

INVITATION TO BID

ITB/LBY/PSJP/2018/029

**Rehabilitation of Police Facilities 1. Dormitories and Restaurant; 2. Police Academy (college); and
3. Police Technical School, in Salah Al Deen area, Tripoli, Libya.**

Policing and Security Joint Programme (PSJP)



United Nations Development Programme
May, 2018

Section 1. Letter of Invitation

UNDP, Libya
May 22, 2018

Case Number: ITB/LBY/PSJP/2018/029

Subject: Rehabilitation of Police Facilities 1. Dormitories and Restaurant; 2. Police Academy (college); and 3. Police Technical School, in Salah Al Deen area, Tripoli, 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 – Scope of Works and Specifications
- Section 4 – Bid Submission Form
- Section 5 – Documents Establishing the Eligibility and Qualifications of the Bidder
- Section 6 – Technical Bid Form
- Section 7 – Price Schedule Form 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

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/transparencydocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf and http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protect/ 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 licenses 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, Reparable 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:	Policing and Security Joint Programme (PSJP)
2		Title of Work Required:	Rehabilitation of Police Facilities 1. Dormitories and Restaurant; 2. Police Academy (college); and 3. Police Technical School, in Salah Al Deen area, Tripoli, Libya. Case ID: ITB/LBY/PSJP/2018/029
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:	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. An organized site visit is arranged on 29 May 2018 as per the below schedule: 1. Dormitories and Restaurant - 10:00 hrs. Tripoli, Libya Time. 2. Police Technical School – 11:00 hrs. Tripoli, Libya Time. 3. Police Academy (college); 12:00 hrs. Tripoli, Libya Time.

			Focal Person(s): Ibrahim Aghireb, Civil Engineer, Tripoli. Email: ibrahimelh@gmail.com Phone number: + 218 925002509
7	C.22	A pre-Bid conference will be held on:	Pre- Bid clarification meeting over SKYPE in English Language will be held on: Date: 30 May 2018 Time: 12:00 hours, Tripoli, Libya Time. Interested bidders should send a request along with Skype ID to below email address before 16.00 hours on 29 May 2018. Focal Person: Procurement Unit, UNDP Libya E-mail: procurement.ly@undp.org Please feel free to raise the queries for clarification/consideration, identified during site visit
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	<input checked="" type="checkbox"/> Allowed In case requested, advance amount will be recovered from the milestones or released upon submission of Bank Guarantee issued by reputable International Bank. 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.

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>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.</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 endeavor 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 that the query was officially received.</i></p>

18	B.11.1	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	Direct communication to prospective Bidders who expressed their interest in writing by email and posting on the following websites: 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	Please refer to D 23.1 and D.23.2 (electronic submission) Or one original via courier/hand delivery
20	D.23.1 b) D.23.2 D.24	Bid submission address	UNDP Libya, Palm City Residences, Unit 228, Jazour Area, Tripoli, Libya Attention: Procurement Unit Tender Reference: ITB/LBY/PSJP/2018/029 Or via electronic submission as per D.23.2
21	C.21.1 D.24	Deadline of Bid Submission	Date and Time: 07 June 2018, 14:00 hrs. (Libya time)
22	D.23.2	Manner of Submitting Bid	Courier/Hand Delivery or Electronic submission of Bid Bids submitted by email should be sent to the following email address: tenders.ly@undp.org with a maximum capacity of 5 MB for each email.
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	Official Address for e-submission: tenders.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/PSJP/2018/029) + Company Name Time Zone to be Recognized: (UTC/GMT+2) <u>Other conditions:</u> <ul style="list-style-type: none"> Scanned and signed technical and financial bids should be sent in two different files. 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

			<p>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.</p> <ul style="list-style-type: none"> • 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>07 June 2018, 14:30 hrs. (Libya time)</u></p> <p>Venue: UNDP Libya, Palm City Residences, Unit 228, Janzour Area, Tripoli, Libya.</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 hours on 05th June 2018:</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 in construction works. 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. Bid Submission Form duly signed and stamped (Section 4).</p> <p>4. Documents Establishing the Eligibility and Qualifications of the Bidder (Section 5).</p>

			<p>5. Technical Bid Form (Section 6).</p> <p>6. Priced BOQ with value for each component filled, signed/stamped and provided (Section 7).</p> <p>7. Implementation Timeline.</p> <p>8. Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value (work handover certificate/substantial completion certificate and etc.).</p> <p>9. Experience as a prime contractor in at least two (2) similar contracts construction/rehabilitation projects.</p> <p>(Copy of contracts and certification of completion to be provided together with the bid).</p> <p>10. 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>11. Company's proposed team details (CVs to be provided).</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 25, 2018
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/site handover.
31		UNDP will award the contract	One Bidder only considered technically qualified

		to:	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 05 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 300,000.00 per each contract. 3. Implementation Timeline (to match the period stated in the ITB). 4. Acceptance to the General Terms and Conditions of UNDP’s Standard Contract for Works (Bid Submission Form- signed and stamped form). 5. Qualifications and suitability of the key personnel proposed for the contract including their previous experience with same type of assignment: <ul style="list-style-type: none"> i) (Civil Engineer/Project Manager - shall have a University Degree in Civil engineering and minimum of 5 years of experience of work of an equivalent nature. ii) Electrician – with diploma and minimum of 3 years of experience of work of an equivalent nature. iii) Plumber - with a minimum of 3 years of experience of work of an equivalent nature). <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	N/A

Section 3: Schedule of Requirements

Scope of Work

Rehabilitation of Police Facilities 1. Dormitories and Restaurant; 2. Police Academy (college); and 3. Police Technical School, in Salah Al Deen area, Tripoli, Libya.

I. Project Background:

In line with UN commitment to integrated assistance, and with support from the Global Focal Point arrangement for Police, Justice and Corrections, UNDP and UNSMIL are rolling out a 'Policing & Security Joint Programme' (UNJP), which will maximize the capabilities of the UN system in support of the GNA's agenda in these critical areas. This joint programme is fully aligned with UNSMIL's Security Council mandate and the UN Strategic Framework, and leverages UNDP's capacities and expertise as a programmatic entity and development partner of the Libyan government.

The implementation of the above activities requires limited facilities refurbishment, provision of basic (non-lethal) equipment, information systems, and training. UNDP and UNSMIL recognise that such support must: a) be based on thorough needs assessment; and, b) be aligned to the greatest extent possible with the internal planning and operational capacities of the relevant line ministries, their systems, structures and absorption capacities. Acknowledging that assessment and planning capacities within line ministries remain limited, the PSJP support the MOI and MOJ/Judicial Police to embed necessary needs assessment work within internal planning exercises. In this respect, line ministries have requested that the PSJP support the MOI and MOJ/Judicial Police to undertake training and equipment needs assessments that will form the basis for the ministries' own internal planning. The form and structure of these assessments will therefore align with the strategic planning frameworks of the line ministries themselves and will form the basis of internal planning and resource allocation tools, as well as Libyan requests to the donor community for international assistance. In this way, it is hoped that the findings of the training and equipment needs assessments will be adopted by the relevant planning departments of the MOI and MOJ and integrated into the ministries' own plans, authorised by the relevant minister.

II. Project descriptions and locations

The existing police facilities are located in Salahedden Street in Tripoli. Libya

It is required to perform minor maintenance and rehabilitation works for the below police facilities in order to restore these buildings fully functional.

- Police Technical school with its dormitories and restaurant.
- Police Academy (college).

Police College: Consists of 6 Classroom and bathroom

Police Technical school with its dormitories and restaurant:

The dormitories and restaurant consist of 2 buildings: The first building consists of two floors

Ground floor: cafe and restaurant

The first floor: 19 rooms with bathrooms and kitchen

The second Building consists of two floors

The ground floor has 12 rooms and 1 bathroom

First floor 12rooms and 1 bathroom



The required rehabilitation works are described in the BoQ, which mainly include the following works:

- Replacement of the existing damaged metal corrugated sheets roofing by new sheets (in the Technical school),
- Repairing of damages in the walls and ceilings including plastering works, tiling, painting, repair and maintenance of the existing doors and windows. etc.
- Rehabilitation and maintenance of the existing electrical and mechanical services, including water supply, sewage, and sanitary works.

Section 3 - A: Specifications

Attached

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: Mr. Sultan Hajiyeve, Country Director, UNDP Libya

Dear Sir/Madam:

We, the undersigned, hereby offer to supply the goods and related services required for **Rehabilitation of Police Facilities 1. Dormitories and Restaurant; 2. Police Academy (college); and 3. Police Technical School, in Salah Al Deen area, Tripoli, Libya. - ITB/LBY/PSJP/2018/029** in accordance with your Invitation to Bid dated May 7, 2018. We are hereby submitting our Bid, which includes the Technical Bid and Price Schedule.

We hereby declare that:

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

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

We agree to abide by this Bid for 120 days.

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

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

We remain,

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]

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

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/PSJP/2018/029**

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		
14. Attached are copies of original documents of: <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet <input type="checkbox"/> If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered <input type="checkbox"/> If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law.		

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.

Joint Venture Partner Information Form (if Registered)³

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

ITB No.: **ITB/LBY/PSJP/2018/029**

Page _____ of _____ pages

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

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/PSJP/2018/029

Rehabilitation of Police Facilities 1. Dormitories and Restaurant; 2. Police Academy (college); and 3. Police Technical School, in Salah Al Deen area, Tripoli, 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 willful misstatement described above may lead to my disqualification, before or during my engagement.</p> <p>_____</p> <p>_____</p>		
Signature of the Nominated Team Leader/Member		Date Signed

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 overheads etc.

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 Police Facilities 1. Dormitories and Restaurant; 2. Police Academy (college); and 3. Police Technical School, in Salah Al Deen area, Tripoli, Libya.

ITB/LBY/PSJP/2018/029

1. Rehabilitation of Dormitories and Restaurant.

Item	Description	Unit	Qty	Unit Rate in USD	Total Amount in USD
1	Civil Works:				
	A - Demolishing and site preparation.				
	<p>The work shall include and comply with the following:</p> <p>a. Removing of demolished material off site to authorized dumping sites.</p> <p>b. The dismantled materials are the sole property of the client (in case those material are required by the Client).</p> <p>c. The contractor shall coordinate implementation of his daily work activities, working hours, throughout the construction period with the client and the supervising engineer.</p> <p>d. The contractor shall protect and safe guard the existing facilities and building finishes, including the painting, the floor tiles.</p> <p>e. 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.</p> <p>f. The contractor shall take all necessary measures to protect and minimize environmental hazards including pollution, noise and dust.</p>				
A1	Dismantle and remove all damaged sanitary fixtures and accessories including wash basins, kitchen sinks, and any other surplus as directed by the Engineer.	LS	1		
A2	Repair and conduct maintenance for the existing expansion joints in floors, walls, and ceilings. The work shall include filling the joint with approved filler, sealant and aluminum cover as directed by the Engineer.	L.M	30		
	B - Painting Works				

B1	Supply & paint minimum 2 coats colored emulsion paint (Supercryle) on the internal walls. The work shall also include removing the old paints, cleaning, surface preparation and puttying, and rendering coats to match the existing paint finishing; all in accordance with specification and the Engineer's instructions.	M2	2500		
B2	Supply and paint a minimum two coats of oil based paint for the internal walls, including removing old defective paints, surface preparation, sanding, priming, putty, under coats and finishing coats and all required works; all in accordance with specification and the Engineer's instructions.	M2	1200		
	C - Doors, Windows and Metals Works				
C1	Supply and install PVC door, size 800 X 2000 mm with frame, similar to the existing, constructed from 40 X 60 mm profiles including handle, and hardware. The work includes removal of old ones and all required accessories, as directed by Engineer.	No	47		
C2	Ditto, but doors size 2000 X1200 mm	No	2		
C3	Ditto, but doors size 4200 X 3200 mm	No	1		
C4	Supply and install PVC window, size 1500 X 1200 mm with frame, similar to the existing. The widow has 2 fixed panels and 1 openable leaf of 40 X 60 mm profiles including glass, handle, and hardware. The work includes removal of old ones and all required accessories; as directed by Engineer.	No	53		
C5	Ditto, but windows size1200 X 700 mm	No	1		
C6	Ditto, but windows size 2000 X 1000 mm	No	3		
C7	Ditto, but windows size 1400 X 1000 mm	No	1		
C8	Ditto, but windows size 800 X 2400 mm	No	8		
C9	Supply and install wooden door leaves without the frames, similar to the existing. The work includes applying painting the door leaves and the frame with approved wooden paint, complete and as directed by Engineer.	No	3		
C10	Repair, adjust and conduct maintenance for the existing wooden doors and windows. The work shall include replacing all damaged parts and all needed ironmongery, hardware and accessories, complete. The work also include painting with approved wooden paint, all as directed and approved by Engineer.	No	29		

C11	Repair and conduct maintenance for the existing false ceilings, complete. The work shall include supply and fix the damaged /missing false ceilings tiles, repair of the suspension system and all needed work and material to re-store the damaged false ceilings according to the Engineer's instructions and satisfactions.	M2	10		
1	Total Civil Works - carried to summary				
2	Sanitary and Plumbing Works				
	All plumbing, sanitary and drainage material such as pipes, fittings, sanitary fixtures and accessories shall be of high quality, complying with the relevant specifications, compatible with the existing networks and as per the Engineer's instructions and approvals. Unless otherwise separately stated, BoQ items shall cover costs of supplying and installation of all needed pipes, valves, fitting, accessories and connections to the existing networks.	Note			
D1	Supply and install floor waste trap chromium plated cover, size 150 X 150 mm, including all associated works and fittings.	No	16		
D2	Supply and fix flushing cistern, similar to the existing, including all water supply connection and the required fittings.	No	36		
D3	Supply and fix install 1/2" chromium plated tap, including all related work, accessories, and fittings.	No	36		
D4	Supply and install chromium plated mixers, including all related work, accessories, and fittings.	No	30		
D5	Supply and fix white Vitreous China wash basin with overflow and single hole faucet, size 480 x 580 mm, complete with all water supply pipes, chromium plated mixer and waste trap. The work includes all related work accessories and fittings.	No	15		
D6	Supply and fix shower head mixers including all related works, accessories and fittings; all in accordance with the Engineer's instructions and approvals.	No	36		
D7	Supply and install high quality electrical water heater, 80 liters capacity, 0.8 Mpa pressure, provided with temperature gauges, including water supply pipes 16mm, chromium plated control valve, non-return valve and all required works.	No	12		
D8	Cleaning, testing, flushing, and commissioning the existing plumbing and sanitary networks in the whole building.	LS	1		

	Total Sanitary and Plumbing Works - carried to summary				
3	Electrical and Air-Conditioner works.				
	Unless otherwise separately stated, rates in Bill of Quantities shall include all necessary materials such as cables, conduits, PVC sunk box, bulbs, etc and the required workmanship to complete the electrical installation to good working conditions; all in accordance with the relevant applicable specifications and the Engineer's instructions.	Note			
E1	Supply and install connect and commission, flexible electrical wires of 750 V grade and comply with BS 6500 Table 12, insulated with PVC of 6 mm ² size, according to the specifications, and Engineer instructions.	L.M	1200		
E2	Ditto, but 4 mm ² size.	L.M	1500		
E3	Ditto, but 2.5 mm ² size.	L.M	1500		
E4	Supply and fix main distribution boards comply with BS 5486: Part 1 (IEC 60439-1 Form 4), fabricated from sheet steel having a minimum thickness of 1.5 mm. The steel shall be electro zinc plated, (Zintec), with 50 A main 4 poles switch, wiring, capacity of 6000 A cut. and all needed accessories.	No	2		
E5	Supply and install double pole 16 A, 220V, lighting switch. The work includes removal of old ones and all required works.	No	16		
E6	Supply and install single pole 16 A, 220V, socket outlet. The work includes the earthing cable and removal of old ones and all required works.	No	56		
E7	Supply and fix fluorescent day light lamps, 20 watt, 60 cm with starters, The work include removal of old ones and all required works.	No	248		
E8	Supply and installation of lighting an economic 40-watt bulb. The work include removal of old ones and all required works.	No	32		
E9	Supply and installation of a hidden light base spot light for gypsum ceiling. The work includes removal of old ones and all required works.	No	60		
E10	Supply and install fluorescent lighting fixture 2 X 40 watt with plastic cover, including 120 cm day light lamps, 3 X 2.5 mm ² wires, conduits, chock coils, starters, capacitors, clamps, bolts, and all needed accessories.	No	85		
E11	Repair, testing and commissioning of the entire electrical installation in the whole building. The work shall include repair/replace any necessary damaged/missing electrical installation for restoration of the electrical network fully functional in accordance with the relevant applicable standards.	LS	1		

E12	Supply, install and maintain wall mounted inverter split air-conditioners. The price shall include one-year Warranty, wiring, electrical connections, drain pipes to the nearest drain points, water proof on-off switch on the external units, galvanized steel holders/stands, opening in walls by coring machine, closing holes with sika sealant, gas and oil charging. The units shall be according to below specifications and the applicable Standards, and as per the following specifications: Capacity-24 000 BTU Pre- charged with Eco. Friendly R 410A. Washable screen anti-bacterial filtration Low Ambient Heating Temp Power supply source-V/Ph/Hz-208-230V-1-60 Hz Air flow volume-m3/h-840 Noise level in door d/B-47 Noise level out door d/B- 53 Air circulation-(H/M/L) -m3/h 850/680/540 Digital, multi-function LCD Remote Control	No	11		
E13	Ditto, as above but 12000 BTU	No	30		
	Total Electrical and Air-Conditioner Works - carried to summary				

Summary - Rehabilitation of Dormitories and Restaurant.	
Description	Amount in USD
Subtotal Civil Works	
Subtotal Sanitary and Plumbing Works	
Sub Total Electrical and Air-Conditioner works	
Grand Total	
Grand total in words USD	

2. Rehabilitation of Police Academy(college)

Item	Description	Unit	Qty	Unit Rate in USD	Total Amount in USD
1	Civil Works				
	A - Demolishing and site preparation works:				

	<p>The work shall include and comply with the following:</p> <p>a. Removing of demolished material off site to authorized dumping sites.</p> <p>b. The dismantled materials are the sole property of the client (in case those material are required by the Client).</p> <p>c. The contractor shall coordinate implementation of his daily work activities, working hours, throughout the construction period with the client and the supervising engineer.</p> <p>d. The contractor shall protect and safe guard the existing facilities and building finishes, including the painting, the floor tiles.</p> <p>e. 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.</p> <p>f. The contractor shall take all necessary measures to protect and minimize environmental hazards including pollution, noise and dust.</p>	Note			
A1	Dismantle and remove the damaged sanitary fixtures and pipes in the WC including wash basins and kitchen sinks and remove any other surplus as directed by the Engineer.	LS	1		
A2	Demolish and remove the existing lean concrete, including preparing surfaces for new works and removal of surplus as directed by Engineer.	LS	1		
A3	Stripping off damaged internal and external plastering, including preparing surfaces for new plastering and removal of surplus as directed by Engineer.	M2	160		
A4	Dismantle and remove ceramic tiles on the walls and floors tiles of the existing bath rooms, including removal of surplus and preparing surfaces for new tiling works, as directed by Engineer.	M2	160		
A5	Demolish and remove damaged floor and roof tiles, including mortars. etc be the tiles and preparing surfaces for new tiling works. The surplus should be removed to approved dump arsenal as directed by Engineer.	M2	32		
A6	Excavation, backfilling in layers and compaction for boundary wall foundation.	M3	30		
	B - Concrete Works				
B1	Supply and cast 10 cm thick C 20 lean concrete for the footings.	M3	3		
B2	Supply and cast reinforced concrete C30 for the footings of boundary walls, dimension 100*100*40 cm. The work shall include steel reinforcement at 7 5 12 mm in both directions; all in accordance with the specifications and the Engineer's instructions.	M3	7		

B3	Supply and cast C30 reinforced concrete for Columns of the boundary walls, dimension 20*40 cm. The work shall include steel reinforcement of 6 ϕ 14 mm and ϕ 8mm Stirrups @ 20 cm spacing; all in accordance with the specifications and the Engineer's instructions.	M3	3		
	C - Blockworks:				
C1	Supply & build hollow concrete blocks size 40x20x20cm, built with cement sand mortar (1:3) mix according to technical specification and instruction of Engineer.	M2	117		
	D- Plastering Works				
	Plastering work shall be carried on a new or the existing walls and ceilings, including plaster patches, and surface preparation to reach sound substrate ready to start the required plastering works.	Note			
D1	Supply and apply two layers of cement plastering for the internal walls. The work shall include demolishing the defected plastering layers on the existing internal, filling off holes, and surface preparation to receive new plastering layers; all in accordance with specification and the Engineer's instructions.	M2	160		
D2	Ditto, but external plaster colored Tyrlone finish.	M2	330		
	E - Painting works:				
	Painting materials shall be of high quality approved product complying with the technical specifications and manufacturer's instructions. The work shall include surface preparation for new painting works, peeling off old damaged paint, filling holes, priming and putty where required.	Note			
E1	Supply & apply minimum 2 coats of colored emulsion paint (Supercryle) on the existing internal walls and ceilings. The work shall also include removing the damaged of flacking paint, repairing cracks in the plastering, cleaning, surface preparation, applying putty as needed and all required works and as directed and approved by the Engineer.	M2	790		
E2	Supply and apply minimum 2 coats colored weather shield emulsion paint for the external walls (Texture Medium). The work includes repairing cracks in the plastering, surface preparation including the application of paste, grinding and all the necessary to complete the work as per consultant engineer instructions	M2	400		
	F - Tiling and marble works				

F1	Supply and install non- slip ceramic floor tiles (grade A), size 330mm x 330mm x 8mm thick for toilet floors, laid on 30mm mortar bed, including all required works according to the specifications and Engineer's instructions.	M2	32		
F2	Supply and install wall ceramic tiles (white color) size 250mm x 500mm x 4mm thick for the bath rooms, including 20mm mortar bed, according to specifications and Engineer instructions.	M2	129		
F3	Supply and install white Carrara marble (grade A), similar to the existing, 30mm thick for windows and doors sills laid on 20mm thick mortar bed, including all required works.	LM	240		
F4	Repair and conduct maintenance for the existing false ceilings, complete. The work shall include supply and fix the damaged /missing false ceilings tiles, repair of the suspension system and all needed work and material to re-store the damaged false ceilings according to the Engineer's instructions and satisfactions.	M2	400		
	G - Doors, windows and metals works				
	The work shall include supply, fabricate and installation of a high quality doors and windows in accordance with relevant specifications. Unless otherwise separately stated, doors/windows details, type, finishes, accessories shall be similar to the existing or higher quality in accordance with the Engineer's instructions and approvals.	Note			
G1	Supply and install PVC door, similar to the existing. The doors are fabricated from 40 X 60 mm profiles including handle, and hardware. The work includes removal of old ones and all required accessories., as directed by Engineer.	M2	75		
G2	Supply and install PVC windows, similar to the existing. The windows fabricated from 40 X 60 mm profiles and consist of 2 fixed panels and 1 openable leaf, including 4 mm clear glass, handle, and hardware. The work includes removal of old ones and all required accessories., as directed by Engineer.	M2	10		
G3	Supply and install metal door for entrance, similar to the existing. The rate includes the frame, all the accessories, locks,, hinges and handles and all the requirements according to the relevant specifications and the Engineer's approval.	M2	14		
G4	Repair, adjust and conduct maintenance for the existing wooden doors. The work includes replacing all damaged parts with new one, hardware, door locks, painting with approved paint and all needed, ironmongery work, complete to the satisfaction of the Engineer.	NO	9		

	Total for Civil Works - Carried to summary				
	H - Plumbing & Sanitary Works				
	<p>All plumbing, sanitary and drainage material such as pipes, fittings, sanitary fixtures and accessories shall be of high quality, complying with the relevant specifications, compatible with the existing networks and as per the Engineer's instructions and approvals.</p> <p>Unless otherwise separately stated, BoQ items shall cover the cost of supplying and installation of all needed pipes, valves, fitting, accessories and connections to the existing networks.</p>	Note			
H1	Supply and install UPVC pipes 4" and 10 bar pressure, for waste water network. The work includes all tees, bends, and all related work accessories and fittings.	L.M	10		
H2	Supply and install UPVC pipes 3" and 10 bar pressure, for waste water network. The work includes all tees, bends, and all related work accessories and fittings.	L.M	20		
H3	Supply and install UPVC pipes 2" and 10 bar pressure, for waste water network. The work includes all tees, bends, and all related work accessories and fittings.	L.M	20		
H4	Supply and install Poly Propylene (PPR) pipes 3/4", for potable water network. The work includes all tees, bends, and all related work accessories and fittings.	L.M	45		
H5	Supply and install Poly Propylene (PPR) pipes 1", for potable water supply. The work includes all tees, bends, and all related work accessories and fittings.	L.M	10		
H6	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	60		
H7	Supply and install floor waste trap chromium plated cover, size 150 X 150 mm, including and all required works.	No	6		
H8	Supply and installation rain water gutter for rain water, similar to the existing, and all necessary to complete the work according to the instructions of the supervisor.	No	14		
H9	Supply and fix white glazed fireclay European W.C. suite made of vitreous china to BS 3402 (grade A), complete with 10 liter ceramic double action flushing cistern, and fixed chromium plated tap 1/2", including the required water pipes, angle valves, UPVC drainage pipe connecting to the nearest manhole or sewage header and all related work accessories and fittings.	No	4		

H10	Supply and fix chromium plated tap 1/2", including all water supply pipes, angle valves, and all related work accessories and fittings.	No	4		
H11	Supply and fix white glazed fire clay standing hand wash basin with overflow and single hole faucet, size 480 x 580 mm, made of vitreous china to BS 3402 (grade A), complete with all water supply pipes, chromium plated mixer and waste trap. The work includes all related work accessories and fittings.	No	6		
H12	supply & install high quality fiber glass water tank 2000 liter. The work includes all the connections, piping, fittings, valves and all required works as per consultant engineer instructions	No	1		
H13	Supply and fix 1' and 2 HP horizontal centrifugal pump, one flange and 50 HZ motor, installed on potable water main to supply the water tank. The work includes all related work accessories and fittings.	No	1		
H14	Supply and install high quality electrical water heater, 80 liters capacity, 0.8 Mpa pressure, provided with temperature gauges, including water supply pipes 16mm, chromium plated control valve, non-return valve and all required works.	No	2		
	Total for Plumbing & Sanitary Works...carried to summary				
3	I- Electrical and Air-Conditioning Works				
	Unless otherwise separately stated, rates in Bill of Quantities shall include all necessary materials such as cables, conduits, PVC sunk box, bulbs, etc.) and the required workmanship to complete the electrical installation to good working conditions; all in accordance with the relevant applicable specifications and the Engineer's instructions. All electrical material, fixtures, cables, accessories, fittings. Etc, shall be of high qualities and in compliance with specification and relevant Standards and compatible to the existing electrical network.	Note			
I1	Supply and install connect and commission, flexible electrical wires of 750 V grade and comply with BS 6500 Table 12, insulated with PVC of 6 mm ² size, according to the specifications, and Engineer instructions.	L.M	270		
I2	Ditto, but 4 mm ² size.	L.M	480		
I3	Ditto, but 2.5 mm ² size.	L.M	350		
I4	Supply and fix main distribution boards comply with BS 5486: Part 1 (IEC 60439-1 Form 4), fabricated from sheet steel having a minimum thickness of 1.5 mm. The steel shall be electro zinc plated, (Zintec), with 50 A main 4 poles switch, wiring, capacity of	No	3		

	6000 A cut. and all needed accessories.				
I5	Supply and install single pole 16 A, 220V, socket outlet. The work includes the earthing cable and removal of old ones and all required works.	No	35		
I6	Supply and install single pole 16 A, 220V, lighting switch. The work includes removal of old ones and all required works.	No	10		
I7	Ditto, but double pole 16 A, 220 V.	No	20		
I8	Supply and install fluorescent lighting fixture 4 X 40 watt with plastic cover, including 120 cm day light lamps, 3 X 2.5 mm ² wires, conduits, chock coils, starters, capacitors, clamps, bolts, and all needed accessories.	No	30		
I9	Supply, install and maintain wall mounted inverter split air-conditioners. The price shall include one-year Warranty, wiring, electrical connections, drain pipes to the nearest drain points, water proof on-off switch on the external units, galvanized steel holders/stands, opening in walls by coring machine, closing holes with sika sealant, gas and oil charging. The units shall be according to below specifications and the applicable Standards, and as per the following specifications: Capacity-24 000 BTU Pre- charged with Eco. Friendly R 410A. Washable screen anti-bacterial filtration Low Ambient Heating Temp. Power supply source-V/Ph/Hz-208-230V-1-60 Hz Air flow volume-m ³ /h-840 Noise level in door d/B-47 Noise level out door d/B- 53 Air circulation-(H/M/L) -m ³ /h 850/680/540 Digital, Multi-function LCD Remote Control	No	12		
I10	Ditto, but capacity 18 000BTU	No	2		
	Total for Electrical and Air-Conditioning Works - carried to summary				

Summary - Rehabilitation of Police Academy(college)	
Description	Amount in USD
Subtotal Civil Works	
Subtotal Plumbing Works and Sanitary	
Sub Total Electrical and Air-Conditioner works	

Grand Total	
Grand total in words USD	

3. Rehabilitation of Police Technical School

Item	Description	Unit	Qty	Unit Rate in USD	Total Amount in USD
	Civil Works				
A1	Supply and install a new high quality 0.6 mm thick pre-painted corrugated galvanized zinc coated steel roofing sheets, coated with epoxy primer, to replace the existing damaged roofing sheets. The work shall include supply and installation of rain water gutters, down pipes, strong leak proof fasteners, sealant, clips, flashing and all needed material and accessories for erecting a safe and water-tight roofing; all in accordance with the relevant specifications and the Engineer's approval. The contractor shall provide shop drawings and installation manual for the Engineer's prior approval. The work shall also include dismantling and removal of all existing metal roofing sheets.	M2	1500		
A2	Repair, adjust and conduct maintenance for the existing PVC doors. The work includes replacing of the damaged door panel and frame, damaged profiles, door hardware and accessories complete; all in accordance with the Engineer's instructions and satisfactions.	No	20		
A3	Repair and conduct maintenance for the existing false ceilings, complete. The work shall include supply and fix the damaged /missing false ceilings tiles, repair of the suspension system and all needed work and material to re-store the damaged false ceilings according to the Engineer's instructions and satisfactions.	M2	140		
	Total for Civil Works - carried to summary				
	Plumbing & Sanitary Works				
B1	Supply and fix high quality water mixer including connections and all associated works, accessories and fittings.	No	7		
B2	Supply and fix high quality cupper water taps including connections and all associated works, accessories and fittings.	No	12		
	Total Plumbing & Sanitary Works - carried to summary				

	Electrical and Air-Conditioning Works				
C1	Supply and fix fluorescent day light lamps, 20 watt, 60 cm with starters. The work includes removal of old ones and all required works.	No	90		
C2	Supply and install fluorescent lighting fixture 2 X 40 watt with plastic cover, including 120 cm day light lamps, 3 X 2.5 mm2 wires, conduits, chock coils, starters, capacitors, clamps, bolts, and all needed accessories.	No	50		
C3	Supply, install and maintain wall mounted inverter split air-conditioners. The price shall include one-year Warranty, wiring, electrical connections, drain pipes to the nearest drain points, water proof on-off switch on the external units, galvanized steel holders/stands, opening in walls by coring machine, closing holes with sika sealant, gas and oil charging. The units shall be according to below specifications and the applicable Standards, and as per the following specifications: Capacity-18 000 BTU Pre- charged with Eco. Friendly R 410A. Washable screen anti-bacterial filtration Low Ambient Heating Temp. Power supply source-V/Ph/Hz-208-230V-1-60 Hz Air flow volume-m3/h-840 Noise level in door d/B-47 Noise level out door d/B- 53 Air circulation-(H/M/L) -m3/h 850/680/540 Digital, Multi-function LCD Remote Control	No	8		
C4	Ditto, but capacity-24 000 BTU	No	4		
	Total for Electrical and Air-Conditioning Works - carried to summary				

Summary - Rehabilitation of Police Technical School.	
Description	Amount in USD
Subtotal Civil Works	
Subtotal Plumbing & Sanitary Works	
Subtotal Electrical and Air-Conditioning Works	
Grand Total	
Grand total in words USD	

Grand Summary	
Rehabilitation of Police Facilities 1. Dormitories and Restaurant; 2. Police Academy (college); and 3. Police Technical School, in Salah Al Deen area, Tripoli, Libya.	
Description	Amount in USD
Rehabilitation of Dormitories and Restaurant.	
Rehabilitation of Police Academy (college)	
Rehabilitation of Police Technical School.	
Grand Total	
Grand total in words 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

Attached