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# INVITATION TO BID

## **Maintenance and Rehabilitation of three schools in Harasta City- Rural Damascus**

ITB No.: UNDP-SYR-ITB-115-18

Project: DI-154/1/2018

Country: Syria Arab Republic

Issued on: 7 November 2018

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## Section 1. Letter of Invitation

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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
  - o Form A: Bid Submission Form
  - o Form B: Bidder Information Form
  - o Form C: Joint Venture/Consortium/Association Information Form
  - o Form D: Qualification Form
  - o Form E: Format of Technical Bid
  - o Form F: Price Schedule
  - o Form G: Form of Bid Security

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 [syria.procurement@undp.org](mailto:syria.procurement@undp.org), indicating whether you intend to submit a Bid or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. 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.

Issued by



Name: Walid Okla

Title: Procurement Associate

Date: **November 7, 2018**

Approved by:



Name: Mirvat Hammoud

Title: Head of Procurement Unit

Date: **November 7, 2018**

## 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 <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></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 (<a href="http://www.ungm.org">www.ungm.org</a>). 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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></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 <a href="http://www.un.org/depts/ptd/pdf/conduct_english.pdf">http://www.un.org/depts/ptd/pdf/conduct_english.pdf</a></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>
<b>4. Conflict of Interests</b>	<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"> <li>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;</li> <li>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</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <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"> <li>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</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <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>B. PREPARATION OF BIDS</b>	
<b>5. General Considerations</b>	<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>

<b>6. Cost of Preparation of Bid</b>	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.
<b>7. Language</b>	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.
<b>8. Documents Comprising the Bid</b>	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"> <li>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>b) Technical Bid;</li> <li>c) Price Schedule;</li> <li>d) Bid Security, if required by BDS;</li> <li>e) Any attachments and/or appendices to the Bid.</li> </ul>
<b>9. Documents Establishing the Eligibility and Qualifications of the Bidder</b>	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.
<b>10. Technical Bid Format and Content</b>	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.
<b>11. Price Schedule</b>	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.
<b>12. Bid Security</b>	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"> <li>a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or;</li> <li>b) In the event the successful Bidder fails: <ul style="list-style-type: none"> <li>i. to sign the Contract after UNDP has issued an award; or</li> <li>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.</li> </ul> </li> </ul>
<b>13. Currencies</b>	<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"> <li>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</li> <li>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.</li> </ul>
<b>14. Joint Venture, Consortium or Association</b>	<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 9 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"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <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>
<b>15. Only One Bid</b>	<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"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this ITB; or</li> <li>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;</li> <li>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.</li> </ul>
<b>16. Bid Validity Period</b>	<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>
<b>17. Extension of Bid Validity Period</b>	<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>

<b>18. Clarification of Bid (from the Bidders)</b>	<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>
<b>19. Amendment of Bids</b>	<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>
<b>20. Alternative Bids</b>	<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>
<b>21. Pre-Bid Conference</b>	<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> <ul style="list-style-type: none"> <li>i. Bear the name of the Bidder;</li> <li>ii. Be addressed to UNDP as specified in the BDS; and</li> <li>iii. Bear a warning not to open before the time and date for Bid opening as specified in the BDS.</li> </ul> <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> <p>a) Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS;</p> <p>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> <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:  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</a></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.
<b>24. Withdrawal, Substitution, and Modification of Bids</b>	<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>
<b>25. Bid Opening</b>	<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>
<b>D. EVALUATION OF BIDS</b>	
<b>26. Confidentiality</b>	<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>
<b>27. Evaluation of Bids</b>	<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"> <li>a) Preliminary Examination including Eligibility</li> <li>b) Arithmetical check and ranking of bidders who passed preliminary examination by price.</li> <li>c) Qualification assessment (if pre-qualification was not done)</li> </ul>

	<ul style="list-style-type: none"> <li>a) Evaluation of Technical Bids</li> <li>b) Evaluation of prices</li> </ul> <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>
<b>28. Preliminary Examination</b>	<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>
<b>29. Evaluation of Eligibility and Qualification</b>	<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"> <li>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;</li> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>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;</li> <li>d) They are able to comply fully with the UNDP General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ul>
<b>30. Evaluation of Technical Bid and prices</b>	<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>
<b>31. Due diligence</b>	<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"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>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;</li> <li>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;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous</li> </ul>

	<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>
<b>32. Clarification of Bids</b>	<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>
<b>33. Responsiveness of Bid</b>	<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>
<b>34. Nonconformities, Reparable Errors and Omissions</b>	<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.
<b>E. AWARD OF CONTRACT</b>	
<b>35. Right to Accept, Reject, Any or All Bids</b>	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.
<b>36. Award Criteria</b>	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.
<b>37. Debriefing</b>	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.
<b>38. Right to Vary Requirements at the Time of Award</b>	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.
<b>39. Contract Signature</b>	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.
<b>40. Contract Type and General Terms and Conditions</b>	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 <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
<b>41. Performance Security</b>	41.1 A performance security, if required in the BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> 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.
<b>42. Bank Guarantee for Advanced Payment</b>	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

	<a href="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&amp;action=default">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&amp;action=default</a>
<b>43. Liquidated Damages</b>	<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>
<b>44. Payment Provisions</b>	<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>
<b>45. Vendor Protest</b>	<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:  <a href="http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</a></p>
<b>46. Other Provisions</b>	<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  <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></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 or Arabic
2		Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	Not Allowed
3	20	Alternative Bids If multiple/alternative bids are to be considered, they must be clearly marked as "Main Bid" and "Alternative Bid"	Shall not be considered
4	21	Pre-Bid conference	Will be Conducted <b>Site Visit is Mandatory</b> Time: 10:00 AM Date : Wednesday 14 November 2018 Venue: Esam Mahmalji School in Harasta The UNDP focal point for the arrangement of the Site Visit is: Eng. Sahel Jabri Mobile: 0958880154 Email: <a href="mailto:s.jabri1970@gmail.com">s.jabri1970@gmail.com</a> CC: <a href="mailto:Syria.procurement@undp.org">Syria.procurement@undp.org</a>
5	16	Bid Validity Period	90 days
6	13	Bid Security	Required in the amount of: <b>4,000.00 USD.</b> Or equivalent in SYP according to the UN exchange rate at the date of Offers 'submission deadline, <i>Reference date for determining UN Operational Exchange Rate: <b>22 November 2018</b></i>

			Acceptable Forms of Bid Security <ul style="list-style-type: none"> <li>▪ Bank Guarantee (See Section 8 for template)</li> <li>▪ Certified Check</li> </ul>
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: 0.5% Max. number of days of delay 15 days, after which UNDP may terminate the contract.
9	40	Performance Security	Required in the percentage of 10% of the contract value To cover the warranty period for 12 months
10	12	Currency of Bid	United States Dollars (US\$) or Syrian Pounds (SYP)  For local supplier's payments will be in Syrian Pounds at the prevailing UN exchange rate at the date of the invoice
11	31	Deadline for submitting requests for clarifications/ questions	5 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Walid Okla Address: Damascus, Mezzeh, West Villas, Ghazawi St. 8 Fax: 01153116 11 45 41 E-mail address: <a href="mailto:walid.okla@undp.org">walid.okla@undp.org</a> CC: <a href="mailto:syria.procurement@undp.org">syria.procurement@undp.org</a>
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 website: <ul style="list-style-type: none"> <li>- <a href="http://www.ungm.org">www.ungm.org</a></li> <li>- <a href="http://www.sy.undp.org/content/syria/en/home/operations/procurement/">http://www.sy.undp.org/content/syria/en/home/operations/procurement/</a></li> <li>- <a href="http://procurement-notice.undp.org/">http://procurement-notice.undp.org/</a></li> <li>- <a href="https://www.facebook.com/UNDP.Syria">www.facebook.com/UNDP.Syria</a></li> </ul>
14	23	Deadline for Submission	<b>Thursday; 22 November 2018, on or before 14:00 PM Damascus time.</b>
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><input checked="" type="checkbox"/> <b>By Courier / Hand Delivery:</b>  Mezzeh, West Villas, Ghazzawi Street #8  Damascus, Syrian Arab Republic  Tel: +963 11 612 9811  Att. Walid Okla, Procurement Associate</p> <p><input checked="" type="checkbox"/> <b>By Electronic submission:</b>  <a href="mailto:Syria.bids@undp.org">Syria.bids@undp.org</a>  with subject: UNDP-SYR-ITB-115-18</p>
16	22	Electronic submission (email or eTendering) requirements	<ul style="list-style-type: none"> <li>▪ Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 10 M</li> <li>▪ Mandatory subject of email: UNDP-SYR-ITB-115-18</li> <li>▪ Documents which are required in original (e.g. Bid Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission:  UNDP Syria Country Office, Procurement Unit,  Mazzeah West Villas, Damascus, Syria  or  UNDP RBAS Regional Centre in Jordan, attention Ms. Hanan Abu Baker, Procurement Analyst, at the following address:  Abu-Baker Seraj Al-Din ST. Building # 11 – Abdoun Al Shamali  P O BOX 852303- AMMAN 11585 - JORDAN</li> </ul>
17	25	Date, time and venue for the opening of bid	Date and Time: <b>November 22, 2018 3:00 PM</b> Venue: UNDP Syria Country, Main Office
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	December 22, 2018
20		Maximum expected duration of contract	90 days for each lot.
21	35	UNDP will award the contract to:	One Proposer Only
22	39	Type of Contract	Contract for Goods and/or Services to UNDP <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>

23	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Contracts <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
24		Other Information Related to the ITB	

## 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
- Power of Attorney
- Minimum Bid documents provided
- Bid Validity
- Bid Security submitted as per ITB requirements with compliant validity period

### 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
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	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
<b>Conflict of Interest</b>	No conflicts of interest in accordance with ITB clause 4.	Form A: Bid Submission Form
<b>Bankruptcy</b>	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
<b>Certificates and Licenses</b>	<ul style="list-style-type: none"><li>▪ Valid Certificate of Incorporation/ Business Registration in the construction or engineering works, or a membership certificate in the Contractors Association or Engineers Syndicate, including Articles of Incorporation, or equivalent document.</li><li>▪ A proofing document confirms the offered warranty for one year against any defects after the completion of works.</li></ul>	Form B: Bidder Information Form
<b>QUALIFICATION</b>		
<b>History of Non-Performing</b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form

<b>Contracts<sup>1</sup></b>		
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
<b>Previous Experience</b>	Minimum 3 years of relevant experience.	Form D: Qualification Form
	Minimum two contracts of similar value, nature and complexity. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
<b>Financial Standing</b>	Minimum average annual turnover of <u>twice</u> of the bid amount for any of the last 3 years. <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
<b>Technical Evaluation</b>	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
<b>Financial Evaluation</b>	Detailed analysis of the price schedule based on requirements listed in Section 5 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

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<sup>1</sup> 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.

## Section 5a: Schedule of Requirements and Technical Specifications/Bill of Quantities

### Statement of Work and Bill of Quantities

دفتر الشروط الفنية وجدول الكميات

#### 1- Maintenance & Rehabilitation of Esam Mahmalji School in Harasta – 1st Building

صيانة وتأهيل مدرسة عصام محملجي بحرستا - البناء الأول

NO.	Description/Specifications of Goods in Arabic	Description/Specifications of Goods in English	Unit	Qty	Latest Delivery Date
1	تقديم وتركيب منجور خشبي سويدي أو ما يعادله لزوم الأبواب مع الملاين والغال والطوبة والاكسسوارات اللازمة مع الدهان	Providing and installing Swedish wooden frames, or an equivalent, for the doors, in addition to casings, locks, handles and required accessories and paint	m2	50	90 days
2	تقديم وتركيب منجور المينوم وطني مع البلور والاكسسوارات اللازمة	Providing and installing locally made aluminum frames with the panes and accessories required	m2	225	90 days
3	تقديم وتركيب رخام تركي أو ما يعادله سماكة 2سم لزوم الملاين مع الدمج عند الضرورة	Providing and installing 2cm thick Turkish marble, or an equivalent, for the frames with rounding the edges, when necessary	m2	100	90 days
4	هدم وتكسير ( بلوك - بيتون ) مع الترحيل	Demolishing and removing blocks/concrete	m3	75	90 days
5	تقديم وبناء بلوك مختلف السماكات	Providing and building blocks in assorted thicknesses	m3	85	90 days
6	تقديم وتنفيذ بيتون مسلح عيار 350/ 3م	Providing and executing 350/ m3 reinforced concrete	m3	12	90 days
7	قشر طينة وسيراميك	Removing ceramic tiles and render layer	m2	200	90 days
8	تقديم وتركيب نعل بلاط 10سم موزيك	Providing and installing 10cm mosaic baseboard tiles	m	210	90 days
9	تقديم وتركيب بلاط ( 30*30 سم ) اسمنت أبيض مع الترويب	Providing and installing 30x30cm tiles with white cement and grouting	m2	25	90 days
10	تقديم وتركيب بلاط ارسفة ( 30 * 30 سم ) لزوم باحة المدرسة باسمنت أسود	Providing and installing 30x30cm pavement tiles for the school yard with black cement	m2	30	90 days
11	تقديم وتركيب بلاط ( 30*30 سم ) اسمنت أسود مع الترويب	Providing and installing 30x30cm tiles with black cement and grouting	m2	20	90 days
12	تقديم وتركيب رخام رحيباني أو ما يعادله سماكة 3 سم لزوم الادراج ومنصات القاعات الدراسية	Providing and installing 3cm thick Rheibani marble, or an equivalent, for the stairs and classroom platform	m2	130	90 days
13	اصلاح منصات القاعات الدراسية ( فك وإعادة تركيب الوزبيك )	Repairing classrooms platforms (uninstalling/reinstalling)	Item	12	90 days
14	تقديم وتركيب سيراميك وطني نخب أول	Providing and installing locally made ceramic tiles	m2	110	90 days

15	تقديم وتنفيذ طينة داخلية 3 وجوه بأسمنت اسود عيار 300 كغ / 3م	Providing and executing 3 layers of internal casting with 300kg/ m3 black cement	m2	300	90 days
16	تقديم وتنفيذ رشة تيرولية باسمنت أبيض	Providing and executing external white rendering	m2	3000	90 days
17	تقديم وتنفيذ طينة خارجية وجهين عيار 300 كغ / 3م	Providing and executing 2 layers of 300kg/ m3 black cement internal casting	m2	600	90 days
18	تقديم وتركيب منجور معدني مع الغال والاكسسوارات اللازمة والدهان وجهين لزوم أبواب المدرسة والابواب الداخلية	Providing and installing metal frames with locks and required accessories in addition to two layers of paint for the school gates and interior doors	Kg	1100	90 days
19	تقديم وتنفيذ دهان لوح الكتابة مع المعجونة والحف 3 وجوه واصلاح حمالة الطباشير والكشف	Providing and executing 3 layers of paint for the writing boards with pasting and sanding and repairing the chalks holder and casings	Item	16	90 days
20	تقديم وتركيب مغسلة 40 * 60 سم بورسليين مع الحنفية والسيفون والرف	Providing and installing 40x60cm porcelain sink with faucet, flange and shelf	Item	6	90 days
21	تعزيل وتسليك مرحاض عربي	Cleaning and draining Arabic toilets	Item	4	90 days
22	تعزيل مداخن	Cleaning chimneys	Item	25	90 days
23	تقديم وتنفيذ دهان زيتي 3 وجوه مع المعجونة	Providing and executing 3 layers of oil paint with pasting	m2	1650	90 days
24	تقديم وتنفيذ دهان طرش بلاستيك على 3 وجوه مع المعجونة والحف	Providing and executing 3 layers of plastic paint with pasting and sanding	m2	2250	90 days
25	تأهيل وصيانة مقاعد دراسية ( تركيب صندوق -مسند - أرضية الجلوس ) مع دهان والبراغي اللازمة	Rehabilitating and maintaining school desks (installing boxes, backs and seats) with paint and required screws	Item	150	90 days
26	تقديم مقاعد دراسية كاملة لثلاث طلاب	Providing big school desks seating three students	Item	100	90 days
27	فك باب - نافذة	Uninstalling doors and windows	Item	50	90 days
28	تقديم وتركيب لوحة باليه كرة سلة كاملة فيبر مع التخطيط والحلقة والشبك	Providing and installing a complete basketball fiber board including lines, ring and net	Item	2	90 days
29	تقديم وتركيب خزان ماء صاج مزيبق سعة 2 م3 سماكة 2 مم كامل مع السكر والفواشة	Providing and installing 2 m3 galvanized metal water tank, 2mm thick, with valves and floaters	Item	2	90 days
30	تقديم وتركيب قسط بلاستيك 4 انش ضغط عالي لزوم النوازل المطرية	Providing and installing 4" high pressure plastic pipes for the rain gutters	m	60	90 days
31	تقديم وتركيب نيون مزدوج لد مع عاكس 24 واط موفر للطاقة كامل مع القاعدة والتثبيت	Providing and installing double power saving 24w LED lights with reflectors, chassis and fixation	Item	17	90 days
32	تقديم وتركيب نيون مزدوج لد مع عاكس 24 واط م كامل مع القاعدة	Providing and installing double 24w LED lights with reflectors, chassis	Item	9	90 days
33	تقديم وتركيب لمبة توفير طاقة لد 18 واط مع القاعدة والسوكة	Providing and installing power saving 18w LED lights with the chassis and socket	Item	90	90 days



34	تقديم وتركيب مفاتيح انارة نوع فيمر أو ما يعادله مع ( العلبة - البلاك - الشمبر )	Providing and installing light switches, Vimar or an equivalent brand, with the box and frame	Item	98	90 days
35	تقديم وتركيب مأخذ كهربائية موديل أمريكي مع ( العلبة - البلاك - الشمبر )	Providing and installing American sockets with the boxes and frames	Item	33	90 days
36	تقديم وتركيب لوحة كهربائية مع التوصيلات اللازمة والفواطع المناسبة	Providing and installing an electric panel with the proper breakers and required wirings	Item	1	90 days
37	تقديم وتركيب جرس كهربائي مع التوصيل الازم	Providing and installing an electrical bell with the required connection	Item	1	90 days
38	تقديم وتركيب أسلاك كهربائية وطني نوع حوش بلاس أو ما يعادله 5/2 م 2م ربطة بطول 100م	Providing and installing locally made wires, Hosh Blas or an equivalent brand, 1/5m2, a 100m pack	Pack	20	90 days
39	تقديم وتركيب أسلاك كهربائية وطني نوع حوش بلاس أو ما يعادله 5/2 م 2م ربطة بطول 100م	Providing and installing locally made wires, Hosh Blas or an equivalent brand, 2/5m2, a 100m pack	Pack	20	90 days
40	تقديم وتركيب تيب بلاستيك 20 ملم	Providing and installing 20mm plastic tubes	m	20	90 days

## 2-Maintenance & Rehabilitation of Harasta 1st School for Girls

### صيانة وتأهيل مدرسة حراستا الأولى للبنات

NO.	Description/Specifications of Goods in Arabic	Description/Specifications of Goods in English	Unit	Qty	Latest Delivery Date
1	تقديم وتركيب منجور المبنى م وطني مع البلور والاكسسوارات اللازمة	Providing and installing locally made aluminum frames with the panes and accessories required	m2	160	90 days
2	تقديم وتركيب منجور خشبي سويدي أو ما يعادله لزوم الأبواب مع الملائن والغال والطوبية والاكسسوارات اللازمة مع الدهان	Providing and installing Swedish wooden frames, or an equivalent, for the doors, in addition to casings, locks, handles and required accessories and paint	m2	45	90 days
3	ترحيل ردميات	Removing/transferring rubble	m3	180	90 days
4	تقديم وتنفيذ طينة داخلية 3 وجوه بأسمنت اسود عيار 300 كغ /م3	Providing and executing 3 layers of internal casting with 300kg/m3 black cement	m2	500	90 days
5	قشر طينة وسيراميك	Removing ceramic tiles and internal render	m2	375	90 days
6	تقديم وتنفيذ رشة تيرولية باسمنت أبيض	Providing and executing white cement rendering	m2	550	90 days
7	اصلاح مندلون خشب بأبعاد مختلفة مع تركيب البلور والدهان والاكسسوارات اللازمة	Repairing wooden sashes of different dimensions with installing the pane, painting and required accessories	Item	6	90 days
8	اصلاح مندلون حديد بأبعاد مختلفة مع تركيب البلور والدهان والاكسسوارات اللازمة	Repairing iron sashes of different dimensions with installing the pane, painting and required accessories	Item	8	90 days

9	اصلاح باب حديد مع تركيب الغال وطوبية ودهان والاكسسوارات اللازمة وتركيب البلور	Repairing iron doors, installing locks, handles and required accessories and painting and installing the panes	Item	9	90 days
10	تقديم وتركيب باب حديد مع الغال والطوبية والدهان والاكسسوارات اللازمة وتركيب البلور	Providing and installing iron doors, locks, handles and required accessories and panes and painting them	Kg	180	90 days
11	اصلاح حديد حماية للكرديور بابعاد ) 1.5 متر * 3.25 م مع دهان	Repairing and painting the corridor iron grills (1.5x2.5m)	Item	10	90 days
12	تقديم وتركيب حماية حديد للكرديور بأبعاد ( 1.5 م * 3.25 ) مع دهان	Providing and installing the corridor iron grills (1.5x3.25m)	Kg	300	90 days
13	تقديم وتركيب بناء بلوك مختلف السماكات	Providing and installing blocks of assorted thicknesses	m3	8	90 days
14	تقديم وتنفيذ بيتون مسلح عيار 350 كغ / 3م لزوم الشيناج وعمد السطح	Providing and installing 350kg/ m3 reinforced concrete for the roof chaining and posts	m3	3	90 days
15	تقديم وتركيب بيتون مغموس عيار 250 كغ / 3م	Providing and installing 250kg/ m3 immersed concrete	m3	6	90 days
16	تقديم وتركيب سيراميك وطني	Providing and installing locally made ceramic tiles	m2	24	90 days
17	تقديم وتنفيذ دهان لوح الكتابة مع المعجونة على ثلاثة وجوه والحف واصلاح حماله الطباشير والكشف	Providing and executing the painting and sanding of writing boards (3 layers) and repairing the chalks holder and casings	Item	15	90 days
18	اصلاح منصة اللوح الرخام	Repairing the marble classroom platform	Item	14	90 days
19	تقديم وتركيب رخام رحيباني أو ما يعادله سماكة 3 سم للجلسة و 2 سم للواقفة مع الجلي والدمج لزوم الادراج	Providing and installing Rheibani marble, or an equivalent, for the stairs - 3cm thick for the tread and 2cm thick for the riser with polishing rounding the edges	m	50	90 days
20	تقديم وتركيب بلاط ( 30*30 سم ) اسمنت أبيض مع الترويب	Providing and installing 30x30cm tiles with white cement and grouting	m2	18.5	90 days
21	تقديم وتركيب بلاط أرسفة ( 30*30 سم ) ( اسمنت أسود مع الترويب	Providing and installing 30x30cm pavement tiles with black cement and grouting	m2	100	90 days
22	تقديم وتركيب قسطل بلاستيك 4 انش ضغط عالي لزوم النوازل المطرية	Providing and installing high pressure 4" plastic pipes for the rain gutters	m	60	90 days
23	تصليح وتركيب مداخن واصلاح الطبات	Repairing and installing chimneys and repairing the caps	Item	5	90 days
24	تعزيل مداخن	Cleaning the chimneys	Item	18	90 days
25	تقديم وتركيب حنفية كروم 5/1 انش للمشارب	Providing and installing 1/5" chrome faucets for the drinking facilities	Item	6	90 days

26	تقديم وتركيب واقية حماية للحنفية من الحديد المزيق سماكة 2 ملم	Providing and installing faucet protection of 2mm thick galvanized iron	Item	6	90 days
27	تقديم وتركيب مغسلة بورسلين مع الحنفية والرف والمرآة والسيفون قياس 40 * 60 سم	Providing and installing 40x60cm porcelain sinks with faucets, shelves, mirrors and flanges	Item	2	90 days
28	تقديم وتركيب خزان ماء صاج مزيق سعة 2 م3 سماكة 2 ملم كامل مع السكر والفواشة	Providing and installing 2 m3 galvanized metal water tank, 2mm thick, with valves and floaters	Item	2	90 days
29	تقديم وتنفيذ دهان زيتاتي مع المعجونة ثلاثة وجوه	Providing and executing three layers of oil paint and paste	m2	1050	90 days
30	تقديم وتنفيذ دهان طرش بلاستيك 3 وجوه مع الحف والمعجونة	Providing and executing 3 layers of plastic paint with sanding and pasting	m2	1550	90 days
31	اصلاح مقاعد دراسية (تركيب صندوق - مسند - أرضية الجلوس ) مع دهان والبراغي اللازمة	Repairing school desks (fixing boxes, backs, seats) with the screws and paint	Item	100	90 days
32	تقديم وتركيب نيون مزدوج لد مع عاكس 24 واط موفر للطاقة كامل مع القاعدة والتثبيت	Providing and installing double power saving 24w LED lights with reflectors, chassis and fixation	Item	15	90 days
33	تقديم وتركيب نيون مزدوج لد 24 واط موفر للطاقة كامل مع القاعدة والتثبيت	Providing and installing double power saving 24w LED lights with chassis and fixation	Item	34	90 days
34	تقديم وتركيب لمبة توفير 18 واط مع القاعدة والسوكة	Providing and installing power saving 18w LED lights with the chassis and socket	Item	30	90 days
35	تقديم وتركيب مفاتيح انارة فيمر أو ما يعادله مع البلاك والغطاء والقاعدة	Providing and installing light switches, Vimar or an equivalent brand, with the box and frame	Item	100	90 days
36	تقديم وتركيب مأخذ نوع فيمر أو ما يعادله موديل امريكي مع البلاك والشمير والغطاء	Providing and installing American sockets, Vimar or an equivalent brand, with the boxes and frames	Item	25	90 days
37	تقديم وتركيب أسلاك كهربائية وطني نوع حوش بلاس أو ما يعادله 5/1 ملم	Providing and installing locally made wires, Hosh Blas or an equivalent brand, 1/5mm	Pack	10	90 days
38	تقديم وتركيب أسلاك كهربائية وطني نوع حوش بلاس أو ما يعادله 5/2 ملم ربطة بطول	Providing and installing locally made wires, Hosh Blas or an equivalent brand, 2/5m	Pack	10	90 days
39	تقديم وتركيب لوحة كهربائية مع التوصيلات والقواطع الكهربائية اللازمة	Providing and installing an electric panel with the proper breakers and required wirings	Item	1	90 days
40	تقديم وتركيب جرس كهربائي مع التوصيلات اللازمة	Providing and installing an electrical bell with the required connection	Item	1	90 days

### 3-Maintenance & Rehabilitation of Muhammad Al-Horani Preparatory School

صيانة وتأهيل إعدادية محمد الحوراني في حريستا

NO.	Description/Specifications of Goods	Description/Specifications of Goods	Unit	Qty	Latest Delivery Date
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	in Arabic	in English			
1	هدم بناء (بلوك- بيتون) مع الترحيل	Demolishing and transferring blocks and concrete	m3	130	90 days
2	نزع بلاط وسيراميك مع ترحيل النواتج	Removing and transferring floor tiles and ceramics	m2	115	90 days
3	تقديم وبناء بلوك مختلف السماكات	Providing and building blocks of different thicknesses	m3	150	90 days
4	تقديم وصب بيتون مسلح عيار 350 كغ / م3	Providing and pouring 350kg/m3 reinforced concrete	m3	10	90 days
5	تقديم وصب كورنيشات 10*25 سم	Providing and pouring 25x10cm interior trims	m	240	90 days
6	قشر طينة	Removing renders	m2	800	90 days
7	تقديم وتنفيذ طينة داخلية ثلاث وجوه على القدة باسمنت أسود	Providing and executing 3 layers of wired internal casing with black cement	m2	500	90 days
8	تقديم وتنفيذ طينة خارجية وجهين باسمنت أسود	Providing and executing 2 layers of external rendering with black cement	m2	1000	90 days
9	تقديم وتنفيذ رشة تيرولية باسمنت أبيض	Providing and executing white cement external rendering	m2	3500	90 days
10	تقديم وتنفيذ دهان زيتي ثلاث وجوه مع المعجونة ثلاث وجوه	Providing and executing 3 layers of oil paint with 3 layers of paste	m2	2700	90 days
11	تقديم وتنفيذ دهان طرش بلاستيكي ثلاث وجوه	Providing and executing 3 layers of plastic paint	m2	3500	90 days
12	تقديم وتنفيذ دهان منجور معدني وجهين مع الحف	Providing and executing 2 layers of metal frame paint with sanding	m2	2000	90 days
13	تقديم وتنفيذ دهان لوح كتابي مع معجونة كاملة ثلاث وجوه واصلاح حمالة الطباشير والكشف	Providing and executing 3 layers of pasting and painting writing boards and repairing the chalk holders and casings	Item	30	90 days
14	تقديم وتنفيذ نعل رخام	Providing and executing marble baseboards	m	200	90 days
15	تقديم وتركيب منجور الألمنيوم وطني مع البلور	Providing and installing locally made aluminum frames and panes	m2	250	90 days
16	تقديم وتركيب غطاء فاصل تمدد	Providing and installing an expansion joint cover	m	12	90 days
17	تقديم وتركيب قساطل فونط أربعة أنش أسود لنوازل المطر ودهانه باللون الأسود	Providing and installing 4" cast iron pipes for the rain gutters and painting them black	m	25	90 days
18	تقديم وتركيب منجور خشبي سويد أو ما يعادله للابواب مع الغال والاكسسوارات والدهان	Providing and installing Swedish wood frames, or an equivalent, for the doors with locks, accessories and paint	m2	70	90 days
19	اصلاح ملاين خشبية	Repairing wooden frames	Item	20	90 days
20	تقديم وتركيب ملاين من خشب السويد أو ما يعادله	Providing and installing frames made from Swedish wood or an equivalent	Item	13	90 days
21	تقديم وتركيب اطار الالواح للكتابة ( كشف مع فك الاطار القديم بعرض 6 سم	Providing and installing casings for the writing boards (6cm casings after removing the old casings)	m	120	90 days
22	تقديم وتركيب سيراميك وطني للجدران	Providing and installing locally made ceramic tiles	m2	20	90 days

23	تقديم مغسلة بورسلين مع رف وسيفون ومراية وحنفية	Providing and installing a porcelain sink with a shelf, flange, mirror and faucet	Item	5	90 days
24	تقديم وتركيب حنفية 2/1 أنش كروم قلب نحاس	Providing and installing ½ inch chrome-coated brass faucet	Item	26	90 days
25	تقديم وتركيب واقية حماية للحنفية من الحديد المزيبق سماكة 2 ملم	Providing and installing a faucet protection made from 2mm thick galvanized iron	Item	6	90 days
26	تعزيل مرحاض عربي وتسليكه مع ترحيل النواتج	Cleaning and draining Arabic toilets with removing the sludge	Item	10	90 days
27	تعزيل جورة تفتيش مع الترحيل	Cleaning and draining manholes with removing the sludge	Item	4	90 days
28	تقديم وتركيب رخام رحيباني أو ما يعادله سماكة 3 سم	Providing and installing 3cm thick Rheibani marble, or equivalent	m2	70	90 days
29	تقديم وتركيب بلاط أرضية 30 * 30 أسمنت أسود	Providing and installing 30x30cm pavement tiles with black cement	m2	100	90 days
30	جلي بلاط	Polishing the tiles	m2	2500	90 days
31	تأهيل وصيانة مقاعد دراسية ( تركيب صندوق + مسند + أرضية الجلوس ) مع الدهان والراعي	Rehabilitating and maintaining school desks (fixing boxes, backs, seats) with screws and paint	Item	200	90 days
32	تقديم مقاعد دراسية كاملة لثلاث طلاب	Providing school desks seating three students	Item	50	90 days
33	تقديم وتركيب رخام رحيباني أو ما يعادله سماكة 4 سم مع الدمج	Providing and installing 4cm Rheibani marble with rounding the edges	m2	5	90 days
34	تقديم طاولة كمبيوتر	Providing computer desks	Item	6	90 days
35	تقديم وتركيب نيون مزدوج لد مع عاكس 120 سم 24 واط مع قاعدة النيون	Providing and installing double power saving 24w 120cm LED lights with reflectors and chassis	Item	48	90 days
36	تقديم وتركيب نيون مزدوج لد 120 سم 24 واط مع قاعدة النيون	Providing and installing double 24w 120cm LED lights with chassis	Item	3	90 days
37	تقديم وتركيب لمبات توفير طاقة لد 18 واط مع القاعدة الثابتة والسوكة	Providing and installing power saving 18w LED bulbs with the chassis and socket	Item	160	90 days
38	تقديم وتركيب مفاتيح انارة مع القاعدة ( شمير بلاك علبة )	Providing and installing light switches, Vimar or an equivalent brand, with the box and frame	Item	120	90 days
39	تقديم وتركيب أسلاك كهربائية 2/1 م2 نوع مربع حوش بلاس أو ما يعادله	Providing and installing locally made wires, Hosh Blas or an equivalent brand, 1/2m2, a 100m pack	Pack	20	90 days
40	تقديم وتركيب أسلاك كهربائية 5/2 م2 نوع مربع حوش بلاس أو ما يعادله	Providing and installing locally made wires, Hosh Blas or an equivalent brand, 2/5m2, a 100m pack	Pack	20	90 days
41	تقديم وتركيب مأخذ كهربائية موديل أمريكي مع علب المأخذ	Providing and installing American sockets with the boxes	Item	70	90 days
42	تقديم وتركيب قواطع كهربائية عيار 10 أمبير - 16 أمبير - 32 أمبير	Providing and installing 10Amp, 16Amp and 32Amp breakers	Item	16	90 days
43	تقديم وتركيب لوحة كهربائية مع التوصيلات	Providing and installing an electric panel with the required wirings	Item	1	90 days
44	تقديم وتركيب كبل أنتر فون مع المأخذ والجكات المناسبة	Providing and installing intercom cable with a socket and plugs	Pack	1	90 days

45	تعزير المداخن	Cleaning the chimneys	Item	33	90 days
46	تقديم وتركيب خزان مياه بلاستيك مع كافة الاكسسوارات ( فواشة سكر وصلات ) سعة 5000 لتر	Providing and installing a 5000 lt. plastic water tank with all accessories (floater, valves, elbows)	Item	1	90 days
47	تقديم وتركيب لوحة كرة السلة مع مستلزمات اللوحة	Providing and installing the basketball board and its accessories	Item	2	90 days
48	تقديم وتركيب أطراف أرصفة بيتونية	Providing and installing concrete pavement sides	m	25	90 days
49	تقديم وتركيب جرس كهربائي مع التوصيلات اللازمة	Providing and installing an electrical bell with the required wiring	item	1	90 days

على العارض الالتزام بما يلي:		The bidder is required to comply with the following:
أن يكون مسجلاً في نقابة المقاولين أو نقابة المهندسين و لديه حساب مصرفي وعلى العارض تقديم الوثائق التي تثبت ذلك من الجهات المعنية.	He must be registered in the Contractors' Association or in the Engineers Syndicate and has a bank account. The bidder must also submit documents from the concerned parties proving that.	
يشترط على العارض ان يكون لديه خبرة ثلاث سنوات على الأقل في مشاريع مشابهة، و أن يكون منفذاً على الأقل مشروعين مشابهيين.	The bidder must have 3 years' experience in similar projects, and should have implemented at least two similar projects.	
مدة التنفيذ 90 يوما من تاريخ المباشرة وتسليم موقع العمل.	The execution period is 90 days from the date of commencement and delivery of the work site	
يتم الاحتفاظ بقيمة 10% من القيمة الإجمالية للعقد لحين الاستلام النهائي للمشروع.	10% of the total value of the contract is retained until the final receipt of the project.	
يتم خصم خمسة بالألف من قيمة العقد عن كل يوم تأخير على أن لا تتجاوز مدة التأخير أكثر من 15 يوم.	0.5% of the contract value shall be deducted for each day of delay provided that the delay shall not exceed 15 days.	
كافة أعمال التأهيل الواردة في هذا العقد تتم تحت رقابة ومتابعة جهاز إشرافي من الجهة المستفيدة إضافة إلى كادر المشروع المعين عن طريق برنامج الأمم المتحدة الإنمائي.	All rehabilitation works included in this contract are under the supervision and follow-up of a supervisory body of the beneficiary as well as the staff of the project designated through the United Nations Development Program.	
يجوز تقديم العروض بالدولار الأمريكي على أن يتم الصرف للعروض التي تقدم بالدولار الأمريكي باليرة السورية على سعر صرف الأمم المتحدة المعتمد بتاريخ تقديم الفاتورة.	Bids may be submitted in US Dollars provided that the payment is done in Syrian Pounds based on the United Nations Exchange Rate of the date of the invoice submission.	
المنظمة غير مسؤولة عن زيادة الأسعار بعد إرساء العقد وعلى العارض تنفيذ الأعمال بالأسعار التي تم التقدّم بموجبها على المناقصة ولغاية انتهاء مدة تنفيذ المشروع.	The Organization is not responsible for the increase in prices after the award of the contract and the bidder must execute the works at the prices at which the tender was submitted until the end of the project execution period.	
التقيد بالشروط المتعلقة بتنفيذ الأعمال المذكورة أعلاه وفق معايير الجودة القياسية ومواصفات الجهات المعتمدة بهذا المجال ودفتر الشروط الفنية الخاص بهذا العقد والمدرج أعلاه.	Compliance with the conditions related to the implementation of the above work in accordance with the quality standards and specifications of the accredited bodies in this area and the book of technical conditions for this contract listed above.	
مدة ضمان أعمال المشروع سنة ميلادية واحدة بعد تنظيم محضر التنفيذ النهائي يكون العارض خلالها ملزم بتقديم الصيانة الكاملة لأي خلل طارئ ناتج عن سوء التنفيذ .	The period of guarantee of project works is 1 Year after issuing the final execution minutes. The bidder shall be obliged to provide full maintenance for any emergency defect resulting from poor implementation.	
يتم حساب كشف الأعمال المنفذة وفق الأعمال الفعلية والمنجزة ويوقع على الكشف المهندس المشرف من كادر المشروع والمشرفين من الجهة المستفيدة ويتم الصرف وفق ذلك وبالسعر المقدم بالعرض وحسب الكميات المقررة والمنفذة وفق الجدول أعلاه.	The works performed shall be calculated according to the actual and completed works. The supervising engineer shall be signed by the supervisors of the project staff and the supervisors from the beneficiary. Payment shall be made accordingly and at the price quoted in the bid and according to the quantities determined and executed according to the above table.	

The bidder shall be responsible for coordinating with the beneficiary to take all approvals.	العارض مسؤول عن التنسيق مع الجهة المستفيدة لأخذ كافة الموافقات.
The bidder shall be responsible for carrying out the maintenance and handling any emergency error. The bidder shall bear full responsibility for any damage caused to the workers.	العارض مسؤول عن تنفيذ الصيانة ومعالجة أي خطأ طارئ، كما يتحمل العارض المسؤولية الكاملة على كل ضرر يقع على العمال.
The bidder shall use the materials as mentioned in the inventory. The administrative staff of the project and the supervisors and follow-up committee are directly responsible for checking the quality of the materials used, their efficiency and the quality of the engineering work performed.	على العارض استخدام مواد وفق ما هو مذكور بالكشف، ويعد الكادر الإداري للمشروع مسؤول بشكل مباشر عن تدقيق جودة المواد المستخدمة ومدى كفاءتها وعن جودة العمل الهندسي المنفذ
The minutes of completion of the completed work shall be organized with the time due to submit each invoice. The minutes of execution of the final work shall be organized by the end of the project period, indicating the results achieved and the results achieved by the project.	يتم تنظيم محضر إنجاز عمل بالأعمال التي تم إنجازها بالوقت المستحق لرفع كل فاتورة , كما يتم تنظيم محضر تنفيذ عمل نهائي بنهاية مدة المشروع , يتم فيه ذكر ما تم تحقيقه والنتائج التي توصل لها المشروع.
The payment shall be made in two instalments according to the completion rate. The first instalment shall be after 45 days, as per the completion percentage of the required work. The management shall have the right to retain 10% of the value of the total value of the work until the final receipt of the project.	يتم صرف الكشف على دفعتين وفقاً لنسب الانجاز, الدفعة الأولى بعد 45 يوم حسب نسبة الإنجاز من حجم الأعمال المطلوبة ويحق للإدارة الاحتفاظ بنسبة (10%) من قيمة الأعمال من القيمة الاجمالية لحين الاستلام النهائي للمشروع.
The value of the item shall not be paid out of the contract if it does not comply with the specified conditions.	لا يتم صرف قيمة البند من العقد في حال عدم مطابقته مع الشروط المحددة.
The contractor shall ensure all necessary signs of indication of normal and fluorescent and luminous to secure the places of implementation and ensure the traffic of persons and vehicles and all that is necessary in a safe manner without causing any accidents or damage to the project or persons or vehicles.	يلتزم المتعهد بتأمين كل ما يلزم من اشارات دلالة عادية و فوسفورية و مضيئة لتأمين اماكن التنفيذ و تأمين حركة المرور للأشخاص و الآليات و كل ما يلزم بشكل آمن دون وقوع أي حوادث أو اضرار بالمشروع أو الأشخاص أو الآليات.
The contractor shall take all the precautionary measures in accordance with the team supervising the project for the public and private protection and safety of the project workers. The contractor also bears full responsibility, in the event of any public/private human or physical damages to souls, property, vehicles and public facilities during the Project duration. The UNDP is, therefore, not liable and takes no blame for any such incidents, in case happened. The contractor shall be responsible for paying all compensations and indemnities to their eligible recipients and shall submit a written statement about that.	على المتعهد اتخاذ كافة التدابير والاحتياطات اللازمة وفق رأي الجهة المشرفة على المشروع من أجل الحماية والسلامة العامة والخاصة لعاملي المشروع، حيث يتحمل المتعهد كامل المسؤولية في حال حدوث أي أضرار بشرية أو مادية خاصة أو عامة في الأرواح والممتلكات والآليات والمرافق العامة أثناء فترة المشروع , وبرنامج الأمم المتحدة الإنمائي بريء الذمة وليس له أي علاقة بذلك حيث تقع على عاتق المتعهد دفع كافة التعويضات والأضرار في حال حصولها لمستحقيها أصولاً وتقديم تصريح خطي بذلك
The bidder shall inspect the work site and match the required works according to the mentioned in the schedule and the above-mentioned works with the work needs and the opinion of the supervising authority of the project and he must submit his offer accordingly. Bids shall be submitted on the basis of a field visit to the site. Bids whose submitters did not participate in the field visit shall not be accepted.	على العارض معاينة موقع العمل ومطابقة الأعمال المطلوبة وفق المذكور في جدول وكشف الأعمال المبين أعلاه مع احتياجات العمل ورأي الجهة المشرفة على المشروع وعليه أن يقدم عرضه بناءً على ذلك. يتم تقديم العرض بناءً على زيارة ميدانية للموقع ولن يتم قبول العروض التي لم يشارك مقدميها بالزيارة الميدانية.

## 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)	DAP
Exact Address of Delivery/Installation Location	Rural Damascus Governorate, Harasta City.
Mode of Transport Preferred	N/A
UNDP Preferred Freight Forwarder, if any <sup>2</sup>	N/A
Distribution of shipping documents (if using freight forwarder)	N/A
Customs, if required, clearing shall be done by:	N/A
Ex-factory / Pre-shipment inspection	N/A
Inspection upon delivery	According to the SOW
Installation Requirements	According to the SOW
Testing Requirements	According to the SOW
Scope of Training on Operation and Maintenance	According to the SOW
Commissioning	According to the SOW
Warranty Period	12 months
Local Service Support	According to the SOW
Technical Support Requirements	According to the SOW
After-sale services Requirements	According to the SOW
Payment Terms (max. advanced payment is 20% as per UNDP policy)	<p>Payment shall be made in two instalments:</p> <p>1- The first of which is no before 45 days according to the percentage of completion of the work, organized according to a statement signed by the supervisory committee, with keeping 10% of the value of work until the final receipt of the project.</p> <p>2- The second payment will be release within 30 days from the date of complete installation and acceptance of the works.</p>

<sup>2</sup>A 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.



Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Works based on full compliance with ITB requirements
All documentations, including catalogues, instructions and operating manuals, shall be in this language	English. Official Papers are accepted in Arabic

## Section 6: Returnable Bidding Forms / Checklist

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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:

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ 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"/>
▪ Form G: Form of Bid Security	
▪ [Add other forms as necessary]	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<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-SYR-ITB-115-18		

We, the undersigned, offer to supply the goods and related services required for [Insert Title of goods and services] in accordance with your Invitation to Bid No. [Insert ITB Reference Number] 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 [Insert amount in words and figures and indicate currency].

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

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent)</b> <i>(If yes, provide a Copy of the valid Certificate):</i>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment?</b> <i>(If yes, provide a Copy of the valid Certificate):</i>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy?</b> <i>(If yes, provide a Copy)</i>	[Complete]
<b>Does your organization demonstrates 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</b>	[Complete]
<b>Is your company a member of the UN Global Compact</b>	[Complete]

<b>Contact person that UNDP may contact for requests for clarifications during Bid evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured.</li> <li>▪ Valid Certificate of Incorporation/ Business Registration in the construction or engineering works, or a membership certificate in the Contractors Association or Engineers Syndicate.</li> <li>▪ Documented timetable for delivery of the items of the contract meets the required execution period.</li> <li>▪ A proofing letter confirms the offering of the warranty period for 12 months from the date of completion of works and final receipt.</li> <li>▪ Latest Audited Financial Statements (Income Statement and Balance Sheet) including Auditor's Report for the past (3 years).</li> <li>▪ List and value of projects performed with similar nature and complexity (at least two projects), plus client's contact details who may be contacted for further information on those contracts.</li> <li>▪ A confirmation Statement that the contractor shall provide the security and safety equipment for the workers and the work area including special signs and plates.</li> </ul>

## Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	UNDP-SYR-ITB-115-18		

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]

<b>Name of leading partner</b> (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:	UNDP-SYR-ITB-115-18		

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			
<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 5 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	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<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) for the years required above complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
  - Historic financial statements must be audited by a certified public accountant;
  - Historic financial statements must correspond to accounting periods already completed and audited.
- 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-SYR-ITB-115-18		

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 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.2 Relevance of specialized knowledge and experience on similar engagements done in the region/country. At least two debris/solid waste removal projects. The Bidder should submit a detailed description of the projects executed (quantities, value, beneficiary, and a performance assessment by the beneficiary including the latter's contact details)
- 1.3 Bank account, and a commercial registration certificate, and a document of authentication from the concerned authorities.
- 1.6 Document confirming the ownership of the vehicles or renting them.

### 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 A detailed description of how the Bidder will deliver the required goods and services, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 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.
- 2.3 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

Goods and services to be Supplied and Technical Specifications	Your response				
	Compliance with technical specifications		Delivery Date <i>(confirm that you comply or indicate your delivery date)</i>	Quality Certificate /Export Licenses, etc. <i>(indicate all that apply and attach)</i>	Type no. & Country of Origin
	Yes, we comply	No, we cannot comply <i>(indicate discrepancies)</i>			
1-Maintenance & Rehabilitation of Esam Mahmalji School in Harasta – 1st Building صيانة وتأهيل مدرسة عصام محملجي بحرستا -البناء الأول					
Required Works الأعمال المطلوبة		Offered Works الأعمال المقدمة			
تقديم وتركيب منجور خشبي سويد أو ما يعادله لزوم الأبواب مع الملاين والغال والطوية والاكسسوارات اللازمة مع الدهان	Providing and installing Swedish wooden frames, or an equivalent, for the doors, in addition to casings, locks, handles and required accessories and paint				
تقديم وتركيب منجور المينوم وطني مع البلور والاكسسوارات اللازمة	Providing and installing locally made aluminum frames with the panes and accessories required				
تقديم وتركيب رخام تركي أو ما يعادله سماكة 2سم لزوم الملاين مع الدمج عند الضرورة	Providing and installing 2cm thick Turkish marble, or an equivalent, for the frames with rounding the edges, when necessary				
هدم وتكسير ( بلوك - بيتون ) مع الترحيل	Demolishing and removing blocks/concrete				
تقديم وبناء بلوك مختلف السماكات	Providing and building blocks in assorted thicknesses				
تقديم وتنفيذ بيتون مسلح عيار كغ 350/ 3م	Providing and executing 350/m3 reinforced concrete				
قشر طينة وسيراميك	Removing ceramic tiles and render layer				
تقديم وتركيب نعل بلاط 10سم موزيك	Providing and installing 10cm mosaic baseboard tiles				
تقديم وتركيب بلاط ( 30*30 سم ) اسمنت أبيض مع الترويب	Providing and installing 30x30cm tiles with white cement and grouting				
تقديم وتركيب بلاط ارصفة ( 30 * 30 سم ) لزوم باحة المدرسة باسمنت أسود	Providing and installing 30x30cm pavement tiles for the school yard with black cement				
تقديم وتركيب بلاط ( 30*30 سم ) اسمنت أسود مع الترويب	Providing and installing 30x30cm tiles with black cement and grouting				
تقديم وتركيب رخام رحيباني أو ما يعادله سماكة 3 سم	Providing and installing 3cm thick Rheibani marble, or an				

لزوم الادراج ومنصات القاعات الدراسية	equivalent, for the stairs and classroom platform					
اصلاح منصات القاعات الدراسية ( فك واعادة تركيب الوزبيك )	Repairing classrooms platforms (uninstalling/reinstalling)					
تقديم وتركيب سيراميك وطني نخب أول	Providing and installing locally made ceramic tiles					
تقديم وتنفيذ طينة داخلية 3 وجوه بأسمنت اسود عيار 300 كغ / م3	Providing and executing 3 layers of internal casting with 300kg/ m3 black cement					
تقديم وتنفيذ رشة تيرولية بأسمنت أبيض	Providing and executing external white rendering					
تقديم وتنفيذ طينة خارجية وجهين عيار 300كغ / م3	Providing and executing 2 layers of 300kg/ m3 black cement internal casting					
تقديم وتركيب منجور معدني مع الغال والاكسسوارات اللازمة والدهان وجهين لزوم أبواب المدرسة والابواب الداخلية	Providing and installing metal frames with locks and required accessories in addition to two layers of paint for the school gates and interior doors					
تقديم وتنفيذ دهان لوح الكتابة مع المعجونة والحف 3 وجوه واصلاح حمالة الطباشير والكشف	Providing and executing 3 layers of paint for the writing boards with pasting and sanding and repairing the chalks holder and casings					
تقديم وتركيب مغسلة 40 * 60 سم بورسلين مع الحنفية والسيفون والرف	Providing and installing 40x60cm porcelain sink with faucet, flange and shelf					
تعزيل وتسليك مرحاض عربي	Cleaning and draining Arabic toilets					
تعزيل مداخن	Cleaning chimneys					
تقديم وتنفيذ دهان زيتاني 3 وجوه مع المعجونة	Providing and executing 3 layers of oil paint with pasting					
تقديم وتنفيذ دهان طرش بلاستيك على 3 وجوه مع المعجونة والحف	Providing and executing 3 layers of plastic paint with pasting and sanding					
تأهيل وصيانة مقاعد دراسية ( تركيب صندوق -مسند - أرضية الجلوس ) مع دهان والبراغي اللازمة	Rehabilitating and maintaining school desks (installing boxes, backs and seats) with paint and required screws					
تقديم مقاعد دراسية كاملة لثلاث طلاب	Providing big school desks seating three students					
فك باب - نافذة	Uninstalling doors and windows					
تقديم وتركيب لوحة باليه كرة سلة كاملة فيبر مع التخطيط والحلقة والشبك	Providing and installing a complete basketball fiber board including lines, ring and net					
تقديم وتركيب خزان ماء صاج مزبيق سعة 2 م3 سماكة 2 مم كامل مع السكر والفواشة	Providing and installing 2 m3 galvanized metal water tank, 2mm thick, with valves and floaters					

تقديم وتركيب قسطل بلاستيك 4 انش ضغط عالي لزوم النوازل المطرية	Providing and installing 4" high pressure plastic pipes for the rain gutters					
تقديم وتركيب نيون مزدوج لد مع عاكس 24 واط موفر للطاقة كامل مع القاعدة والتثبيت	Providing and installing double power saving 24w LED lights with reflectors, chassis and fixation					
تقديم وتركيب نيون مزدوج لد مع عاكس 24 واط م كامل مع القاعدة	Providing and installing double 24w LED lights with reflectors, chassis					
تقديم وتركيب لمبة توفير طاقة لد 18 واط مع القاعدة والسوكة	Providing and installing power saving 18w LED lights with the chassis and socket					
تقديم وتركيب مفاتيح انارة نوع فيمر أو ما يعادله مع ( العلبة - البلاك - الشمير )	Providing and installing light switches, Vimar or an equivalent brand, with the box and frame					
تقديم وتركيب مأخذ كهربائية موديل أمريكي مع ( العلبة - البلاك - الشمير )	Providing and installing American sockets with the boxes and frames					
تقديم وتركيب لوحة كهربائية مع التوصيلات اللازمة والقواطع المناسبة	Providing and installing an electric panel with the proper breakers and required wirings					
تقديم وتركيب جرس كهربائي مع التوصيل لازم	Providing and installing an electrical bell with the required connection					
تقديم وتركيب أسلاك كهربائية وطني نوع حوش بلاس أو ما يعادله 5/1 م 2 ربطة بطول 100م	Providing and installing locally made wires, Hosh Blas or an equivalent brand, 1/5m2, a 100m pack					
تقديم وتركيب أسلاك كهربائية وطني نوع حوش بلاس أو ما يعادله 5/2 م 2 ربطة بطول 100م	Providing and installing locally made wires, Hosh Blas or an equivalent brand, 2/5m2, a 100m pack					
تقديم وتركيب تيب بلاستيك 20 ملم	Providing and installing 20mm plastic tubes					

## 2-Maintenance & Rehabilitation of Harasta 1st School for Girls

صيانة وتأهيل مدرسة حراستا الأولى للبنات

Required Works الأعمال المطلوبة	Offered Works الأعمال المقدمة					
تقديم وتركيب منجور المينوم وطني مع البلور والاكسسوارات اللازمة	Providing and installing locally made aluminum frames with the panes and accessories required					
تقديم وتركيب منجور خشبي سويد أو ما يعادله لزوم الأبواب مع الملاين والغال والطوبة والاكسسوارات اللازمة مع الدهان	Providing and installing Swedish wooden frames, or an equivalent, for the doors, in addition to casings, locks, handles and required accessories and paint					
ترحيل ردميات	Removing/transferring rubble					

تقديم وتنفيذ طينة داخلية 3 وجوه بأسمنت اسود عيار 300 كغ /م <sup>3</sup>	Providing and executing 3 layers of internal casting with 300kg/m <sup>3</sup> black cement					
قشر طينة وسيراميك	Removing ceramic tiles and internal render					
تقديم وتنفيذ رشة تيرولية باسمنت أبيض	Providing and executing white cement rendering					
اصلاح مندلون خشب بأبعاد مختلفة مع تركيب البلور والدهان والاكسسوارات اللازمة	Repairing wooden sashes of different dimensions with installing the pane, painting and required accessories					
اصلاح مندلون حديد بأبعاد مختلفة مع تركيب البلور والدهان والاكسسوارات اللازمة	Repairing iron sashes of different dimensions with installing the pane, painting and required accessories					
اصلاح باب حديد مع تركيب الغال وطوبة ودهان والاكسسوارات اللازمة وتركيب البلور	Repairing iron doors, installing locks, handles and required accessories and painting and installing the panes					
تقديم وتركيب باب حديد مع الغال والطوبة والدهان والاكسسوارات اللازمة وتركيب البلور	Providing and installing iron doors, locks, handles and required accessories and panes and painting them					
اصلاح حديد حماية للكرديور بأبعاد ( 1.5 متر * 3.25 م) مع دهان	Repairing and painting the corridor iron grills (1.5x3.25m)					
تقديم وتركيب حماية حديد للكرديور بأبعاد (1.5 م * 3.25 م) مع دهان	Providing and installing the corridor iron grills (1.5x3.25m)					
تقديم وتركيب بناء بلوك مختلف السماكات	Providing and installing blocks of assorted thicknesses					
تقديم وتنفيذ بيتون مسلح عيار 350 كغ / م <sup>3</sup> لزوم الشيناج وعمد السطح	Providing and installing 350kg/ m <sup>3</sup> reinforced concrete for the roof chaining and posts					
تقديم وتركيب بيتون مغموس عيار 250 كغ / م <sup>3</sup>	Providing and installing 250kg/ m <sup>3</sup> immersed concrete					
تقديم وتركيب سيراميك وطني	Providing and installing locally made ceramic tiles					
تقديم وتنفيذ دهان لوح الكتابة مع المعجونة على ثلاثة وجوه والحف واصلاح حمالة الطباشير والكشف	Providing and executing the painting and sanding of writing boards (3 layers) and repairing the chalks holder and casings					
اصلاح منصة اللوح الرخام	Repairing the marble classroom platform					
تقديم وتركيب رخام رحيباني أو ما يعادله سماكة 3 سم للجسلة و2 سم للواقفة مع الجلي والدمج لزوم الادراج	Providing and installing Rheibani marble, or an equivalent, for the stairs - 3cm thick for the tread and 2cm thick for the riser with polishing rounding the edges					
تقديم وتركيب بلاط ( 30*30 سم ) اسمنت أبيض مع الترويب	Providing and installing 30x30cm tiles with white cement and grouting					

تقديم وتركيب بلاط أرصفة ( 30*30 سم ) اسمنت أسود مع الترويب	Providing and installing 30x30cm pavement tiles with black cement and grouting					
تقديم وتركيب قسطل بلاستيك 4 انش ضغط عالي لزوم النوازل المطرية	Providing and installing high pressure 4" plastic pipes for the rain gutters					
تصليح وتركيب مداخن واصلاح الطيات	Repairing and installing chimneys and repairing the caps					
تعزيل مداخن	Cleaning the chimneys					
تقديم وتركيب حنفية كروم 5/1 انش للمشارب	Providing and installing 1/5" chrome faucets for the drinking facilities					
تقديم وتركيب واقية حماية للحنفية من الحديد المزيبق سماكة 2 ملم	Providing and installing faucet protection of 2mm thick galvanized iron					
تقديم وتركيب مغسلة بورسلين مع الحنفية والرف والمرآة والسيفون قياس 40 * 60 سم	Providing and installing 40x60cm porcelain sinks with faucets, shelves, mirrors and flanges					
تقديم وتركيب خزان ماء صاج مزيبق سعة 2 م3 سماكة 2ملم كامل مع السكر والفواشة	Providing and installing 2 m3 galvanized metal water tank, 2mm thick, with valves and floaters					
تقديم وتنفيذ دهان زيتاتي مع المعجونة ثلاثة وجوه	Providing and executing three layers of oil paint and paste					
تقديم وتنفيذ دهان طرش بلاستيك 3 وجوه مع الحف والمعجونة	Providing and executing 3 layers of plastic paint with sanding and pasting					
اصلاح مقاعد دراسية (تركيب صندوق - مسند - أرضية الجلوس ) مع دهان والبراغي اللازمة	Repairing school desks (fixing boxes, backs, seats) with the screws and paint					
تقديم وتركيب نيون مزدوج لد مع عاكس 24 واط موفر للطاقة كامل مع القاعدة والتثبيت	Providing and installing double power saving 24w LED lights with reflectors, chassis and fixation					
تقديم وتركيب نيون مزدوج لد 24 واط موفر للطاقة كامل مع القاعدة والتثبيت	Providing and installing double power saving 24w LED lights with chassis and fixation					
تقديم وتركيب لمبة توفير 18 واط مع القاعدة والسوكة	Providing and installing power saving 18w LED lights with the chassis and socket					
تقديم وتركيب مفاتيح انارة فيمر أو ما يعادله مع البلاك والغطاء والقاعدة	Providing and installing light switches, Vimar or an equivalent brand, with the box and frame					
تقديم وتركيب ماخذ نوع فيمر أو ما يعادله موديل امريكي مع البلاك والشمبر والغطاء	Providing and installing American sockets, Vimar or an equivalent brand, with the boxes and frames					

تقديم وتركيب أسلاك كهربائية وطني نوع حوش بلاس أو ما يعادله 5/1 ملم	Providing and installing locally made wires, Hosh Blas or an equivalent brand, 1/5mm					
تقديم وتركيب أسلاك كهربائية وطني نوع حوش بلاس أو ما يعادله 5/2 ملم ربطة بطول	Providing and installing locally made wires, Hosh Blas or an equivalent brand, 2/5m					
تقديم وتركيب لوحة كهربائية مع التوصيلات والقواطع الكهربائية اللازمة	Providing and installing an electric panel with the proper breakers and required wirings					
تقديم وتركيب جرس كهربائي مع التوصيلات اللازمة	Providing and installing an electrical bell with the required connection					

### 3-Maintenance & Rehabilitation of Muhammad Al-Horani Preparatory School

صيانة وتأهيل إعدادية محمد الحوراني في حرستا

Required Works الأعمال المطلوبة	Offered Works الأعمال المقدمة					
هدم بناء (بلوك- بيتون) مع الترحيل	Demolishing and transferring blocks and concrete					
نزع بلاط وسيراميك مع ترحيل النواتج	Removing and transferring floor tiles and ceramics					
تقديم وبناء بلوك مختلف السماكات	Providing and building blocks of different thicknesses					
تقديم وصب بيتون مسلح عيار 350 كغ / م <sup>3</sup>	Providing and pouring 350kg/m <sup>3</sup> reinforced concrete					
تقديم وصب كورنيشات 10*25 سم	Providing and pouring 25x10cm interior trims					
قشر طينة	Removing renders					
تقديم وتنفيذ طينة داخلية ثلاث وجوه على القدة باسمنت أسود	Providing and executing 3 layers of wired internal casing with black cement					
تقديم وتنفيذ طينة خارجية وجهين باسمنت أسود	Providing and executing 2 layers of external rendering with black cement					
تقديم وتنفيذ رشة تيرولية باسمنت أبيض	Providing and executing white cement external rendering					
تقديم وتنفيذ دهان زيتي ثلاث وجوه مع المعجونة ثلاث وجوه	Providing and executing 3 layers of oil paint with 3 layers of paste					
تقديم وتنفيذ دهان طرش بلاستيكي ثلاث وجوه	Providing and executing 3 layers of plastic paint					
تقديم وتنفيذ دهان منجور معدني وجهين مع الحف	Providing and executing 2 layers of metal frame paint with sanding					
تقديم وتنفيذ دهان لوح كتابي مع معجونة كاملة ثلاث وجوه واصلاح حمالة الطباشير والكشف	Providing and executing 3 layers of pasting and painting writing boards and repairing the chalk holders and casings					
تقديم وتنفيذ نعل رخام	Providing and executing marble baseboards					
تقديم وتركيب منجور ألومنيوم وطني مع البلور	Providing and installing locally made aluminum frames and					

	panes					
تقديم وتركيب غطاء فاصل تمدد	Providing and installing an expansion joint cover					
تقديم وتركيب قساطل فونط أربعة أنش أسود لنوازل المطر ودهانه باللون الأسود	Providing and installing 4" cast iron pipes for the rain gutters and painting them black					
تقديم وتركيب منجور خشبي سويد أو ما يعادله للابواب مع الغال والاكسسوارات والدهان	Providing and installing Swedish wood frames, or an equivalent, for the doors with locks, accessories and paint					
اصلاح ملاين خشبية	Repairing wooden frames					
تقديم وتركيب ملاين من خشب السويد أو ما يعادله	Providing and installing frames made from Swedish wood or an equivalent					
تقديم وتركيب اطار الالواح للكتابية ( كشف مع فك الاطار القديم بعرض 6 سم	Providing and installing casings for the writing boards (6cm casings after removing the old casings)					
تقديم وتركيب سيراميك وطني للجدران	Providing and installing locally made ceramic tiles					
تقديم مغسلة بورسليين مع رف وسيفون ومرآة وحنفية	Providing and installing a porcelain sink with a shelf, flange, mirror and faucet					
تقديم وتركيب حنفية 2/1 أنش كروم قلب نحاس	Providing and installing ½ inch chrome-coated brass faucet					
تقديم وتركيب واقية حماية للحنفية من الحديد المزيبق سماعة 2 ملم	Providing and installing a faucet protection made from 2mm thick galvanized iron					
تعزيل مرحاض عربي وتسليكه مع ترحيل النواتج	Cleaning and draining Arabic toilets with removing the sludge					
تعزيل جورة تفتيش مع الترحيل	Cleaning and draining manholes with removing the sludge					
تقديم وتركيب رخام رحيباني أو ما يعادله سماعة 3 سم	Providing and installing 3cm thick Rheibani marble, or equivalent					
تقديم وتركيب بلاط أرصفة 30 * 30 أسمنت أسود	Providing and installing 30x30cm pavement tiles with black cement					
جلي بلاط	Polishing the tiles					
تأهيل وصيانة مقاعد دراسية ( تركيب صندوق + مسند + أرضية الجلوس ) مع الدهان والراعي	Rehabilitating and maintaining school desks (fixing boxes, backs, seats) with screws and paint					
تقديم مقاعد دراسية كاملة لثلاث طلاب	Providing school desks seating three students					
تقديم وتركيب رخام رحيباني أو ما يعادله سماعة 4 سم مع الدمج	Providing and installing 4cm Rheibani marble with rounding the edges					



تقديم طاولة كمبيوتر	Providing computer desks					
تقديم وتركيب نيون مزدوج لد مع عاكس 120 سم 24 واط مع قاعدة النيون	Providing and installing double power saving 24w 120cm LED lights with reflectors and chassis					
تقديم وتركيب نيون مزدوج لد 120 سم 24 واط مع قاعدة النيون	Providing and installing double 24w 120cm LED lights with chassis					
تقديم وتركيب لمبات توفير طاقة لد 18 واط مع القاعدة الثابتة والسوكة	Providing and installing power saving 18w LED bulbs with the chassis and socket					
تقديم وتركيب مفاتيح انارة مع القاعدة ( شمبر بلاك علبة )	Providing and installing light switches, Vimar or an equivalent brand, with the box and frame					
تقديم وتركيب أسلاك كهربائية 2/1 م2 نوع مربع حوش بلاس أو ما يعادله	Providing and installing locally made wires, Hosh Blas or an equivalent brand, 1/2m2, a 100m pack					
تقديم وتركيب أسلاك كهربائية 5/2 م2 نوع مربع حوش بلاس أو ما يعادله	Providing and installing locally made wires, Hosh Blas or an equivalent brand, 2/5m2, a 100m pack					
تقديم وتركيب مأخذ كهربائية موديل أمريكي مع علب المأخذ	Providing and installing American sockets with the boxes					
تقديم وتركيب قواطع كهربائية عيار 10 أمبير - 16 أمبير - 32 أمبير	Providing and installing 10Amp, 16Amp and 32Amp breakers					
تقديم وتركيب لوحة كهربائية مع التوصيلات	Providing and installing an electric panel with the required wirings					
تقديم وتركيب كبل أنترفون مع المأخذ والجكات المناسبة	Providing and installing intercom cable with a socket and plugs					
تعزيل المداخن	Cleaning the chimneys					
تقديم وتركيب خزان مياه بلاستيك مع كافة الاكسسوارات ( فواشة سكر وصلات ) سعة 5000 لتر	Providing and installing a 5000 lt. plastic water tank with all accessories (floater, valves, elbows)					
تقديم وتركيب لوحة كرة السلة مع مستلزمات اللوحة	Providing and installing the basketball board and its accessories					
تقديم وتركيب أطراف أرصفة بيتونية	Providing and installing concrete pavement sides					
تقديم وتركيب جرس كهربائي مع التوصيلات اللازمة	Providing and installing an electrical bell with the required wiring					

<b>Other Related services and requirements</b> <i>(based on the information provided in Section 5b)</i>	<b>Compliance with requirements</b>		<b>Details or comments on the related requirements</b>
	<b>Yes, we comply</b>	<b>No, we cannot comply</b> <i>(indicate discrepancies)</i>	
Delivery location in designated areas in Harasta City			
Validity of offer for 90 days.			
Delivery period within 90 days			
Previous Experience in similar projects.			

### 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 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 goods and/or services.

### Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/ Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i> <ul style="list-style-type: none"><li>▪ Name of institution: [Insert]</li><li>▪ Date of certification: [Insert]</li></ul>
<b>Employment Record/ Experience</b>	<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]
<b>References</b>	<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-SYR-ITB-115-18		

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.

Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be listed separately.

**Currency of the Bid:** [Insert Currency]

### Price Schedule

1- Maintenance & Rehabilitation of Esam Mahmalji School in Harasta – 1st Building صيانة وتأهيل مدرسة عصام محملجي بحرستا -البناء الأول						
Item #	Description in Arabic	Description in English	UOM	Qty	Unit Price	Total Price
1	تقديم وتركيب منجور خشبي سويد أو ما يعادله لزوم الأبواب مع الملاين والغال والطوبة والاكسسوارات اللازمة مع الدهان	Providing and installing Swedish wooden frames, or an equivalent, for the doors, in addition to casings, locks, handles and required accessories and paint	m2	50		
2	تقديم وتركيب منجور المينوم وطني مع البلور والاكسسوارات اللازمة	Providing and installing locally made aluminum frames with the panes and accessories required	m2	225		
3	تقديم وتركيب رخام تركي أو ما يعادله سماكة 2سم لزوم الملاين مع الدمج عند الضرورة	Providing and installing 2cm thick Turkish marble, or an equivalent, for the frames with rounding the edges, when necessary	m2	100		
4	هدم وتكسير ( بلوك - بيتون ) مع الترحيل	Demolishing and removing blocks/concrete	m3	75		
5	تقديم وبناء بلوك مختلف السماكات	Providing and building blocks in assorted thicknesses	m3	85		
6	تقديم وتنفيذ بيتون مسلح عيار 3م /350 كغ	Providing and executing 350/ m3 reinforced concrete	m3	12		
7	قشر طينة وسيراميك	Removing ceramic tiles and render layer	m2	200		
8	تقديم وتركيب نعل بلاط 10سم موزيك	Providing and installing 10cm mosaic baseboard tiles	m	210		
9	تقديم وتركيب بلاط ( 30*30 سم ) اسمنت أبيض مع الترويب	Providing and installing 30x30cm tiles with white cement and grouting	m2	25		
10	تقديم وتركيب بلاط ارصفة ( 30 * 30 سم ) لزوم باحة	Providing and installing 30x30cm pavement tiles for the school	m2	30		

	المدرسة باسمنت أسود	yard with black cement				
11	تقديم وتركيب بلاط ( 30*30 سم ) اسمنت أسود مع الترويب	Providing and installing 30x30cm tiles with black cement and grouting	m2	20		
12	تقديم وتركيب رخام رحيباني أو ما يعادله سماكة 3 سم لزوم الادرارج ومنصات القاعات الدراسية	Providing and installing 3cm thick Rheibani marble, or an equivalent, for the stairs and classroom platform	m2	130		
13	اصلاح منصات القاعات الدراسية ( فك واعادة تركيب الوزبيك )	Repairing classrooms platforms (uninstalling/reinstalling)	Item	12		
14	تقديم وتركيب سيراميك وطني نخب أول	Providing and installing locally made ceramic tiles	m2	110		
15	تقديم وتنفيذ طينة داخلية 3 وجوه بأسمنت اسود عيار 300 كغ / 3م	Providing and executing 3 layers of internal casting with 300kg/ m3 black cement	m2	300		
16	تقديم وتنفيذ رشة تيروالية بأسمنت أبيض	Providing and executing external white rendering	m2	3000		
17	تقديم وتنفيذ طينة خارجية وجهين عيار 300كغ / 3م	Providing and executing 2 layers of 300kg/ m3 black cement internal casting	m2	600		
18	تقديم وتركيب منجور معدني مع الغال والاكسسوارات اللازمة والدهان وجهين لزوم أبواب المدرسة والابواب الداخلية	Providing and installing metal frames with locks and required accessories in addition to two layers of paint for the school gates and interior doors	Kg	1100		
19	تقديم وتنفيذ دهان لوح الكتابة مع المعجونة والحف 3 وجوه واصلاح حمالة الطباشير والكشف	Providing and executing 3 layers of paint for the writing boards with pasting and sanding and repairing the chalks holder and casings	Item	16		
20	تقديم وتركيب مغسلة 40 * 60 سم بورسلين مع الحنفية والسيفون والرف	Providing and installing 40x60cm porcelain sink with faucet, flange and shelf	Item	6		
21	تعزيل وتسليك مرحاض عربي	Cleaning and draining Arabic toilets	Item	4		
22	تعزيل مداخن	Cleaning chimneys	Item	25		
23	تقديم وتنفيذ دهان زيتاتي 3 وجوه مع المعجونة	Providing and executing 3 layers of oil paint with pasting	m2	1650		
24	تقديم وتنفيذ دهان طرش بلاستيك على 3 وجوه مع المعجونة والحف	Providing and executing 3 layers of plastic paint with pasting and sanding	m2	2250		
25	تأهيل وصيانة مقاعد دراسية ( تركيب صندوق -مسند - أرضية الجلوس ) مع دهان والبراغي اللازمة	Rehabilitating and maintaining school desks (installing boxes, backs and seats) with paint and required screws	Item	150		
26	تقديم مقاعد دراسية كاملة لثلاث طلاب	Providing big school desks seating	Item	100		

		three students				
27	فك باب - نافذة	Uninstalling doors and windows	Item	50		
28	تقديم وتركيب لوحة باليه كرة سلة كاملة فيبر مع التخطيط والحلقة والشبك	Providing and installing a complete basketball fiber board including lines, ring and net	Item	2		
29	تقديم وتركيب خزان ماء صاج مزيبق سعة 2 م3 سماكة 2 مم كامل مع السكر والفواشة	Providing and installing 2 m3 galvanized metal water tank, 2mm thick, with valves and floaters	Item	2		
30	تقديم وتركيب قسط بلاستيك 4 انش ضغط عالي لزوم النوازل المطرية	Providing and installing 4" high pressure plastic pipes for the rain gutters	m	60		
31	تقديم وتركيب نيون مزدوج لد مع عاكس 24 واط موثر للطاقة كامل مع القاعدة والتثبيت	Providing and installing double power saving 24w LED lights with reflectors, chassis and fixation	Item	17		
32	تقديم وتركيب نيون مزدوج لد مع عاكس 24 واط م كامل مع القاعدة	Providing and installing double 24w LED lights with reflectors, chassis	Item	9		
33	تقديم وتركيب لمبة توفير طاقة لد 18 واط مع القاعدة والسوكة	Providing and installing power saving 18w LED lights with the chassis and socket	Item	90		
34	تقديم وتركيب مفاتيح اشارة نوع فيمر أو ما يعادله مع ( العلبة - البلاك - الشمبر )	Providing and installing light switches, Vimar or an equivalent brand, with the box and frame	Item	98		
35	تقديم وتركيب مأخذ كهربائية موديل أمريكي مع ( العلبة - البلاك - الشمبر )	Providing and installing American sockets with the boxes and frames	Item	33		
36	تقديم وتركيب لوحة كهربائية مع التوصيلات اللازمة والقواطع المناسبة	Providing and installing an electric panel with the proper breakers and required wirings	Item	1		
37	تقديم وتركيب جرس كهربائي مع التوصيل اللازم	Providing and installing an electrical bell with the required connection	Item	1		
38	تقديم وتركيب أسلاك كهربائية وطني نوع حوش بلاس أو ما يعادله 5/1 م2 ربطة بطول 100م	Providing and installing locally made wires, Hosh Blas or an equivalent brand, 1/5m2, a 100m pack	Pack	20		
39	تقديم وتركيب أسلاك كهربائية وطني نوع حوش بلاس أو ما يعادله 5/2 م2 ربطة بطول 100م	Providing and installing locally made wires, Hosh Blas or an equivalent brand, 2/5m2, a 100m pack	Pack	20		
40	تقديم وتركيب تيب بلاستيك 20 ملم	Providing and installing 20mm plastic tubes	m	20		
TOTAL (1)						

## 2- Maintenance & Rehabilitation of Harasta 1st School for Girls

### صيانة وتأهيل مدرسة حرستا الأولى للبنات

Item #	Description in Arabic	Description in English	UOM	Qty	Unit Price	Total Price
1	تقديم وتركيب منجور المينوم وطني مع البلور والاكسسوارات اللازمة	Providing and installing locally made aluminum frames with the panes and accessories required	m2	160		
2	تقديم وتركيب منجور خشبي سويد أو ما يعادله لزوم الأبواب مع الملائن والغال والطوبة والاكسسوارات اللازمة مع الدهان	Providing and installing Swedish wooden frames, or an equivalent, for the doors, in addition to casings, locks, handles and required accessories and paint	m2	45		
3	ترحيل ردميات	Removing/transferring rubble	m3	180		
4	تقديم وتنفيذ طينة داخلية 3 وجوه بأسمنت اسود عيار 300 كغ /م3	Providing and executing 3 layers of internal casting with 300kg/m3 black cement	m2	500		
5	قشر طينة وسيراميك	Removing ceramic tiles and internal render	m2	375		
6	تقديم وتنفيذ رشة تيرولوية بأسمنت أبيض	Providing and executing white cement rendering	m2	550		
7	اصلاح مندلون خشب بأبعاد مختلفة مع تركيب البلور والدهان والاكسسوارات اللازمة	Repairing wooden sashes of different dimensions with installing the pane, painting and required accessories	Item	6		
8	اصلاح مندلون حديد بأبعاد مختلفة مع تركيب البلور والدهان والاكسسوارات اللازمة	Repairing iron sashes of different dimensions with installing the pane, painting and required accessories	Item	8		
9	اصلاح باب حديد مع تركيب الغال وطوبة ودهان والاكسسوارات اللازمة وتركيب البلور	Repairing iron doors, installing locks, handles and required accessories and painting and installing the panes	Item	9		
10	تقديم وتركيب باب حديد مع الغال والطوبة والدهان والاكسسوارات اللازمة وتركيب البلور	Providing and installing iron doors, locks, handles and required accessories and panes and painting them	Kg	180		
11	اصلاح حديد جماية للكريدور بأبعاد ( 1.5 متر * 2.5 م ) مع دهان	Repairing and painting the corridor iron grills (1.5x2.5m)	Item	10		
12	تقديم وتركيب حماية حديد للكريدور بأبعاد ( 1.5 م * 3.25 م ) مع دهان	Providing and installing the corridor iron grills (1.5x3.25m)	Kg	300		
13	تقديم وتركيب بناء بلوك مختلف السماكات	Providing and installing blocks of assorted thicknesses	m3	8		
14	تقديم وتنفيذ بيتون مسلح عيار 350 كغ / م3 لزوم الشيناج وعمد السطح	Providing and installing 350kg/m3 reinforced concrete for the roof chaining and posts	m3	3		

15	تقديم وتركيب بيتون مغموس عيار 250 كغ / م3	Providing and installing 250kg/ m3 immersed concrete	m3	6		
16	تقديم وتركيب سيراميك وطني	Providing and installing locally made ceramic tiles	m2	24		
17	تقديم وتنفيذ دهان لوح الكتابة مع المعجونة على ثلاثة وجوه والحف واصلاح حمالة الطباشير والكشف	Providing and executing the painting and sanding of writing boards (3 layers) and repairing the chalks holder and casings	Item	15		
18	اصلاح منصة اللوح الرخام	Repairing the marble classroom platform	Item	14		
19	تقديم وتركيب رخام رحيباني أو ما يعادله سماكة 3 سم للجلسة و 2 سم للواقفة مع الجلي والدمج لزوم الادراج	Providing and installing Rheibani marble, or an equivalent, for the stairs - 3cm thick for the tread and 2cm thick for the riser with polishing rounding the edges	m	50		
20	تقديم وتركيب بلاط ( 30*30 سم ) اسمنت أبيض مع الترويب	Providing and installing 30x30cm tiles with white cement and grouting	m2	18.5		
21	تقديم وتركيب بلاط أرصفة ( 30*30 سم ) اسمنت أسود مع الترويب	Providing and installing 30x30cm pavement tiles with black cement and grouting	m2	100		
22	تقديم وتركيب قسطل بلاستيك 4 انش ضغط عالي لزوم النوازل المطرية	Providing and installing high pressure 4" plastic pipes for the rain gutters	m	60		
23	تصليح وتركيب مداخن واصلاح الطباط	Repairing and installing chimneys and repairing the caps	Item	5		
24	تعزيل مداخن	Cleaning the chimneys	Item	18		
25	تقديم وتركيب حنفية كروم 5/1 انش للمشارب	Providing and installing 1/5" chrome faucets for the drinking facilities	Item	6		
26	تقديم وتركيب واقية حماية للحنفية من الحديد المزيبق سماكة 2 ملم	Providing and installing faucet protection of 2mm thick galvanized iron	Item	6		
27	تقديم وتركيب مغسلة بورسلين مع الحنفية والرف والمرآة والسيفون قياس 40 * 60 سم	Providing and installing 40x60cm porcelain sinks with faucets, shelves, mirrors and flanges	Item	2		
28	تقديم وتركيب خزان ماء صاج مزيبق سعة 2 م3 سماكة 2ملم كامل مع السكر والفواشة	Providing and installing 2 m3 galvanized metal water tank, 2mm thick, with valves and floaters	Item	2		
29	تقديم وتنفيذ دهان زيتاني مع المعجونة ثلاثة وجوه	Providing and executing three layers of oil paint and paste	m2	1050		
30	تقديم وتنفيذ دهان طرش بلاستيك 3 وجوه مع الحف والمعجونة	Providing and executing 3 layers of plastic paint with sanding and pasting	m2	1550		
31	اصلاح مقاعد دراسية (تركيب صندوق - مسند - أرضية الجلوس ) مع دهان والبراغي	Repairing school desks (fixing boxes, backs, seats) with the screws and paint	Item	100		



	اللازمة					
32	تقديم وتركيب نيون مزدوج لد مع عاكس 24 واط موفر للطاقة كامل مع القاعدة والتثبيت	Providing and installing double power saving 24w LED lights with reflectors, chassis and fixation	Item	15		
33	تقديم وتركيب نيون مزدوج لد 24 واط موفر للطاقة كامل مع القاعدة والتثبيت	Providing and installing double power saving 24w LED lights with chassis and fixation	Item	34		
34	تقديم وتركيب لمبة توفير 18 واط مع القاعدة والsocket	Providing and installing power saving 18w LED lights with the chassis and socket	Item	30		
35	تقديم وتركيب مفاتيح اشارة فيمر أو ما يعادله مع البلاك والغطاء والقاعدة	Providing and installing light switches, Vimar or an equivalent brand, with the box and frame	Item	100		
36	تقديم وتركيب ماخذ نوع فيمر أو ما يعادله موديل امريكي مع البلاك والشمبر والغطاء	Providing and installing American sockets, Vimar or an equivalent brand, with the boxes and frames	Item	25		
37	تقديم وتركيب أسلاك كهربائية وطني نوع حوش بلاس أو ما يعادله 5/1 ملم	Providing and installing locally made wires, Hosh Blas or an equivalent brand, 1/5mm	Pack	10		
38	تقديم وتركيب أسلاك كهربائية وطني نوع حوش بلاس أو ما يعادله 5/2 ملم ربطة بطول	Providing and installing locally made wires, Hosh Blas or an equivalent brand, 2/5m	Pack	10		
39	تقديم وتركيب لوحة كهربائية مع التوصيلات والقواطع الكهربائية اللازمة	Providing and installing an electric panel with the proper breakers and required wirings	Item	1		
40	تقديم وتركيب جرس كهربائي مع التوصيلات اللازمة	Providing and installing an electrical bell with the required connection	Item	1		
<b>TOTAL (2)</b>						

### 3- Maintenance & Rehabilitation of Muhammad Al-Horani Preparatory School

صيانة وتأهيل إعدادية محمد الحوراني في حرستا

Item #	Description in Arabic	Description in English	UOM	Qty	Unit Price	Total Price
1	هدم بناء (بلوك- بيتون) مع الترحيل	Demolishing and transferring blocks and concrete	m3	130		
2	نزع بلاط وسيراميك مع ترحيل النواتج	Removing and transferring floor tiles and ceramics	m2	115		
3	تقديم وبناء بلوك مختلف السماكات	Providing and building blocks of different thicknesses	m3	150		
4	تقديم وصب بيتون مسلح عيار 350 كغ / م3	Providing and pouring 350kg/m3 reinforced concrete	m3	10		
5	تقديم وصب كورنيشات 10*25 سم	Providing and pouring 25x10cm interior trims	m	240		
6	قشر طينة	Removing renders	m2	800		
7	تقديم وتنفيذ طينة داخلية ثلاث وجوه على القدة باسمنت أسود	Providing and executing 3 layers of wired internal casing with black cement	m2	500		
8	تقديم وتنفيذ طينة خارجية وجهين باسمنت أسود	Providing and executing 2 layers of external rendering with black cement	m2	1000		
9	تقديم وتنفيذ رشة تيرولبة باسمنت أبيض	Providing and executing white cement external rendering	m2	3500		
10	تقديم وتنفيذ دهان زيتاني ثلاث وجوه مع المعجونة ثلاث وجوه	Providing and executing 3 layers of oil paint with 3 layers of paste	m2	2700		
11	تقديم وتنفيذ دهان طرش بلاستيكي ثلاث وجوه	Providing and executing 3 layers of plastic paint	m2	3500		
12	تقديم وتنفيذ دهان منجور معدني وجهين مع الحف	Providing and executing 2 layers of metal frame paint with sanding	m2	2000		
13	تقديم وتنفيذ دهان لوح كتابي مع معجونة كاملة ثلاث وجوه واصلاح حمالة الطباشير والكشف	Providing and executing 3 layers of pasting and painting writing boards and repairing the chalk holders and casings	Item	30		
14	تقديم وتنفيذ نعل رخام	Providing and executing marble baseboards	m	200		
15	تقديم وتركيب منجور ألومنيوم وطني مع البلور	Providing and installing locally made aluminum frames and panes	m2	250		
16	تقديم وتركيب غطاء فاصل تمدد	Providing and installing an expansion joint cover	m	12		
17	تقديم وتركيب قساطل فونط أربعة أنش أسود لنوازل المطر ودهانه باللون الأسود	Providing and installing 4" cast iron pipes for the rain gutters and painting them black	m	25		
18	تقديم وتركيب منجور خشبي سويد أو ما يعادله للابواب مع الغال والاكسسوارات والدهان	Providing and installing Swedish wood frames, or an equivalent, for the doors with locks,	m2	70		

		accessories and paint				
19	اصلاح ملاين خشبية	Repairing wooden frames	Item	20		
20	تقديم وتركيب ملاين من خشب السويد أو ما يعادله	Providing and installing frames made from Swedish wood or an equivalent	Item	13		
21	تقديم وتركيب اطار الالواح للكتابة ( كشف مع فك الاطار القديم بعرض 6 سم	Providing and installing casings for the writing boards (6cm casings after removing the old casings)	m	120		
22	تقديم وتركيب سيراميك وطني للجدران	Providing and installing locally made ceramic tiles	m2	20		
23	تقديم مغسلة بورسلين مع رف وسيفون ومراية وحنفية	Providing and installing a porcelain sink with a shelf, flange, mirror and faucet	Item	5		
24	تقديم وتركيب حنفية 2/1 أنش كروم قلب نحاس	Providing and installing ½ inch chrome-coated brass faucet	Item	26		
25	تقديم وتركيب واقية حماية للحنفية من الحديد المزيق سماكة 2 ملم	Providing and installing a faucet protection made from 2mm thick galvanized iron	Item	6		
26	تعزيل مرحاض عربي وتسليكه مع ترحيل النواتج	Cleaning and draining Arabic toilets with removing the sludge	Item	10		
27	تعزيل جورة تفتيش مع الترحيل	Cleaning and draining manholes with removing the sludge	Item	4		
28	تقديم وتركيب رخام رحيباني أو ما يعادله سماكة 3 سم	Providing and installing 3cm thick Rheibani marble, or equivalent	m2	70		
29	تقديم وتركيب بلاط أرضية 30 * 30 أسمنت أسود	Providing and installing 30x30cm pavement tiles with black cement	m2	100		
30	جلي بلاط	Polishing the tiles	m2	2500		
31	تأهيل وصيانة مقاعد دراسية ( تركيب صندوق+ مسند + أرضية الجلوس ) مع الدهان والراعي	Rehabilitating and maintaining school desks (fixing boxes, backs, seats) with screws and paint	Item	200		
32	تقديم مقاعد دراسية كاملة لثلاث طلاب	Providing school desks seating three students	Item	50		
33	تقديم وتركيب رخام رحيباني أو ما يعادله سماكة 4 سم مع الدمج	Providing and installing 4cm Rheibani marble with rounding the edges	m2	5		
34	تقديم طاولة كمبيوتر	Providing computer desks	Item	6		
35	تقديم وتركيب نيون مزدوج لد مع عاكس 120 سم 24 واط مع قاعدة النيون	Providing and installing double power saving 24w 120cm LED lights with reflectors and chassis	Item	48		
36	تقديم وتركيب نيون مزدوج لد 120 سم 24 واط مع قاعدة النيون	Providing and installing double 24w 120cm LED lights with chassis	Item	3		
37	تقديم وتركيب لمبات توفير طاقة لد 18 واط مع القاعدة الثابتة	Providing and installing power	Item	160		

	والسوكة	saving 18w LED bulbs with the chassis and socket				
38	تقديم وتركيب مفاتيح انارة مع القاعدة ( شمير بلاك علبه )	Providing and installing light switches, Vimar or an equivalent brand, with the box and frame	Item	120		
39	تقديم وتركيب أسلاك كهربائية 2/1 م 2 نوع مربع حوش بلاس أو ما يعادله	Providing and installing locally made wires, Hosh Blas or an equivalent brand, 1/2m2, a 100m pack	Pack	20		
40	تقديم وتركيب أسلاك كهربائية 5/2 م 2 نوع مربع حوش بلاس أو ما يعادله	Providing and installing locally made wires, Hosh Blas or an equivalent brand, 2/5m2, a 100m pack	Pack	20		
41	تقديم وتركيب مأخذ كهربائية موديل أمريكي مع علب المأخذ	Providing and installing American sockets with the boxes	Item	70		
42	تقديم وتركيب قواطع كهربائية عيار 10 أمبير - 16 أمبير - 32 أمبير	Providing and installing 10Amp, 16Amp and 32Amp breakers	Item	16		
43	تقديم وتركيب لوحة كهربائية مع التوصيلات	Providing and installing an electric panel with the required wirings	Item	1		
44	تقديم وتركيب كبل أنترفون مع المأخذ والجكات المناسبة	Providing and installing intercom cable with a socket and plugs	Pack	1		
45	تعزيل المداخل	Cleaning the chimneys	Item	33		
46	تقديم وتركيب خزان مياه بلاستيك مع كافة الاكسسوارات ( فواشة سكر وصلات ) سعة 5000 لتر	Providing and installing a 5000 lt. plastic water tank with all accessories (floater, valves, elbows)	Item	1		
47	تقديم وتركيب لوحة كرة السلة مع مستلزمات اللوحة	Providing and installing the basketball board and its accessories	Item	2		
48	تقديم وتركيب أطراف أرصفة ببنونية	Providing and installing concrete pavement sides	m	25		
49	تقديم وتركيب جرس كهربائي مع التوصيلات اللازمة	Providing and installing an electrical bell with the required wiring	item	1		
	<b>TOTAL (3)</b>					
	FCA charges, if any					
	Bid Subtotal FCA (Incoterms 2010) (please state FCA International Airport, Sea Port, etc.):					
	Transportation/Delivery Cost					
	Bid Total DAP, off-loaded/cleared, Rural Damascus Governorate, Syria (Incoterms 2010)					
	Other Costs					
	<b>GRAND TOTAL 1+2+3</b>					

Name of Bidder: \_\_\_\_\_  
Authorised signature: \_\_\_\_\_  
Name of authorised signatory: \_\_\_\_\_  
Functional Title: \_\_\_\_\_

## FORM G: Form of Bid Security

**Bid Security must be issued using the official letterhead of the Issuing Bank.  
Except for indicated fields, no changes may be made on this template.**

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

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Bid to UNDP dated [Click here to enter a date.](#) to execute goods and/or services [Insert Title of Goods and/or Services] (hereinafter called "the Bid"):

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

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

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

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

**This guarantee shall be valid up to 30 days after the final date of validity of bids.**

### SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

*[Stamp with official stamp of the Bank]*