
INVITATION TO BID

2018/PROC/UNDP-MMR/PN/090

**Construction of Post-Harvest Modules and Fermentation Chambers for AD Programme in
Hopong Township and Loilem Township, Shan State, Myanmar**

UNODC
Myanmar



United Nations Development Programme

August, 2018

Section 1. Letter of Invitation

Yangon, Myanmar
August 29, 2018

2018/PROC/UNDP-MMR/PN/090
Construction of Post-Harvest Modules and Fermentation Chambers for UNODC AD
Programme in Hopong Township and Loilem Township, Shan State, Myanmar

Dear Mr./Ms.: *[indicate name]*

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

This ITB includes the following documents:

- Section 1 – This Letter of Invitation
- Section 2 – Instructions to Bidders (including Data Sheet)
- Section 3 – Schedule of Requirements and Technical Specifications
- Section 4 – Bid Submission Form
- Section 5 – Documents Establishing the Eligibility and Qualifications of the Bidder
- Section 6 – Technical Bid Form
- Section 7 – Price Schedule Form
- Section 8 – Form for Bid Security
- Section 9 – Form for Performance Security
- Section 10 – Form for Advanced Payment Guarantee
- Section 11 – Contract to be Signed, including General Terms and Conditions
- Section 12 – Bill of Quantities
- Section 13 – Drawings

Your offer, comprising of a Technical Bid and Price Schedule, together in a sealed envelope or password protected PDF version for email submission, should be submitted in accordance with Section 2.

United Nations Development Programme
No.6 Natmauk Road, Tamwe Township
P.O. Box 650, Yangon 11211, Myanmar
Email: bids.mm@undp.org
Programme Support Team Leader

- For hard copy bids, please send your bids in sealed envelopes to **The United Nations Development Programme, No. 6 Natmauk Road, Tamwe Township, Yangon, PO Box. 650, 11211 Yangon** as early as possible before the deadline of **20 September 2018**;
- For electronic submission, please send only the duly completed Bid Documents with above-mentioned ITB No. to bids.mm@undp.org (Please attach password protected Bid); Password must be provided to UNDP until the date and time of Bid Opening as indicated in the Datasheet No. 24

- UNDP takes no responsibility for effective delivery of the electronic document.
- Please note, if your file was successfully sent to bids.mm@undp.org you should receive the message subjected 'Success! Your bid was sent to the secured e-mail'. If upon submission you do not receive the confirmation message, please contact mmr.procurement@undp.org for clarifications.
- Please make sure that the maximum file size of the attachments do not exceed 5 MB. If attachments exceed maximum file size allowed, please send in separate emails with subsequent number in subject line.

The letter should be received by UNDP no later than **20 September 2018, 5:00 pm (Myanmar)**. The same letter should advise whether your company intends to submit a Bid. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

If you have received this ITB through a direct invitation by UNDP, transferring this invitation to another firm requires notifying UNDP accordingly.

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

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

Yours sincerely,



Krishna Raj Adhikari

Head of Common Services & Transaction Services

Instructions to Bidders

DATA SHEET

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

DS No.	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
1		Project Title:	Alternative Development Programme (AD Programme), UNODC, Myanmar
2		Title of Goods/Services/Work Required:	Construction of Post-Harvest Modules and Fermentation Chambers for AD Programme in Hopong Township and Loilem Township, Shan State, Myanmar
3		Country:	Myanmar
4	C.13	Language of the Bid:	<input checked="" type="checkbox"/> English
5	C.20	Conditions for Submitting Bid for Parts or sub-parts of the Total Requirements	<input checked="" type="checkbox"/> Allowed for the following option: Lot 1. Construction of Post-Harvest Modules and Fermentation Chambers for AD Programme in Loilem Township Lot 2. Construction of Post-Harvest Modules and Fermentation Chambers for AD Programme in Hopong Township
6	C.20	Conditions for Submitting Alternative Bid	<input checked="" type="checkbox"/> Shall not be considered
7	C.22	A pre-Bid conference will be held on:	N/A
8	C.21.1	Period of Bid Validity commencing on the submission date	<input checked="" type="checkbox"/> 120 days

9	B.9.5 C.15.4 b)	Bid Security	<input checked="" type="checkbox"/> Required Amount of Bid Security shall be USD 2,000.
10	B.9.5	Acceptable forms of Bid Security	The form attached to this ITB or a certified cheque.
11	B.9.5 C.15.4 a)	Validity of Bid Security	Bid Security validity period shall be not less than 120 days from the date of submission of bid
12		Advanced Payment upon signing of contract	<input checked="" type="checkbox"/> Allowed The advance payment amount shall be not more than 20% of the contract value 10% of the billed amount from each payment shall be deducted to recover the advance payment A Bank Guarantee in the amount of the advanced payment shall be required.
13		Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.1% Max. no. of days of delay: 30 Days Next course of action: Contract Cancellation
14	F.37	Performance Security	<input checked="" type="checkbox"/> Required 5% of the contract value
15	C.17 C.17.2	Preferred Currency of Bid and Method for Currency conversion	<input checked="" type="checkbox"/> Local Currency (Kyat) for local vendors <input checked="" type="checkbox"/> United States Dollars (US\$) for overseas vendors <i>Reference date for determining UN Operational Exchange Rate : Contract issue date</i> <i>Reference date for determining UN Operational Exchange Rate: Framework Agreement issue date</i>
16	B.10.1	Deadline for submitting requests for clarifications/ questions	7 days before the submission date.
17	B.10.1	Contact Details for submitting clarifications/questions ¹	Focal Person in UNDP: Min Min Thein Address: No.6 Natmauk Road, Tamwe Township P.O. Box 650, Yangon 11211, Myanmar

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

			E-mail address dedicated for this purpose: mmr.procurement@undp.org
18	B.11.1	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	<input checked="" type="checkbox"/> Direct communication to prospective Bidders by email <input checked="" type="checkbox"/> Direct communication to prospective Bidders by email or fax, and Posting on the website http://procurement-notice.undp.org/
19	D.23.3	No. of copies of Bid that must be submitted if the bids shall be submitted by courier or hand delivery	Original: 1 Copies: 2
20	D.23.1 b) D.23.2 D.24	Bid submission address	No.6 Natmauk Road, Tamwe Township P.O. Box 650, Yangon 11211, Myanmar.
21	C.21.1 D.24	Deadline of Bid Submission	Date and Time: September 6, 2018 5:00 PM
22	D.23.2	Manner of Submitting Bid	<input checked="" type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Electronic submission of Bid ²
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	<input checked="" type="checkbox"/> Official Address for e-submission: bids.mm@undp.org <input checked="" type="checkbox"/> Format: PDF files only, password protected <input checked="" type="checkbox"/> Password <u>must</u> not be provided to UNDP until the date and time of Bid Opening as indicated in No. 24 <input checked="" type="checkbox"/> Max. File Size per transmission: 5 MB <input checked="" type="checkbox"/> Max. No. of transmission: 3 <input checked="" type="checkbox"/> No of copies to be transmitted: 1 <input checked="" type="checkbox"/> Mandatory subject of email: Construction of Post-Harvest Modules and Fermentation Chambers <input checked="" type="checkbox"/> Virus Scanning Software to be Used prior to transmission. <input checked="" type="checkbox"/> Time Zone to be Recognized: <i>Myanmar</i> <input type="checkbox"/> Other conditions: <i>[pls. specify]</i>
24	D.23.1 c)	Date, time and venue for opening of Bid	Date and Time: September 21, 2018 10:00 AM Venue: UNDP Office, Myanmar

² If this will be allowed, security features (e.g., encryption, authentication, digital signatures, etc.) are strictly required and must be enforced to ensure confidentiality and integrity of contents.

25		Evaluation method to be used in selecting the most responsive Bid	<input checked="" type="checkbox"/> Non-Discretionary "Pass/Fail" Criteria on the Technical Requirements; and <input checked="" type="checkbox"/> Lowest price offer of technically qualified/responsive Bid
26	C.15.1	Required Documents that must be Submitted to Establish Qualification of Bidders (In "Certified True Copy" form only)	<input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being <input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation <input checked="" type="checkbox"/> Trade name registration papers, if applicable <input checked="" type="checkbox"/> Local Government permit to locate and operate in the current location of office or factory <input checked="" type="checkbox"/> Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country <input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any <input checked="" type="checkbox"/> Plan and details of manufacturing capacity, if Bidder is a manufacturer of the goods to be supplied <input checked="" type="checkbox"/> Certification or authorization to act as Agent in behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer <input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past [3 years] <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value the past [5 years] <input checked="" type="checkbox"/> List of Bank References (Name of Bank, Location, Contact Person and Contact Details) <input type="checkbox"/> All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.

27		Other documents that may be Submitted to Establish Eligibility	<input checked="" type="checkbox"/> Not Required
28	C.15	Structure of the Technical Bid and List of Documents to be Submitted	<i>Same as section 26</i>
29	C.15.2	Latest Expected date for commencement of Contract	<i>October 1, 2018</i>
30	C.15.2	Maximum Expected duration of contract	60 days (2 Month) from the signing of the contract
31		UNDP will award the contract to:	<input checked="" type="checkbox"/> One or More Bidders
32	F.34	Criteria for the Award and Evaluation of Bid	<p><u>Award Criteria</u></p> <p><input checked="" type="checkbox"/> Non-discretionary "Pass" or "Fail" rating on the detailed contents of the Schedule of Requirements and Technical Specifications</p> <p><input checked="" type="checkbox"/> Compliance on the following qualification requirements:</p> <p><u>Bid Evaluation</u></p> <p>Qualification and credential Criteria</p> <p><input checked="" type="checkbox"/> At least two years experiences in building construction projects especially dealing with the design, construction and maintenance of the physical structure including works like buildings canals. (xxx Points)</p> <p><input checked="" type="checkbox"/> Experiences working in remote, conflict and mountainous areas is preferable. (xxx Points)</p> <p><input checked="" type="checkbox"/> Experience in similar to construction of Post-Harvest Modules is also preferable. (xxx Points) (Provide detail of project and its location.)</p> <p>Qualification and relevant experience of engineering and technical team to be engaged in the project Under Each Lot</p> <p><input checked="" type="checkbox"/> Two civil engineers having at least two years of experience engaging for building construction projects. (Full CVs signed by the candidates) (xxx points for Civil Engineer and xxx Points for each supervisor)</p>
33	E.29	Post qualification Actions	<input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the

			<p>bidder on the legal, technical and financial documents submitted;</p> <p><input checked="" type="checkbox"/> Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;</p> <p><input checked="" type="checkbox"/> Testing and sampling of completed goods similar to the requirements of UNDP, where available; and</p> <p><input type="checkbox"/> Others <i>[click here to specify]</i></p>
34		Conditions for Determining Contract Effectivity	<p><input checked="" type="checkbox"/> Others <i>Meet expected delivery lead time requirements</i></p>
35		Other Information Related to the ITB	<p>Bidders are requested to provide full and complete information as requested in the ITB.</p>

Section 3: Technical Specification

Construction of Post-Harvest Modules and Construction of Fermentation Chambers for Post-Harvest Modules Constructed During 2016/2017 at AD Programme Areas of Hopong and Loilen Townships, Shan State, Myanmar

UNODC is currently implementing a long-term country strategy on alternative development aimed to improve the socio-economic situation of small farming communities and to gradually reduce the opium poppy cultivation under the Country Programme of Myanmar "Sub-programme 5.2: Sustainable livelihood alternative for opium poppy growing communities developed in line with international guidelines".

To improve the socio-economic situation of project's beneficiary farmers and to ensure the quality coffee production through the implementation of the most adequate post harvesting processes and sending to the international markets with higher prices, provision of services for construction of Post-Harvest Modules and construction of Fermentation Chamber for Post-Harvest Modules constructed during 2016/2017 is required at AD Programme Areas of Hopong and Loilen Townships.

1 SITE CLEARING AND PREPARING WORK

- 1.1 The Vendor shall do site clearing work of enough space for working. The Vendor, before commencing any work, must identify and clearly mark by pegging the site locations and alignment of the construction items.
 - 1.2 The construction of Post-Harvest Modules includes:
 - o Cherry coffee tank (1 no.),
 - o Concrete basement (1 no.),
 - o Fermentation chamber (3 nos.),
 - o Washing canal (3 nos.),
 - o Soak-pit (1 no.),
 - o Collection tank (1 no.), and
 - o Water tank (1 no.)
- The construction of Fermentation Chamber for Post-Harvest Modules constructed in 2016 and 2017 include:
- o Fermentation chamber (1 no.)

2 EARTH WORK

- 2.1 Excavation shall be in accordance with shape and dimensions mentioned in the design.
- 2.2 Dimensional layout of all structures and soil foundation materials will be inspected & approved by the Infrastructure Specialist.
- 2.3 Filing shall be done with quality soil and up to designated height.
- 2.4 Filling shall be placed in 1 feet layer and compacted until soil bearing capacity indicated as designed specification.

3 CONCRETE WORK

- 3.1 For concrete batching, batch of material shall be weighed, and suitable means shall ensure exact measurement and dosage control of each material used for every batch of concrete.
- 3.2 Cement and inert materials shall be weight separately and in place sheltered from rain and wind. Measuring of the water shall be either by weight or by volume.

- 3.3 For masonry foundation, (1:3:6) cement concrete must be used. (1:3:6) ratio means one is cement, three is sand and six is aggregate.
- 3.4 For flooring, (1:2:4) cement concrete must be used. (1:2:4) ratio means one is cement, two is sand and four is aggregate.

4 BRICK WORK IN (1:3) CEMENT MORTAR

- 4.1 (1:3) Cement mortar means one is cement and three is sand in weight.
- 4.2 Block brick (Lime concrete block _ 11" x 6" x 4.5"), locally available and aged at least 1 year, has to be used in brick work reinforced at every 2 courses.

5 ½" THICK (1:3) CEMENT MORTAR PLASTERING

- 5.1 (1:3) Cement mortar shall be used for interior and exterior wall plastering.

6 PIPE INSTALLATION WORK

Post-Harvest Modules

2" PVC Pipe	Inlet to Cherry coffee tank, fermentation tank and Drain pipes
2" PVC Ball valve	Outlet of fermentation tank
2" PVC Elbow	At fermentation tank
2" PVC Tee	At fermentation tank
4" PVC Pipe with End Cap	Outlet to Canal

*** All pipes shall be laid carefully and as per instruction of Infrastructure Specialist.

7 MATERIAL SELECTION

- 7.1 Cement
- _ Portland cement for all masonry work is recommended.
 - _ Cement which should be used for construction must be stored in dry places.
 - _ Bagged or bulk cement which has become partially set or which contains lumps of caked cement shall be rejected.
- 7.2 Aggregate
- _ The characteristics of aggregates shall be selected according to the quality of concrete to be produced. Maximum aggregate gravel size shall be 1".
 - _ Aggregate used shall consist of good hard tough broken stone, gravel or shingle, free from dirt, clay, leaves or any organic matter or any admixtures of soft or decayed stone.
- 7.3 Sand
- _ Sand shall be cleaned screened river sand and free from debris and salt.
 - _ Coarse sand shall be used in concrete & brick laying works. Fine sand shall be used in plastering work.
- 7.4 Water
- _ Water used for mixing concrete shall be fresh, clean and free of any oil, organic matter or any substances injurious to the finished product.
 - _ If water seems not suitable to use, the vendor should seek further guidance from Infrastructure Specialist.
- 7.5 Brick
- _ Local lime concrete block brick shall be aged at least one year.
- 7.6 Sieve
- _ Sieve made with PVC or Aluminium sheet to be used at floor of fermentation and cherry coffee tanks.

8 CLEANING

8.1 After completion of work, thorough cleaning of work site area must be done by the Vendor.

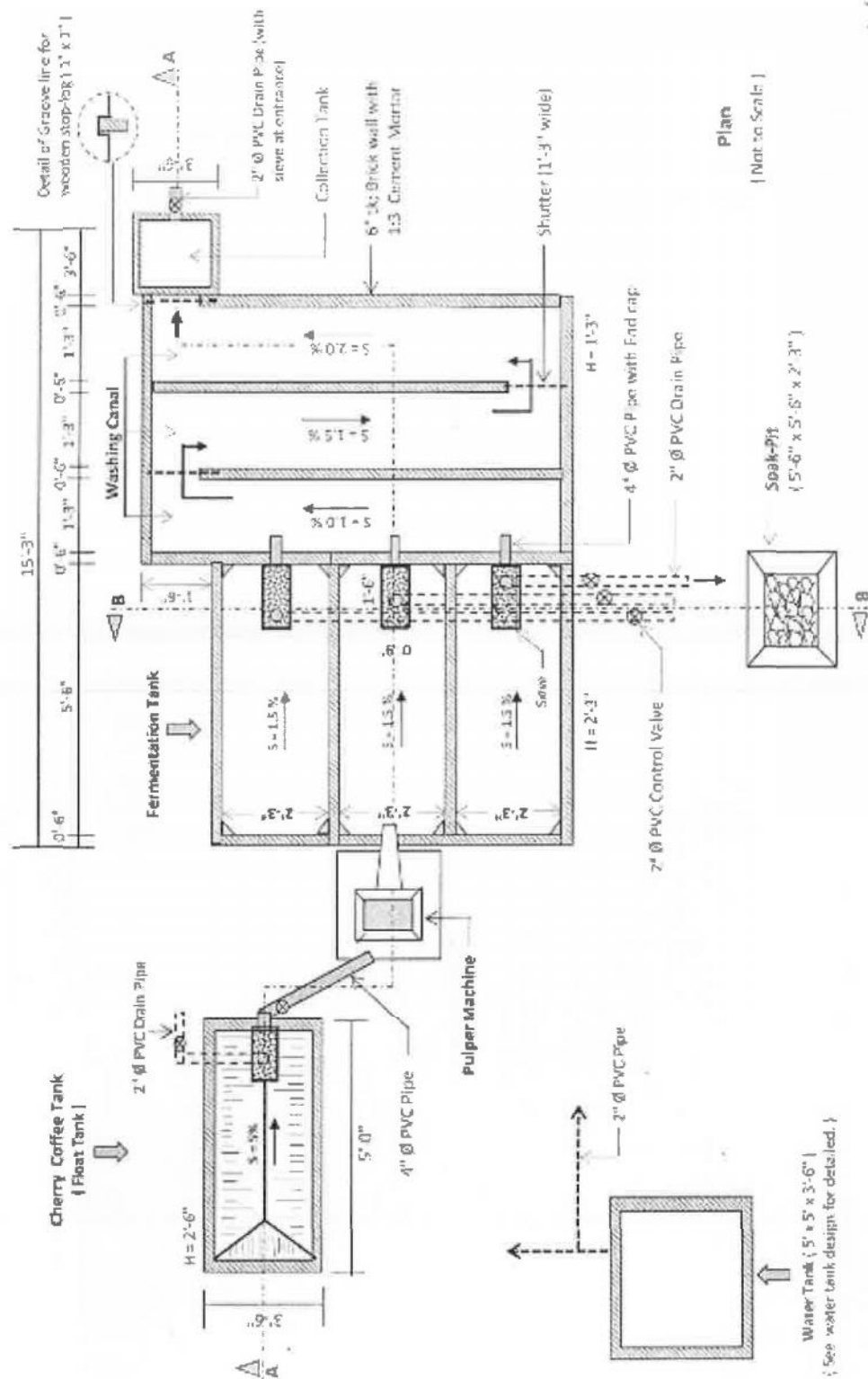
9 CHANGES

9.1 If the structural design will have to be changed, changes of specifications will be issued in time.

9.2 For any clarification related to construction, vendor should contact Infrastructure Specialist.

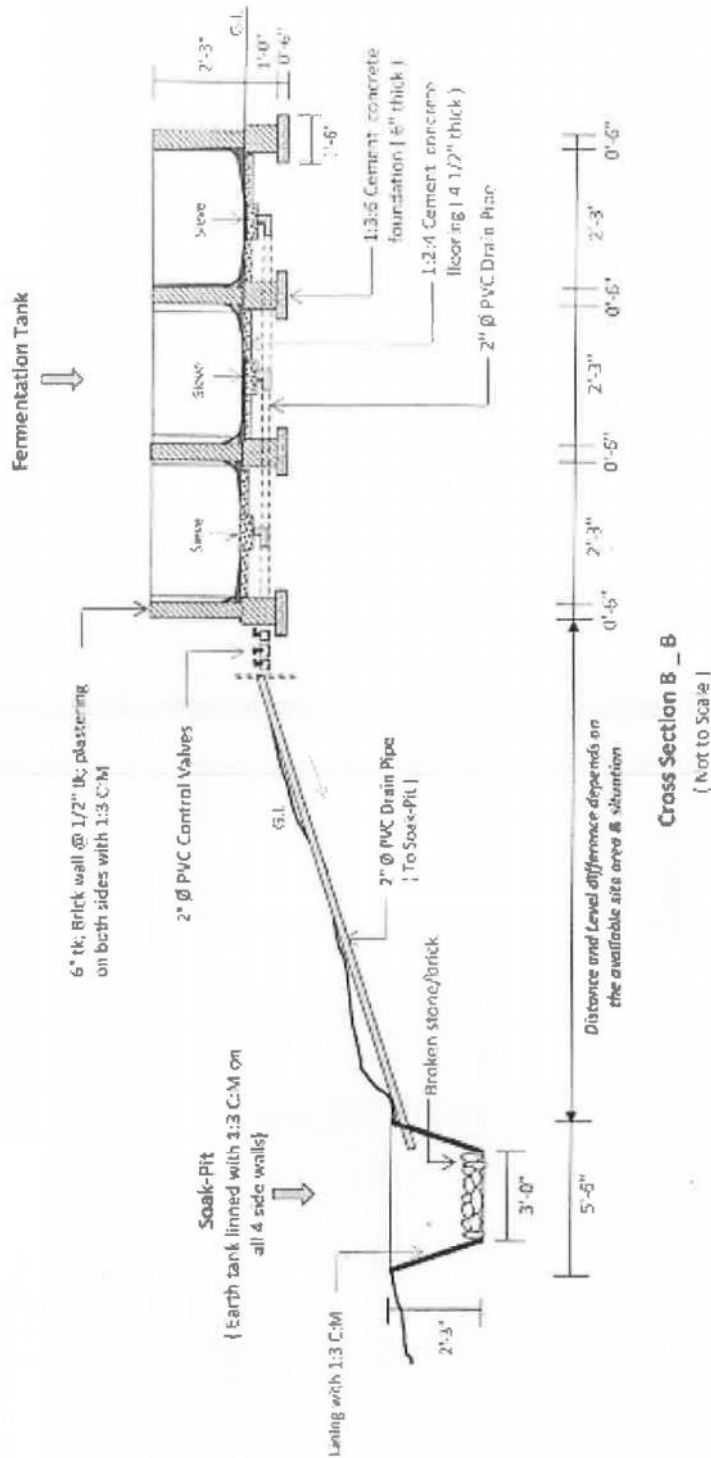
9.3 All noncompliance construction works must be redone at vendor's own cost.

Post Harvest Modules Construction for Quality Coffee Production
at AD villages from Hopong and Loilen Township (2018)





Post Harvest Modules Construction for Quality Coffee Production



- Remarks :
- Locations of cherry coffee tank, water tank and soak-pit are depends on the site situation,
 - 1/2" thick plastering with 1:3 cement mortar to be provided to all brick wall on both sides.
 - Size and height of the basement of de-pulping machine are changeable due to the site situation and height of mach ne.
 - Roofing for de-pulping machine and fermentation tank to be provided by the contribution of respective coffee farmers.

Additional Works to Post Harvest Modules Constructed in 2016 and 2017 (Provision of 1 Fermentation Tank)
at AD villages from Hopong, Lollen and Ywar Ngan Township

