointing together fixing components parts, and jointing to pipes including necessary coupling and for leaving perfectly clean and in perfect working order on completion.				
	Jointing and connecting of pipes to sanitary fittings.				
	Testing and commissioning of the installation.				
	Making good of the work disturbed.				
	Submitting samples for the approval of the Engineer.				
	Protecting the works.				
	Rates for drainage work shall include for :-				
	Laying of pipes to falls.				
	Excavation, backfilling, disposal of surplus soil				
	All pipe specials such as bends, junctions, elbows, tees etc.				
	Connection to sides of manholes etc.				
	Providing sleeves etc., when pipes pass through walls, foundations etc.				
	Giving notices, obtaining permits, paying fees, fixing, testing and commissioning etc.				
	Supply and install a new external water network for the school, complete. The work shall include flushing and supplying all required material, such as pipes, fittings, valves, stops and etc. The water pipes shall be 3/4 inch propylene (PPR). The new water system shall be connected to the water source, all in accordance with specification and as instructed and approved by the Engineer.	Lump sum	1		
H1	Supply and install PVC tank for potable water, of 2000 liters capacity, including the electrical floating valve and all related work accessories and fittings according to the specifications, and Engineer instructions.	No	4		
	Supply and fix chromium plated mixer for kitchen sink .The work include all related work accessories and fittings	No	1		
	Supply and fix 10 liter plastic flushing cistern for Eastern W.C. suite, including all required works.	No	4		
	Supply and fix chromium plated tap 1/2" , including water supply pipe 16mm with all related work accessories and fittings	No	6		
	Supply and fix chromium plated waste trap for hand washing basins and kitchen sink, including removal of old ones as directed by Engineer.	No	2		

	Supply and fix chromium plated mixer with shower grade(A) .The work include all related work accessories and fittings	No	1		
H2	Supply and install UPVC pipes 4" and 10 bar pressure, for rain water drainage. The work includes all tees, bends, and all related work accessories and fittings.	L.M	50		
2	Total for Mechanical works carried to summary				
	J - Electrical Works.				
	Unless otherwise stated, Rates in Bill of Quantities shall include all necessary materials Cables, conduits, PVC sunk box, bulbs, switches etc.) and labor required to complete the electrical installation to good working order.				
	Except where specifically stated, all costs associated with provision of all holes, openings, chases, ducts and other builders' work required for installation and make them good, shall be included in the rates.				
	Testing and commissioning of the electrical installation is to be carried out by the contractor and Cost of such testing and reports to be included in the rates unless otherwise mention separately.				
	All types of fittings, materials, painting and finishes shall be approved by the Engineer prior to installation.				
J1	Supply and install double pole 16 A, 220V, lighting switch, The work include wiring and removal of old ones as directed by Engineer.	No	5		
J2	Supply and install single pole 16 A, 220V, socket outlet. The work includes the earthing cable and removal of old ones as directed by Engineer.	No	7		
J3	Supply and fix plastic covers for electrical junction boxes,.	No	7		
J4	Supply and install fluorescent lighting fixture 2 X 40 watt with plastic cover, including 120 cm day light lamps, 3 X 1.5 mm2 wires, conduits, chock coils, starters, capacitors, clamps, bolts, and all needed accessories.	No	15		
J5	Supply and fix fluorescent day light lamps, 20 watt, 120 cm, The work include removal of old ones as directed by Engineer.	No	20		
	Supply and fix day light fixture saving energy lamps 40 watt including wires and all needed accessories.	No	3		

	Supply and fix electrical water heater Ariston or equally approved, 80 liters capacity, 0.8 Mpa pressure, provided with temperature gauges, including water supply pipes 16mm, chromium plated control valve, non-return valve, electrical connections, as directed by Engineer	No	3		
	Supply and fix day light saving energy lamps 40 watt	No	17		
3	Total for Electrical works carried to summary				
	K - External Works				
K2	Supplying and fix external spotlight with 400 watt halogen lamp. The work includes all related work accessories and fittings.	No	5		
4	Total for External works carried to summary				
Summary					
Bill #					Amount USD
1	Total for Civil works				
2	Total for Mechanical works				
3	Total for Electrical works				
4	Total for External works				
	Grand total				
Summary					
Grand total in word.....USD					
Name of the contractor:.....					
Signature and stamp of the contractor.....					
Date.....					

Section 8: Form for Advanced Payment Guarantee

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

_____ [Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: _____ [Name and Address of UNDP]

Date: _____

ADVANCE PAYMENT GUARANTEE No.: _____

We have been informed that [name of Company] (hereinafter called "the Contractor") has entered into Contract No. [reference number of the contract] dated [insert: date] with you, for the provision of [brief description of ITB requirements] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of [amount in words] ([amount in figures]) is to be made against an advance payment guarantee.

At the request of the Contractor, we [name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [amount in words] ([amount in figures])⁵ upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation under the Contract because the Contractor has used the advance payment for purposes other than toward providing the goods and related services under the Contract.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Contractor on its account number _____ at [name and address of Bank].

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor as indicated in copies of certified monthly statements which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of the monthly payment certificate indicating that the Consultants have made full repayment of the amount of the advance payment, or on the __ day of _____, 2__, 20__ whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

[signature(s)]

Note: All italicized text is for indicative purposes only to assist in preparing this form and shall be deleted from the final product.

⁵ The Guarantor Bank shall insert an amount representing the amount of the advanced payment and denominated either in the currency/ies of the advanced payment as specified in the Contract.

Section 9: Model Contract to be signed

Attached

Section 10: GENERAL TERMS AND CONDITIONS FOR WORKS

Attached