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INVITATION TO BID

Construction of ICRIC office space in Upper house compound of Mogadishu, Somalia.

ITB No.: UNDP/SOM/ITB/2018/006

Project: Parliament

Country: Mogadishu, Somalia

Issued on: 28 June 2018

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SECTION 1. LETTER OF INVITATION

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

This ITB includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet:

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Schedule of Requirements and Technical Specifications
- Section 6: Returnable Bidding Forms
 - Form A: Bid Submission Form
 - Form B: Bidder Information Form
 - Form C: Joint Venture/Consortium/Association Information Form
 - Form D: Qualification Form
 - Form E: Format of Technical Bid
 - Form F: Price Schedule

If you are interested in submitting a Bid in response to this ITB, please prepare your Bid in accordance with the requirements and procedure as set out in this ITB and submit it by the Deadline for Submission of Bids set out in Bid Data Sheet.

Please acknowledge receipt of this ITB by sending an email to **procurement.so@undp.org**, indicating whether you intend to submit a Bid or otherwise by **8th July 2018**. This will enable you to receive amendments or updates to the ITB. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this ITB.

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

Approved by:

**Iryna Malykh
Head of Procurement
UNDP Somalia**

SECTION 2. INSTRUCTION TO BIDDERS

GENERAL PROVISIONS

1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this ITB, including any amendments made in writing by UNDP. This ITB is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this ITB.</p> <p>1.3 UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p> <p>1.4 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP:</p> <p>(a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</p> <p>(b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by</p>

	<p>these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. 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:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the goods and/or services requested under this ITB; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their Bid their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this ITB; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the Bid or Bids affected by the non-disclosure.</p> <p>4.4 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, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this ITB, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
B. PREPARATION OF BIDS	
5. General Considerations	<p>5.1 In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify the UNDP accordingly.</p>

6. Cost of Preparation of Bid	6.1 The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	7.1 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 BDS.
8. Documents Comprising the Bid	8.1 The Bid shall comprise of the following documents and related forms which details are provided in the BDS: <ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Bid; c) Price Schedule; d) Bid Security, if required by BDS; e) Any attachments and/or appendices to the Bid.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Bid Format and Content	10.1 The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB. 10.2 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by the Purchaser, at no expense to the UNDP. If not destroyed by testing, samples will be returned at Bidder's request and expense, unless otherwise specified. 10.3 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS. 10.4 When applicable and required as per Section 5, the Bidder shall certify the availability of spare parts for a period of at least five (5) years from date of delivery, or as otherwise specified in this ITB.
11. Price Schedule	11.1 The Price Schedule shall be prepared using the Form provided in Section 6 of the ITB and taking into consideration the requirements in the ITB. 11.2 Any requirement described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.
12. Bid Security	12.1 A Bid Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for a minimum of thirty (30) days after the final date of validity of the Bid. 12.2 The Bid Security shall be included along with the Bid. If Bid Security is required by the ITB but is not found in the Bid, the offer shall be rejected.

	<p>12.3 If the Bid Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Bid.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their bid and the original of the Bid Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Bid Security may be forfeited by UNDP, and the Bid rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or; b) In the event the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or ii. to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Bids are quoted in different currencies, for the purposes of comparison of all Bids:</p> <ul style="list-style-type: none"> a) 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 Bids; and b) In the event that UNDP selects a Bid for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for 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 JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted 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 the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 15 herein in respect of submitting only one Bid.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience</p>

	<p>should clearly differentiate between:</p> <ul style="list-style-type: none"> a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 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 JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
15. Only One Bid	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>15.2 Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> 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 some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
16. Bid Validity Period	<p>16.1 Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Bid Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing, and shall be considered integral to the Bid.</p> <p>17.2 If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.</p>

18. Clarification of Bid (from the Bidders)	<p>18.1 Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavour to provide 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 Bids, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Bids	<p>19.1 At any time prior to the deadline of Bid submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
20. Alternative Bids	<p>20.1 Unless otherwise specified in the BDS, alternative Bids shall not be considered. If submission of alternative Bid is allowed by BDS, a Bidder may submit an alternative Bid, but only if it also submits a Bid conforming to the ITB requirements. 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.</p> <p>20.2 If multiple/alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid"</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a pre-bid conference will be conducted at the date, time and location specified in the BDS. 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 disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to ITB.</p>

C. SUBMISSION AND OPENING OF BIDS

22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Bid comprising the documents and forms in accordance with requirements in the BDS. The Price Schedule shall be submitted together with the Technical Bid. Bid can be delivered either personally, by courier, or by electronic method of transmission as specified in the BDS.</p> <p>22.2 The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Bid shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>(b) The Technical Bid and Price Schedule must be sealed and submitted together in an envelope, which shall:</p> <ol style="list-style-type: none"> i. Bear the name of the Bidder; ii. Be addressed to UNDP as specified in the BDS; and iii. Bear a warning not to open before the time and date for Bid opening as specified in the BDS. <p>If the envelope with the Bid is not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Bid.</p>
Email and eTendering submissions	<p>22.5 Electronic submission through email or eTendering, if allowed as specified in the BDS, shall be governed as follows:</p> <ol style="list-style-type: none"> a) Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS; b) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivered as per the instructions in BDS. <p>22.6 Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</p>
23. Deadline for Submission of Bids and Late Bids	<p>23.1 Complete Bids must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognise the actual date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Bid that is received after the deadline for the</p>

	submission of Bids.
24. Withdrawal, Substitution, and Modification of Bids	<p>24.1 A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Bid by sending a written notice to UNDP, 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, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Bid by Cancelling, Editing, and re-submitting the Bid directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Bid as needed. Detailed instructions on how to cancel or modify a Bid directly in the system are provided in the Bidder User Guide and Instructional videos.</p> <p>24.4 Bids requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened.</p>
25. Bid Opening	<p>25.1 UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members.</p> <p>25.2 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 submissions, in which case, the Bid shall be returned unopened to the Bidders.</p> <p>25.3 In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened.</p>
D. EVALUATION OF BIDS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Bids, 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.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Bids or contract award decisions may, at UNDP's decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Bids	<p>27.1 UNDP will conduct the evaluation solely on the basis of the Bids received.</p> <p>27.2 Evaluation of Bids shall be undertaken in the following steps:</p> <ul style="list-style-type: none"> a) Preliminary Examination including Eligibility b) Arithmetical check and ranking of bidders who passed preliminary examination by price. c) Qualification assessment (if pre-qualification was not done)

	<ul style="list-style-type: none"> a) Evaluation of Technical Bids b) Evaluation of prices <p>Detailed evaluation will be focussed on the 3 - 5 lowest priced bids. Further higher priced bids shall be added for evaluation if necessary</p>
28. Preliminary Examination	<p>28.1 UNDP shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Bid at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required; d) They are able to comply fully with the UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical Bid and prices	<p>30.1 The evaluation team shall review and evaluate the Technical 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 BDS and other ITB documents. When necessary, and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.</p>
31. Due diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; 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 with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous

	<p>works, as deemed necessary;</p> <p>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</p> <p>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
32. Clarification of Bids	<p>32.1 To assist in the examination, evaluation and comparison of Bids, UNDP may, at its discretion, request any Bidder for a clarification of its Bid.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and 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 Bids, in accordance with the ITB.</p> <p>32.3 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 Bids.</p>
33. Responsiveness of Bid	<p>33.1 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, specifications and other requirements of the ITB without material deviation, reservation, or omission.</p> <p>33.2 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.</p>
34. Nonconformities, Reparable Errors and Omissions	<p>34.1 Provided that a Bid is substantially responsive, UNDP may waive any non-conformities or omissions in the Bid that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period, 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.</p> <p>34.3 For the bids that have passed the preliminary examination, UNDP shall check and correct arithmetical errors as follows:</p> <p>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;</p> <p>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</p> <p>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.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall</p>

	be rejected.
E. AWARD OF CONTRACT	
35. Right to Accept, Reject, Any or All Bids	35.1 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. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 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.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request for a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future Bids for UNDP procurement opportunities. The content of other Bids and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of goods and/or 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.
39. Contract Signature	39.1 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 to do so may 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 Second highest rated or call for new Bids.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 A performance security, if required in the BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within a maximum of fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's standard practice to not make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per the BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at

	https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	<p>43.1 If specified in the BDS, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per Contract.</p>
44. Payment Provisions	<p>44.1 Payment will be made only upon UNDP's acceptance of the goods and/or services performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of goods and/or services issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of the contract.</p>
45. Vendor Protest	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a 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/content/undp/en/home/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

SECTION 3. BID DATA SHEET

The following data for the goods and/or services to be procured shall complement, supplement, or amend the provisions in the Invitation to Bid In the case of a conflict between the Instructions to Bidders, the Bid Data Sheet, and other annexes or references attached to the Bid Data Sheet, the provisions in the Bid Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Bid	English
2		Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	Not Allowed
3	20	Alternative Bids	Shall not be considered
4	21	Pre-Bid conference / Site Visit	Will not be conducted
5	16	Bid Validity Period	120 days
6	13	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per day of delay: 0.33 % up-to a total maximum of 10% Max. number of days of delay: 30 calendar days , after which UNDP may terminate the contract.
9	40	Performance Security	Not Required
10	12	Currency of Bid	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline

12	31	Contact Details for submitting clarifications/questions	E-mail address: procurement.so@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the websites: https://www.ungm.org and the UNDP corporate website and http://www.so.undp.org/content/somalia/en/home/operations/procurement.html
14	23	Deadline for Submission	23rd July 2018, at 12.00 noon , Somali time
14	22	Allowable Manner of Submitting Bids	<input checked="" type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Submission by email
15	22	Bid Submission Address	<p><u>For Hard Copies submission</u></p> <p>UNDP, UN Common Compound, Off Airport road, Mogadishu</p> <p>The envelope should be clearly marked as follows:</p> <p>Proposer's name and address, i.e., name of submitting company. ITB REF: UNDP/SOM/ITB/2018/006/PARLIAMENT: DO NOT OPEN BEFORE 23/07/2018 12.00NOON</p> <p><u>For Electronic Submission</u></p> <p>bids.so@undp.org</p> <p>The subject email for the bid should be: UNDP/SOM/ITB/2018/006/ PARLIAMENT: DO NOT OPEN BEFORE 23/07/2018 12.00NOON</p>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 5MB <ul style="list-style-type: none"> ▪ Mandatory subject of email: UNDP/SOM/ITB/2018/006/ PARLIAMENT: DO NOT OPEN BEFORE 23/07/2018 12.00NOON ▪ Max. No. of transmission: There is no limit on the number of email messages for each Bid. ▪ Bidders may send as many emails as needed but the size of each e-mail should not exceed five megabytes (5MB) and the first and subsequent messages should state the total number of messages comprising the Proposal, e.g. email 1 of x, 2 of x, etc. ▪ <i>Bidders are solely responsible for ensuring that any (hard copies) and all electronic files sent to UNDP are readable, that is uncorrupted and free from viruses and</i>

			malware. Failure to provide readable files will result in the bid being rejected
17	25	Date, time and venue for the opening of bid	Date and Time: July 23, 2018 3:00 PM Venue: UNCC off Airport Road; Mogadishu
18	27, 36	Evaluation Method for the Award of Contract	Lowest priced technically responsive, eligible and qualified bid.
19		Expected date for commencement of Contract	<i>September 1, 2018</i>
20		Maximum expected duration of contract	16 weeks
21	35	UNDP will award the contract to:	One Proposer Only
22	39	Type of Contract	Contract for Civil Works http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Works http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
24		Other Information Related to the ITB	Post qualification Actions: <ul style="list-style-type: none"> Physical inspection of the Bidder's offices, branches or other places where business transpires, will be mandatory prior to contract award. UNDP past performance evaluation or reference check.

SECTION 4. EVALUATION CRITERIA

Preliminary Examination Criteria

Bids will be examined to determine whether they are complete and submitted in accordance with ITB requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Minimum Bid documents provided
- Bid Validity

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on a Pass/Fail basis.

If the Bid is submitted as a Joint Venture/Consortium/Association, each member should meet the minimum criteria, unless otherwise specified.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Bid Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Bid Submission Form
Bankruptcy	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Bid Submission Form
Certificates and Licenses	▪ Certificate of Registration of the business; including Articles of Incorporation, or equivalent document if Bidder is not a corporation	Form B: Bidder Information Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum 3 years of relevant experience.	Form D: Qualification Form
	Minimum 3 contracts of similar value, nature and complexity implemented over the last 5 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
Financial Standing	Minimum average annual turnover of USD100,000 for the last 3 years (2015, 2016 & 2017). <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form

Detailed Technical and Financial Evaluation

TECHNICAL EVALUATION		
Technical Evaluation	The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in the bid document.	Form E: Technical Bid Form
FINANCIAL EVALUATION		
Financial Evaluation	Detailed analysis of the price schedule based on requirements listed in Section 5 (bill of quantities) and quoted for by the bidders in Form F. Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable) Comparison with budget/internal estimates.	Form F: Price Schedule Form
Proposed Staff	The bidder shall submit CVs of the below proposed key personnel: <ul style="list-style-type: none"> One Site Engineer with at least three years of experiences in relevant field and engineering qualifications. Please attach degree certificate. One Team Leader with at least three years of experiences in relevant field. 	Format for CV of Proposed Key Personnel
Equipment	Confirmation of availability of the following equipment: <ol style="list-style-type: none"> Tipper trucks: Quantity- 2 units Water trucks: Quantity- 1 unit Mixing machine: Quantity- 2 units 	Bidder should submit a list of proposed equipment will be used for the project

	4. Minimum 100 pieces of scaffold pipes 5. Concrete vibrator: Quantity 1 unit 6. Compactor machine: Quantity 1 unit 7. Front loader: Quantity 1 unit.	
Implementation timetable	Implementation timetable as per the requirement: 16 weeks	Bidder should share the project implementation table

SECTION 5A: SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS/BILL OF QUANTITIES

Preamble

1. The attention of the Contractor is specially drawn to the Conditions of Tender, the General Conditions of Contract, the Specifications, the drawings and other Documents for a detailed description of the works, the conditions under which; and the manner, in which, the work is to be done, as these descriptions are not fully set out in each item of the Bill of Quantities.
2. The Contractor shall examine his contract area thoroughly and familiarize himself with the nature of the ground, methods to be applied and physical obstructions and conditions on site that may affect his work and prices. Claims due to lack of knowledge of site conditions will not be entertained. All site clearance and disposing of debris has to be followed with the local municipal regulations.
3. The rates and prices bid in the priced Price Schedule shall, except insofar as it is otherwise provided under the Contract, include all Constructional Plant, labor, supervision, materials, erection, maintenance, insurance, profit, taxes and duties, together with all general risks, liabilities, and obligations set out or implied in the contract.
4. The whole cost of complying with the provisions of the contract shall be included in the items provided in the priced Price Schedule, and where no items are provided, the cost shall be deemed to be distributed among the rates and prices entered for the related items of renovation works.
5. The samples of all the materials, fittings and fixtures are to be approved by UNDP engineer before they are brought to site and utilized.
6. All the Construction Materials must be tested in the Ministry of Public Works laboratory before being used. The contractor has to arrange sending samples to the MPW and got tested at their cost
7. General directions and descriptions of work and materials are not necessarily repeated nor summarized in the Price Schedule. References to the relevant sections of the contract documentation shall be made before entering prices against each item in the priced Price Schedule.
8. Measurements and payments in these quantities are based on volume/area completed as per Milestone. This principle of measurement shall apply to all work executed under the Contract and verified by the Engineer and valued at the rates and prices bid in the priced Price Schedule where applicable and otherwise at such rates and prices as the Engineer may fix within the terms of the contract.
9. The method of measurement of completed work for payment shall be as follows:
 - (i) Linear measurements: using tape measure and where applicable, optical survey instruments, both approved by Engineer.
 - (ii) Volumes: Computations based on measurements obtained using tape measure and where applicable, optical survey instruments.
10. Errors will be corrected by the UNDP for any arithmetic errors in computation or summation as follows:
 - (i) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern and;
 - (ii) Where there is a discrepancy between the unit rate and the total amount derived from the multiplication of the unit price and the quantity, the unit rate as quoted will govern, unless in the opinion of the UNDP, there is an obviously gross misplacement of the decimal point in the unit price, in which even the total amount as quoted will govern and the unit rate will be corrected.

11. Upon 100% of Completion of all works, (10%) ten percent of respective payments will be withheld and shall be paid after satisfactory completion of defect liability period of 12 months as stipulated in the Terms and Conditions for Civil works.
12. The rates and prices tendered throughout shall be inclusive for the finishing of all work completely in accordance with the true meaning of the Contract Documents and includes all labor, materials, transportation and contingencies
13. No environment hazardous materials shall be allowed to use like contained of lead in paint, asbestos materials etc.
14. The contractor has to clean the site to the satisfaction of the UNDP engineer before the project is handed over and the disposal of all rubbish has to be made following the existing municipal/government rules and regulations at the contractors cost.

Technical Specifications/ BOQ and Drawings:

- Construction works have to be performed in accordance with the technical documentation/ Bill of Quantities (BoQ), which are herein below:

Construction of ICRIC office space in Upper house compound of Mogadishu, Somalia.				
Item NO.	Description of works	Unit	QTY	Unit Cost In \$
A.	Site preparation and construction of retaining round perimeter wall for the building basement			
A.1	Site preparation			
1	Site preparation works			
1.1	Demolish carefully existing barrack for the guard residence at the South-West of the construction area. The demolished materials should be re-used with same size and quality barrack for guards at the new location where the chief of security marked.	Item	1	
1.2	Remove all trees, sharps and trash material at surrounding area of contraction site such as left shoes, cloths, plastic sheets and empty plastic bottles etc. N.B. <u>All unnecessary and broken material should be removed from the site and safely disposing the debris with a lead of 5km following local municipal rules and regulation.</u>	Item	1	
	Sub-total - 1			
2	Construction of retaining wall			
2.1	Sub and super structure			

2.1.1	Earthwork in excavation of trench for foundation of wall at the surrounding round perimeter of the building, in all kinds of soil and not exceeding 800mm depth and approximately medium width of 700mm (830mm at South-East side and 570mm at North-West of the building area), including dressing of bottom and sides of trenches. Stack excavated soil clear from edges of excavation and subsequent back filling around masonry in 150mm layers with compaction and including disposal of surplus soil out of site as directed by engineer.	m ³	57.84	
2.1.2	Lay at the bottom of excavated trenches 50mm blinding lean concrete 1:3:6	m ³	4.13	
2.1.3	Construction of trapezoid masonry rubble stone retaining wall of cross section at South-East side (1,750mm height, 400mm top width and 833mm bottom width) and with cross section at North-West side (700mm height, 400mm top width and 574mm at the bottom width). The stone should be laid and jointed with cement sand mortar of 1:6 mixing ratio.	m ³	83.80	
2.1.4	Provide and fixing of 600mm length PVC pipes of diameter Ø 100mm @ 2,000 c/c at the East and South side of the retaining wall. N.B. <i>Note that this fixing should done during the construction of retain wall</i>	Item	59	
2.1.5	Construct 400mm wide, 200mm thick of reinforced concrete beam of 1:2:4 mixing ratio with # 6 Y16 and staffs of 8mm@ 250mm/cc over the two-masonry retaining stone wall. N.B. <u><i>Note that before pouring the beam should mounted six (6) number of iron bars of diameter at least Ø 14mm of minimum 1,000mm height from the top level of the beam for all places where column is required.</i></u>	m ³	9.44	
	Sub-total - 2.1			
2.2	Plastering and decoration works			
2.2.1	Apply 30mm thick plastering with cement sand mortar on 1:6 for internal and external wall surfaces of stone walling. Walls should be cured at least for one week after 24 hours of plastering.	m ²	133.87	
2.2.2	Apply two coats of white washing with adhesive or wood glue fixer for internal and external surfaces of stone walling N.B. Note that the pointing area should use with grey or green paint	m ²	133.87	
	Sub-total - 2.2			
	Sub-total - 2			
	Total for Site preparation and construction of retaining round perimeter wall for the building basement			
B.	Construction of new office spaces, meeting hall, and toilets			

3	Substructure works			
3.1	Excavation of foundation trenches of 400mm wide and 800mm depth and column footing of 800mmx800mmx1,000m depth. Excavated material should be used backfilling for the base of the building itself.	m ³	75.27	
3.2	Construction of 5cm thick Plain cement concrete of 1:3:6 mixing of 60cm wide	m ³	4.53	
3.3	Construction of 750mm height and 400mm thick foundation wall made by rubble stone jointed and connected by cement sand mortar of mixing ratio 1:6	m ³	58.15	
3.4	Construct 22 number of 800mmx800mmx300mm reinforced concrete footing of 1:2:4 mixing ratio for columns with # 10 Y14 both ways and 22 columns neck of 300mmx400mm and approximately medium high of 700mm. The concrete should be reinforced with # 6 Y 14 and stirrups of 8mm@ 250mm/cc. For 22 no.s of column.	m ³	6.07	
3.5	Construct 400mm wide, 200mm thick of reinforced concrete beam of 1:2:4 mixing ratio with # 4 Y14 and staffs of 6mm@ 250mm/cc over foundation wall	m ³	15.51	
	Sub-total - 3			
4	Super structure works			
4.1	Filling and compacting of the floor with approximately medium height of 400mm with adequate marram or other backfilling materials	m ³	282.328	
4.2	Provide and compact 20cm height hardcore layer with approved materials over the inside of existing floor of whole rooms including the hall and corridors. N.B. <u>Note that this is only the covered area, but is not concluded the front open yard of the building.</u>	m ³	96.56	
4.3	Laying 7cm thick plain cement concrete of 1:3:6 mixing ratio over newly constructed hardcore layer with proper finish including the hall, toilets and corridors. N.B. <u>Note that this is only the covered area, but is not concluded the front open yard of the building.</u>	m ³	33.796	
4.4	Construction of front staircase of 300mm trade and 150mm rise made by rubble stone jointed and connected with cement sand mortar	Item	3.00	
4.5	Construction of 3,350mm height masonry with good quality cement blocks 400mmx200mmx200mm wall laid and jointed by cement sand mortar of 1:6 mixing ratio. N.B. <u>Note that the total height of the walls will be 3,350 mm (3,050 + 150 + 150)</u>	m ²	772.75	
4.6	Construction of 700mm height masonry with good quality cement blocks balustrades of 380mmx700mmx60mm over the	m ²	13.79	

	small parapet wall. The balustrade should be laid and jointed by cement sand mortar of 1:4 mixing ratio.			
4.7	Construct 50 pieces of 300mm x 300mm reinforced concrete columns of 3,050mm height, including the front boundary wall. The concrete should be 1:2:4 mixing ratio and reinforced with No.6 Y14 and staffs of \varnothing 6mm @250mm c/c.	m ³	13.73	
4.8	Construct 200mm wide, 150mm thick of reinforced concrete 2,200mm level beam of 1:2:4 mixing ratio with # 6 Y14 and staffs of 6mm@ 250mm/cc over 2,200mm height of the wall.	m ³	9.30	
4.9	Construct 180cm length 30cm width, 5cm thick of reinforced concrete window sills on bottom of the edge windows. The concrete should be mixed by 1:2:4 with # 4 Y10mm and staffs of 6mm@ 250mm/cc	m ³	0.89	
4.10	Construction of 22 numbers of reinforced concrete rain protection corbel caps on the upper edge of external windows. The corbels will consist three layers of 1,800mm x400mm and 70mm thick with overlapped each to other with 150mm increment of length and 75mm increment of width from one layer to another.	m ³	0.40	
4.11	Construct 200mm wide, 150mm thick of reinforced concrete tie anchor beam of 1:2:4 mixing ratio with # 6 Y14 and staffs of 6mm@. N.B. <i>Note that during pouring of the tie beam the contractor should put an anchor bars of 50cm length @ 120cm c/c made with iron bars of diameter \varnothing 8mm</i>	m ³	9.30	
4.12	Construction of trapezoid masonry cement blocks (38cmx18cmx18cm) wall in between tie beam and CGI sheets, laid and jointed by cement sand mortar of 1:5 mixing ratio	m ²	76.49	
4.13	Construct 250mm wide, 50mm thick of reinforced concrete coping beam over the balustrade. The concrete must be of 1:2:4 mixing ratio with # 4 Y10mm and staffs of 6mm@ 250mm/cc	m ³	0.25	
	Sub-total - 4			
5	Plastering and other finishing			
5.1	Apply first coat of 30mm thick plastering with cement sand mortar of 1:6 mixing ratio on external stone wall surfaces of the building.	m ²	35.94	
5.2	Apply second coat of 20mm thick plastering with cement sand mortar of 1:6 mixing ratio on external wall surfaces of the building including the external surfaces of the foundation stone wall.	m ²	1731.44	
5.3	Construction of ceramic floor tiles for all pavement of the building laid and jointed with cement sand mortar of 1:2 mixing	m ²	485.20	

5.4	Construction of ceramic wall tiles for 2,200mm height inside of toilets. Provide also 1,000mm width and 1,000mm height for the front of four washing basin. The tiles should be laid and jointed with cement sand mortar of 1:2 mixing	m ²	72.51	
5.5	Apply two coats white wash with wood glue fix for all wall surfaces. Apply also two coats of white washing on the new wall surfaces including external wall surface of the foundation wall	m ²	1731.44	
5.6	Apply two coats of light yellow distemper inside and outside of building walls. Apply also two coats of white washing on the new wall surfaces	m ²	1731.44	
	Sub-total - 5			
6	Roofing			
6.1	Construction of hipped end roof which consist the following: The roof should be mounted in position of approximately 3,350 mm above floor level with double wooden tie beam of 150mmx25mm. Also, the truss should have top chord, hip and jack rafters with timber of cross section of 80mmx40mm. For the battens will be use timber of cross section 50mmx50mm. The valley gutter and top ridge should be made with machine folded flat sheet of at least 1mm thick with 3 coats anti-rust paint before installing. The wooden trusses should be covered with 28 Gauge Aluminium Zinc Coated sheets or other equal and approved. the rate shall include two coats of prime coat and two coats of approved paint on the roof including preparation of surface. The payable area is the plan dimension of the building, so the quote has to be made accordingly. N.B. <i>The external projection of the roof should be at least 60cm wide</i>	m ²	485.20	
6.2	Supply and fix 200mm x 20mm fascia board, including two coats enamel paint	m	147.2	
6.3	4 mm thick laminated decorated ceiling PVC with all required fixer and fitting such as holding frame plastic cornice etc. The cost will be Include also all external 50cm under projection of the roof for surrounding area of the building. N.B. <i>The external projection under the roof should be sealed with same type</i>	m ²	485.20	
	Sub-total - 6			
7	Doors and windows			
7.1	Provide and fix 2,150mmx1,500mm steel of Singapore model design complete with all necessary fittings, fixtures, handles and locks. The rate shall include all fittings, fixtures, painting and varnishing complete. The sample of the door should be got approved from site engineer.	Item	1	

7.2	Provide and fix 2,150mmx900mm with first class exported hardwood timber doors (Singapore model) complete with all necessary fittings, fixtures, handles and locks. The rate shall include all fittings, fixtures, painting and varnishing complete. The sample of the door has to be got approved from site engineer.	Item	27	
7.3	Provide and fix new aluminium windows 1,500mmx1,000mm with good quality nylon netting including all fittings, fixtures etc. The sample of the windows has to be got approved from site engineer.	m ²	49.5	
7.4	Provide and fix new aluminium windows 600mmx600mm with good quality nylon netting including all fittings, fixtures etc. The sample of the windows has to be got approved from site engineer.	m ²	2.52	
7.5	Construction of windows protection bars of 1,500mm x1,000mm for hall and 600mmx600mm for toilets. The protection windows should be made with frame angle 50mmx50mmx3mm and iron bars 20mm @ 12.5cm c/c. with three coats of anti-rust paint.	m ²	52.02	
	Sub-total - 7			
8	Electricity			
8.1	Internal electricity			
8.1.1	Supply and fix electrical system which consist of following: Lighting points wired in 3x2.5mm ² (for power 3x6mm ²) PVC sc CU cables enclosed in 20mm dia. Heavy gauge PVC concealed conduit with all accessories but excluding switch plate and fitting. 24-way switch box with very sensor / contactor control of 200A to be placed as per the instruction of UNDP engineer. Every 10sqm area should provide with at least two original UK sockets and one light point with one control switch. Also provide one points with one power plug and a good quality ceiling fan of 16" diameter. Light fittings complete with warm white covered double 4 feet fluorescent lamps inclusive of fixings, supports and final connections.	m ²	485.20	
8.2	Connection to power house			
8.2.1	400 AMPS MAIN AUTOMATIC SWITCH 3 PHASE	Item	1	
8.2.2	Electrical flexible feeder cable 3 phase 4 core of diameter 50mm	m	100	
8.2.3	Electrical flexible feeder cable 3 phase 4 core of diameter 16mm	m	80	
8.2.4	Conduit PVC pipes of diameter 50mm	Item	30	
8.2.5	PVC ELBOWS & TEES OF DIAMETER 50mm	Item	15	
8.2.6	PVC CABLE CLIPS OF 15 mm	Boxes	30	
8.2.7	CABLE RAGS (35x8) mm	Item	20	
8.2.8	CONCRETE NAILS 6MM	Boxes	10	
8.2.9	Insulation tapes vinyl (black, red blue)	Item	20	

8.2.10	Manpower and local transportation	Item	1	
	Sub-total – 8			
9	Provide and fix new 12,000BTU and 18,000 BTU A/C			
9.1	Provide split Air condition of 18,000BTU with all required accessory and fitting	Item	12	
9.2	Provide split Air condition of 12,000BTU with all required accessory and fitting	Item	4	
9.3	Provide an original automatic switch of 32A type "Hager"	Item	16	
9.4	Fixing of Air conditions	Item	16	
	Sub-total – 9			
10	Sanitary and Sewage system			
	Sanitary system			
10.1	Supply and fix one set of European flash complete (WC, hand wash, shower with plate etc.) with all required accessory such as mirror, toilet paper holder, towel holder, soap holder etc.	Item	2	
10.2	Supply and fix Five (5) set of WCs complete (WC, water cistern, PVC seat cover and one flexible shataf tap). Provide also four (4) complete hand wash etc.). Finally provide nine (9) floor water collection with all required accessory such as PPR pipes, T-joints, elbows, connection joints flexible pipes etc.	Item	1	
	Sub-total - 10			
11	Connection and manhole construction & misc. items			
11.1	Construction of 1.0mx1.0 masonry cement blocks manholes laid by cement sand mortar of 1:4 with connection PVC pipes of Ø150mm diameter. The item includes all necessary excavation, cement bloc masonry, cover slab (1:2:4) with nominal reinforcement, plastering and finishing etc. complete as per UNDP engineer's satisfaction.	Item	12	
11.2	Provide and fix all required plumbing material such as height pressure PVC of diameter Ø 1½" feeder pipes from nearest available water source inside of State house to the building, with all required fittings (Elbows, T-joints, regulator valves etc.). The price should include excavation of trench and fixing	Item	1	
	Sub-total - 11			
12	Construction of new septic tank			
12.1	General cleaning for all broken stones, trees, sharps and other material which are the area where is going to be build the building.	m ²	50	
12.2	Excavation of septic hall of 6.8m length, 3.8m width and 2.2m depth. Excavated material should be used strengthen the embankment at the south side of the septic.	m ³	56.85	
12.3	Construction of 10cm thick Plain cement concrete of 1:3:6 mixing of 50cm wide	m ³	0.78	
12.4	Construction of 0.4m thick and 2.2m height rubble stone wall to the surrounding area of the septic hall surface. The rubble should be jointed and connected by cement sand mortar of	m ³	16.46	

	mixing ratio 1:6			
	Sub-total - 12			
13	Super structure works			
13.1	Construct 0.4m wide and 0.2m thick reinforced concrete beam of 1:2:4 mixing ratio with # 4 Y14 and staffs of 6mm@ 250mm/cc over the wall	m ³	1.57	
13.2	R.C (1:2:4 Mixing ratio) slab cover of 0.15m thick with Ø 12mm & 10mm main bars and 8mm distribution bars both ways at top and bottom and distanced 150mm c/c N.B <i><u>The slab should mixed by machine, also it has to be kept moist and watered for a period of minimum 3 weeks and protect from sun</u></i>	m ³	3.88	
	Sub-total - 13			
14	Floor interlocking and tree plantation			
14.1	Provide and fix a first-class interlock pavement blocks with all required compaction and construction materials such as interlocks blocks, quarry dust of different sizes, water etc. Also construct a 40cm height cement blocks retaining wall for all surrounding edges of the pavement. The blocks should be laid and jointed with cement sand mortar of 1:5 mixing ratio. N.B. The price should be included the supplying and fixing of interlock as well as the retaining walling.	m ²	223.02	
14.2	Planting of trees with good quality of approved large tree sapling. The rate shall include excavation 50x50x50cm pit filled with good quality of soil and manure. The tree saplings have to be put under steel fence of approved quality (50cm dia and 1.5m high) properly fixed on the ground. These saplings have to be maintained for six months.	item	16	
	Sub-total – 14			
	Total for Construction of new office spaces, meeting hall, and toilets			
	Grand total of new office space for ICRC at Upper house compound of Mogadishu, Somalia.			

Please find the Drawings attached as Annex A of this ITB

SECTION 5B: OTHER RELATED REQUIREMENTS

Further to the Schedule of Requirements in the preceding Table, Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfillment of the requirements: *[check the condition that applies to this ITB, delete the entire row if condition is not applicable to the goods being procured]*

Delivery Term [INCOTERMS 2010] (Pls. link this to price schedule)	Not Applicable
Exact Address of Delivery/Installation Location	Mogadishu: according the detailed BOQ and drawings provided.
Mode of Transport Preferred	Not Applicable
UNDP Preferred Freight Forwarder, if any ²	Not Applicable
Distribution of shipping documents (if using freight forwarder)	Not Applicable
Customs, if required, clearing shall be done by:	Not Applicable
Ex-factory / Pre-shipment inspection	Not Applicable
Inspection upon delivery	Not Applicable
Installation Requirements	Not Applicable
Testing Requirements	Not Applicable
Scope of Training on Operation and Maintenance	Not Applicable
Commissioning	Not Applicable
Warranty Period	Not Applicable
Local Service Support	Not Applicable
Technical Support Requirements	As per BOQ and drawings provided
After-sale services Requirements	Not applicable
Payment Terms (max. advanced payment is 20% as per UNDP policy)	First milestone, completions of 50% of the total works, payment: 45% of total payment. Second Milestone: Completions of 100% of the total works, payment: 45% of total payment. Third Milestone: After completion of defect liability period (12 months), payment 10%
Conditions for Release of Payment	<input checked="" type="checkbox"/> Upon successful completion of each milestone noted above

²A factor of the Incoterms stipulated in the ITB. The use of a UNDP preferred freight forwarder may be considered for purposes of ensuring forwarder's familiarity with procedures and processing of documentary requirements applicable to UNDP when clearing with customs authority of the country of destination.

	<p><input checked="" type="checkbox"/> UNDP shall effect payment of the invoices after receipt of the certificate of payment issued by the Engineer, approving the amount contained in the invoice. The Engineer may make corrections to that amount, in which case UNDP may effect payment for the amount so corrected. The Engineer may also withhold invoices if the work is not performed at any time in accordance with the terms of the Contract. The Engineer shall process the invoices submitted by the Contractor within 15 days of their receipt</p>
All documentations, including catalogues, instructions and operating manuals, shall be in this language	English

SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

This form serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

Technical Bid:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Bid Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Bid/Bill of Quantities	<input type="checkbox"/>
▪ CVs of key personnel	
▪ List of Equipment	<input type="checkbox"/>
▪ Implementation plan	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Price Schedule:

▪ Form F: Price Schedule Form	<input type="checkbox"/>
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Form A: Bid Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	UNDP-ITB-2018-006-PARLIAMENT		

We, the undersigned, offer to supply the goods and related services required for **Construction of ICRIC office space in Upper house compound of Mogadishu, Somalia** (the "Works") in accordance with your Invitation to Bid No. **UNDP-ITB-2018-006-PARLIAMENT** and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

Our attached Price Schedule is for the sum of **United States Dollar (USD)** [Insert amount in words and figures].

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the UNDP.

We offer to supply the goods and related services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Schedule of Requirements and Technical Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should UNDP accept this Bid.

Name: _____

Title: _____

Date: _____

Signature: _____ *[Stamp with official stamp of the Bidder]*

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	[Complete]
Is your company a member of the UN Global Compact	[Complete]
Contact person that UNDP may contact for requests for clarifications during Bid evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any

- Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures, if any.
- Proof that the Proposer has been in the construction business for at least three years prior to submission of its bid.
- Latest Audited Financial Statement (Income Statement and Balance Sheet) by certified public accountant for the past three years or financial statements prepared by the company's accountant and authorized by the company director.
- Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value for similar construction projects completed within last 5 years;
- CVs of the below proposed key personnel:
 - One Site Engineer with at least three years of experiences in relevant field plus engineering qualifications (attach degree certificate);
 - One Team Leader with at least three years of experiences in relevant field.
- Implementation timetable as per the requirement
- Confirmation of availability of the following equipment:
 1. Tipper trucks: Quantity- 2 units
 2. Water trucks: Quantity- 1 unit
 3. Mixing machine: Quantity- 2 units
 4. Minimum 100 pieces of scaffold pipes
 5. Concrete vibrator: Quantity 1 unit
 6. Compactor machine: Quantity 1 unit
 7. Front loader: Quantity 1 unit.

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Form D: Eligibility and Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

History of Non- Performing Contracts

<input type="checkbox"/> Non-performing contracts did not occur during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year 2015	USD
	Year 2016	USD
	Year 2017	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1 (2015)	Year 2 (2016)	Year 3 (2017)
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) by certified public accountant by or financial statements prepared by the company's accountant and authorized by the company director complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must correspond to accounting periods already completed. No statements for partial periods shall be accepted.

Form E: Format of Technical Bid

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	UNDP-ITB-2018-006-PARLIAMENT		

The Bidder's Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

1.1 Top (three or more) Projects implemented during the last 5 years:

Project Description	Client	Amount in US\$	Year of Completion	% Completed	Performance Evaluation

1.2 Current on-going commitments (if any with UNDP & Other Clients);

Project Description	Client	Amount in US\$	Completion Ratio	Anticipated date of Completion

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 requirements/specifications. All important aspects should be addressed in sufficient detail.

- 2.1 Implementation plan such as a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing. The implementation plan must be submitted with your bid submission: The completion timeframe is 16 weeks for the works
- 2.2 Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.

Description	Yes / No	If Yes, please provide details

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel {site engineer (attach degree certificate) and team leader} that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the scope of works/or services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
Professional certifications	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i> <ul style="list-style-type: none">▪ Name of institution: [Insert]▪ Date of certification: [Insert]
Employment Record/ Experience	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
References	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

FORM F: Price Schedule Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	UNDP-ITB-2018-006-PARLIAMENT		

The Bidder is required to prepare the Price Schedule following the below format. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any.

A. Cost Breakdown per Deliverable Items*

Milestone	% of the total Payment	Amount in USD
First milestone, completions of 50% of the total works	45% of total payment	
Second Milestone: Completions of 100% of the total works	45% of total payment	
Third Milestone: After completion of defect liability period (12 months)	10% of total payment	
Total	100%	

Currency of the Bid: United States dollar

B. PRICED BILL OF QUANTITY

Construction of ICRIC office space in Upper house compound of Mogadishu, Somalia.					
Item N0.	Description of works	Unit	QTY	Unit Cost In \$	Amount in \$
A.	Site preparation and construction of retaining round perimeter wall for the building basement				
A.1	Site preparation				
1	Site preparation works				
1.1	Demolish carefully existing barrack for the guard residence at the South-West of the construction area. The demolished materials should be re-used with same size and quality barrack for guards at the new location where the chief of security marked.	Item	1		-

1.2	Remove all trees, sharps and trash material at surrounding area of contraction site such as left shoes, cloths, plastic sheets and empty plastic bottles etc. N.B. <u>All unnecessary and broken material should be removed from the site and safely disposing the debris with a lead of 5km following local municipal rules and regulation.</u>	Item	1		-
	Sub-total - 1				-
2	Construction of retaining wall				
2.1	Sub and super structure				
2.1.1	Earthwork in excavation of trench for foundation of wall at the surrounding round perimeter of the building, in all kinds of soil and not exceeding 800mm depth and approximately medium width of 700mm (830mm at South-East side and 570mm at North-West of the building area), including dressing of bottom and sides of trenches. Stack excavated soil clear from edges of excavation and subsequent back filling around masonry in 150mm layers with compaction and including disposal of surplus soil out of site as directed by engineer.	m ³	57.84		-
2.1.2	Lay at the bottom of excavated trenches 50mm blinding lean concrete 1:3:6	m ³	4.13		-
2.1.3	Construction of trapezoid masonry rubble stone retaining wall of cross section at South-East side (1,750mm height, 400mm top width and 833mm bottom width) and with cross section at North-West side (700mm height, 400mm top width and 574mm at the bottom width). The stone should be laid and jointed with cement sand mortar of 1:6 mixing ratio.	m ³	83.80		-
2.1.4	Provide and fixing of 600mm length PVC pipes of diameter Ø 100mm @ 2,000 c/c at the East and South side of the retaining wall. N.B. <i>Note that this fixing should done during the construction of retain wall</i>	Item	59		-
2.1.5	Construct 400mm wide, 200mm thick of reinforced concrete beam of 1:2:4 mixing ratio with # 6 Y16 and staffs of 8mm@ 250mm/cc over the two-masonry retaining stone wall. N.B. <u>Note that before pouring the beam should mounted six (6) number of iron bars of diameter at least Ø 14mm of minimum 1,000mm height from the top</u>	m ³	9.44		-

	<u>level of the beam for all places where column is required.</u>				
	Sub-total - 2.1				-
2.2	Plastering and decoration works				
2.2.1	Apply 30mm thick plastering with cement sand mortar on 1:6 for internal and external wall surfaces of stone walling. Walls should be cured at least for one week after 24 hours of plastering.	m ²	133.87		-
2.2.2	Apply two coats of white washing with adhesive or wood glue fixer for internal and external surfaces of stone walling N.B. Note that the pointing area should use with grey or green paint	m ²	133.87		-
	Sub-total - 2.2				-
	Sub-total - 2				-
	Total for Site preparation and construction of retaining round perimeter wall for the building basement				-
B.	Construction of new office spaces, meeting hall, and toilets				
3	Substructure works				
3.1	Excavation of foundation trenches of 400mm wide and 800mm depth and column footing of 800mmx800mmx1,000m depth. Excavated material should be used backfilling for the base of the building itself.	m ³	75.27		-
3.2	Construction of 5cm thick Plain cement concrete of 1:3:6 mixing of 60cm wide	m ³	4.53		-
3.3	Construction of 750mm height and 400mm thick foundation wall made by rubble stone jointed and connected by cement sand mortar of mixing ratio 1:6	m ³	58.15		-
3.4	Construct 22 number of 800mmx800mmx300mm reinforced concrete footing of 1:2:4 mixing ratio for columns with # 10 Y14 both ways and 22 columns neck of 300mmx400mm and approximately medium high of 700mm. The concrete should be reinforced with # 6 Y 14 and stirrups of 8mm@ 250mm/cc. For 22 no.s of column.	m ³	6.07		-
3.5	Construct 400mm wide, 200mm thick of reinforced concrete beam of 1:2:4 mixing ratio with # 4 Y14 and staffs of 6mm@ 250mm/cc over foundation wall	m ³	15.51		-
	Sub-total - 3				-
4	Super structure works				

4.1	Filling and compacting of the floor with approximately medium height of 400mm with adequate marram or other backfilling materials	m ³	282.328		-
4.2	Provide and compact 20cm height hardcore layer with approved materials over the inside of existing floor of whole rooms including the hall and corridors. N.B. <i>Note that this is only the covered area, but is not concluded the front open yard of the building.</i>	m ³	96.56		-
4.3	Laying 7cm thick plain cement concrete of 1:3:6 mixing ratio over newly constructed hardcore layer with proper finish including the hall, toilets and corridors. N.B. <i>Note that this is only the covered area, but is not concluded the front open yard of the building.</i>	m ³	33.796		-
4.4	Construction of front staircase of 300mm trade and 150mm rise made by rubble stone jointed and connected with cement sand mortar	Item	3.00		-
4.5	Construction of 3,350mm height masonry with good quality cement blocks 400mmx200mmx200mm wall laid and jointed by cement sand mortar of 1:6 mixing ratio. N.B. <i>Note that the total height of the walls will be 3,350 mm (3,050 + 150 + 150)</i>	m ²	772.75		-
4.6	Construction of 700mm height masonry with good quality cement blocks balustrades of 380mmx700mmx60mm over the small parapet wall. The balustrade should be laid and jointed by cement sand mortar of 1:4 mixing ratio.	m ²	13.79		-
4.7	Construct 50 pieces of 300mm x 300mm reinforced concrete columns of 3,050mm height, including the front boundary wall. The concrete should be 1:2:4 mixing ratio and reinforced with No.6 Y14 and staffs of Ø 6mm @250mm c/c.	m ³	13.73		-
4.8	Construct 200mm wide, 150mm thick of reinforced concrete 2,200mm level beam of 1:2:4 mixing ratio with # 6 Y14 and staffs of 6mm@ 250mm/cc over 2,200mm height of the wall.	m ³	9.30		-
4.9	Construct 180cm length 30cm width, 5cm thick of reinforced concrete window sills on bottom of the edge windows. The concrete should be mixed by 1:2:4 with # 4 Y10mm and staffs of 6mm@ 250mm/cc	m ³	0.89		-

4.10	Construction of 22 numbers of reinforced concrete rain protection corbel caps on the upper edge of external windows. The corbels will consist three layers of 1,800mm x400mm and 70mm thick with overlapped each to other with 150mm increment of length and 75mm increment of width from one layer to another.	m ³	0.40		-
4.11	Construct 200mm wide, 150mm thick of reinforced concrete tie anchor beam of 1:2:4 mixing ratio with # 6 Y14 and staffs of 6mm@. N.B. <i>Note that during pouring of the tie beam the contractor should put an anchor bars of 50cm length @ 120cm c/c made with iron bars of diameter Ø 8mm</i>	m ³	9.30		-
4.12	Construction of trapezoid masonry cement blocks (38cmx18cmx18cm) wall in between tie beam and CGI sheets, laid and jointed by cement sand mortar of 1:5 mixing ratio	m ²	76.49		-
4.13	Construct 250mm wide, 50mm thick of reinforced concrete coping beam over the balustrade. The concrete must be of 1:2:4 mixing ratio with # 4 Y10mm and staffs of 6mm@ 250mm/cc	m ³	0.25		-
	Sub-total - 4				-
5	Plastering and other finishing				
5.1	Apply first coat of 30mm thick plastering with cement sand mortar of 1:6 mixing ratio on external stone wall surfaces of the building.	m ²	35.94		-
5.2	Apply second coat of 20mm thick plastering with cement sand mortar of 1:6 mixing ratio on external wall surfaces of the building including the external surfaces of the foundation stone wall.	m ²	1731.44		-
5.3	Construction of ceramic floor tiles for all pavement of the building laid and jointed with cement sand mortar of 1:2 mixing	m ²	485.20		-
5.4	Construction of ceramic wall tiles for 2,200mm height inside of toilets. Provide also 1,000mm width and 1,000mm height for the front of four washing basin. The tiles should be laid and jointed with cement sand mortar of 1:2 mixing	m ²	72.51		-
5.5	Apply two coats white wash with wood glue fix for all wall surfaces. Apply also two coats of white washing on the new wall surfaces including external wall surface of the foundation wall	m ²	1731.44		-

5.6	Apply two coats of light yellow distemper inside and outside of building walls. Apply also two coats of white washing on the new wall surfaces	m ²	1731.44		-
	Sub-total - 5				-
6	Roofing				
6.1	Construction of hipped end roof which consist the following: The roof should be mounted in position of approximately 3,350 mm above floor level with double wooden tie beam of 150mmx25mm. Also, the truss should have top chord, hip and jack rafters with timber of cross section of 80mmx40mm. For the battens will be use timber of cross section 50mmx50mm. The valley gutter and top ridge should be made with machine folded flat sheet of at least 1mm thick with 3 coats anti-rust paint before installing. The wooden trusses should be covered with 28 Gauge Aluminum Zinc Coated sheets or other equal and approved. the rate shall include two coats of prime coat and two coats of approved paint on the roof including preparation of surface. The payable area is the plan dimension of the building, so the quote has to be made accordingly. N.B. <i>The external projection of the roof should be at least 60cm wide</i>	m ²	485.20		-
6.2	Supply and fix 200mm x 20mm fascia board, including two coats enamel paint	m	147.2		-
6.3	4 mm thick laminated decorated ceiling PVC with all required fixer and fitting such as holding frame plastic cornice etc. The cost will be Include also all external 50cm under projection of the roof for surrounding area of the building. N.B. <i>The external projection under the roof should be ceiled with same type</i>	m ²	485.20		-
	Sub-total - 6				-
7	Doors and windows				
7.1	Provide and fix 2,150mmx1,500mm steel of Singapore model design complete with all necessary fittings, fixtures, handles and locks. The rate shall include all fittings, fixtures, painting and varnishing complete. The sample of the door should be got approved from site engineer.	Item	1		-

7.2	Provide and fix 2,150mmx900mm with first class exported hardwood timber doors (Singapore model) complete with all necessary fittings, fixtures, handles and locks. The rate shall include all fittings, fixtures, painting and varnishing complete. The sample of the door has to be got approved from site engineer.	Item	27		-
7.3	Provide and fix new aluminum windows 1,500mmx1,000mm with good quality nylon netting including all fittings, fixtures etc. The sample of the windows has to be got approved from site engineer.	m ²	49.5		-
7.4	Provide and fix new aluminum windows 600mmx600mm with good quality nylon netting including all fittings, fixtures etc. The sample of the windows has to be got approved from site engineer.	m ²	2.52		-
7.5	Construction of windows protection bars of 1,500mm x1,000mm for hall and 600mmx600mm for toilets. The protection windows should be made with frame angle 50mmx50mmx3mm and iron bars 20mm @ 12.5cm c/c. with three coats of anti-rust paint.	m ²	52.02		-
	Sub-total - 7				-
8	Electricity				
8.1	Internal electricity				
8.1.1	Supply and fix electrical system which consist of following: Lighting points wired in 3x2.5mm ² (for power 3x6mm ²) PVC sc CU cables enclosed in 20mm dia. Heavy gauge PVC concealed conduit with all accessories but excluding switch plate and fitting. 24-way switch box with very sensor / contactor control of 200A to be placed as per the instruction of UNDP engineer. Every 10sqm area should provide with at least two original UK sockets and one light point with one control switch. Also provide one points with one power plug and a good quality ceiling fan of 16" diameter. Light fittings complete with warm white covered double 4 feet fluorescent lamps inclusive of fixings, supports and final connections.	m ²	485.20		-
8.2	Connection to power house				-
8.2.1	400 AMPS main automatic switch 3 phase	Item	1		-
8.2.2	Electrical flexible feeder cable 3 phase 4 core of diameter 50mm	m	100		-
8.2.3	Electrical flexible feeder cable 3 phase 4 core of diameter 16mm	m	80		-
8.2.4	Conduit PVC pipes of diameter 50mm	Item	30		-

8.2.5	PVC elbows & tees of diameter 50mm	Item	15		-
8.2.6	PVC cable clips of 15 mm	Boxes	30		-
8.2.7	Cable rags (35x8) mm	Item	20		-
8.2.8	Concrete nails 6mm	Boxes	10		-
8.2.9	Insulation tapes vinyl (black, red blue)	Item	20		-
8.2.10	Manpower and local transportation	Item	1		-
	Sub-total - 8				-
9	Provide and fix new 12,000BTU and 18,000 BTU A/C				
9.1	Provide split Air condition of 18,000BTU with all required accessory and fitting	Item	12		-
9.2	Provide split Air condition of 12,000BTU with all required accessory and fitting	Item	4		-
9.3	Provide an original automatic switch of 32A type "Hager"	Item	16		-
9.4	Fixing of Air conditions	Item	16		-
	Su- total - 9				-
10	Sanitary and Sewage system				
	Sanitary system				
10.1	Supply and fix one set of European flash complete (WC, hand wash, shower with plate etc.) with all required accessory such as mirror, toilet paper holder, towel holder, soap holder etc.	Item	2		-
10.2	Supply and fix Five (5) set of WCs complete (WC, water cistern, PVC seat cover and one flexible shataf tap). Provide also four (4) complete hand wash etc.). Finally provide nine (9) floor water collection with all required accessory such as PPR pipes, T-joints, elbows, connection joints flexible pipes etc.	Item	1		-
	Sub-total - 10				-
11	Connection and manhole construction & misc. items				
11.1	Construction of 1.0mx1.0 masonry cement blocks manholes laid by cement sand mortar of 1:4 with connection PVC pipes of Ø150mm diameter. The item includes all necessary excavation, cement bloc masonry, cover slab (1:2:4) with nominal reinforcement, plastering and finishing etc. complete as per UNDP engineer's satisfaction.	Item	12		-
11.2	Provide and fix all required plumbing material such as height pressure PVC of diameter Ø 1½" feeder pipes from nearest available water source inside of State house to the building, with all required fittings (Elbows, T-joints, regulator valves etc.). The price should include excavation of trench and fixing	Item	1		-

	Sub-total - 11				-
12	Construction of new septic tank				
12.1	General cleaning for all broken stones, trees, sharps and other material which are the area where is going to be build the building.	m ²	50		-
12.2	Excavation of septic hall of 6.8m length, 3.8m width and 2.2m depth. Excavated material should be used strengthen the embankment at the south side of the septic.	m ³	56.85		-
12.3	Construction of 10cm thick Plain cement concrete of 1:3:6 mixing of 50cm wide	m ³	0.78		-
12.4	Construction of 0.4m thick and 2.2m height rubble stone wall to the surrounding area of the septic hall surface. The rubble should be jointed and connected by cement sand mortar of mixing ratio 1:6	m ³	16.46		-
	Sub-total - 12				-
13	Super structure works				
13.1	Construct 0.4m wide and 0.2m thick reinforced concrete beam of 1:2:4 mixing ratio with # 4 Y14 and staffs of 6mm@ 250mm/cc over the wall	m ³	1.57		-
13.2	R.C (1:2:4 Mixing ratio) slab cover of 0.15m thick with Ø 12mm & 10mm main bars and 8mm distribution bars both ways at top and bottom and distanced 150mm c/c N.B <i><u>The slab should mixed by machine, also it has to be kept moist and watered for a period of minimum 3 weeks and protect from sun</u></i>	m ³	3.88		-
	Sub-total - 13				-
14	Floor interlocking and tree plantation				
14.1	Provide and fix a first-class interlock pavement blocks with all required compaction and construction materials such as interlocks blocks, quarry dust of different sizes, water etc. Also construct a 40cm height cement blocks retaining wall for all surrounding edges of the pavement. The blocks should laid and jointed with cement sand mortar of 1:5 mixing ratio. N.B. The price should be included the supplying and fixing of interlock as well as the retaining walling.	m ²	223.02		-

14.2	Planting of trees with good quality of approved large tree sapling. The rate shall include excavation 50x50x50cm pit filled with good quality of soil and manure. The tree saplings have to be put under steel fence of approved quality (50cm dia and 1.5m high) properly fixed on the ground. These saplings have to be maintained for six months.	item	16		-
	Sub-total - 14				-
	Total for Construction of new office spaces, meeting hall, and toilets				-
	Grand total of new office space for ICRIC at Upper house compound of Mogadishu, Somalia.				-

Note:

In case of discrepancies between unit price and total price, the unit price will prevail.

Name of Construction Company:

Authorized signature:

Name of authorized signatory:

Functional Title: