



## **UNDP Expression of Interest (EOI)**

### **Prequalification of Construction Contractors for the Rehabilitation of 150 Residential Buildings in post-Irma Barbuda as part of the European Union Housing Support to Barbuda project**

**(EOI/UNDP/BB/2019/001)**

UNDP invites interested suppliers/contractors to apply to the following:

#### **1) Summary of EOI Proposal**

The United Nations Development Programme (UNDP), as the development arm of the United Nations, works in some 170 countries and territories, helping to empower lives and build resilient nations. Working closely with the Government at national, regional and local levels, civil society and the private sector, UNDP aims at eradicating extreme poverty and reducing inequalities and exclusion to protect both peoples and the planet.

The 2017 Hurricane season was especially severe in the Caribbean. Barbuda was one of the Caribbean islands that was heavily impacted. Approximately 95% of the houses on the island suffered varying degrees of damage from hurricane Irma. According to the Building Damage Assessment (BDA) conducted in November 2017, 569 buildings were totally destroyed or severely damaged. This represents about 44 percent of the houses that were occupied before Irma's landfall. Due to the high level of destruction, the island was totally evacuated, and available and resilient housing is a primary condition for the displaced families to return to the homes and means of livelihoods in Barbuda. Based on the results of the Post Disaster Needs Assessment (PDNA) conducted in the aftermath of Irma the total recovery needs for this sector are estimated as USD 79.6 million. UNDP's contributions and strategy in the OECS region in the aftermath of 2017 Hurricanes Irma and Maria, from Early Recovery to Long-term Resilience in the Caribbean, include the mobilization of US\$25 million and the restoration of over 800 buildings.

UNDP has mobilized initial resources to support the substantive assessment of the impact and recovery needs in Barbuda through the PDNA. Additionally, a comprehensive building damage assessment was completed in October 2017, which supported the identification and classification of priority repairs. Early recovery of Barbuda post-Irma has witnessed considerable interventions in the housing sector through collaborative efforts of humanitarian and development actors, for example through the Government of Antigua and Barbuda/UNDP Roof Restoration Initiative funded by the Government of China. Additionally, through a regional Central Emergency Relief Fund (CERF) grant amounting to US\$300,000, Antigua and Barbuda received support to implement a small Cash-for-Work Debris Management Project, which complemented post-Irma rehabilitation activities. Finally, a US\$1 million project funded by the Government of India is being implemented for the rehabilitation of pivotal public infrastructures on the island.

So far, no significant and systematic intervention has been put in place to specifically address the rehabilitation and reconstruction of houses affected by major or total damage. The European Union (EU) Housing Support to Barbuda Project aims at repairing and replacing 150 critically damaged residential buildings and therefore represents a much-needed, as well as a significant contribution to the restoration and long-term recovery of the island of Barbuda. To this effect, the UNDP Project Office in Antigua and Barbuda, in coordination with the Barbados and the OECS Sub-Regional Office (SRO), is planning to identify

suitable service providers and is inviting eligible international, regional or national civil works contractors to indicate their Expression of Interest for the civil works activities described below. The purpose of the EOI is to identify interested and qualified contractors, who will be included in a shortlist of contractors prequalified to take part in the upcoming tender process for this housing rehabilitation project. Contractors who wish to tender for more than one “Lot”, as described below, will be asked to demonstrate additional minimum capacity in compliance with tender requirements.

## **2) Services to be provided by the Contractors**

To achieve the project’s objective, namely to contribute to improved safety for residents of Barbuda through better housing and enhanced local capacities towards a more resilient community via the repair/reconstruction of one hundred and fifty private houses of the most vulnerable residents of Barbuda (Level 3 and Level 4), UNDP intends to contract multiple construction suppliers/contractors (up to 6) to implement an integrated package of specific services towards repairing or rebuilding of damaged structures and provision of basic infrastructure for the eventual connection of water and electricity to 150 residential buildings in Barbuda.

Awarded contractors will be expected to conduct repair/reconstruction of 150 residential buildings belonging to the most vulnerable residents of Barbuda, as contribution to recovery activities on the island in the aftermath of Hurricane Irma. This will largely comprise houses with Level 3-type of damage, as per BDA classification (indicating that up to 75% repairs are required, often implying replacement of rafters and roofing) and houses with Level 4-type damage (indicating over 75% repairs or complete rebuilding is required). Rehabilitation/reconstruction will be carried out in compliance with the OECS Building Code<sup>1</sup> and National Building Guidelines and will follow the requirements as specified by detailed Bills of Quantities (BoQs) and Specifications provided upon time of bidding, in the invitation to bid (ITB), which will be published by UNDP. The contractor will be responsible for the procurement of all materials needed to deliver these services.

The 150 buildings will be divided in six pre-determined “Lots” composed of 25 houses each to be rehabilitated or rebuilt. Such lots will be mixed in complexity (i.e. contain a similar number of L3 and L4 structures to be repaired or rebuilt). Only contractors who possess expertise and skills to conduct civil works required for addressing L4-type damages will be considered during this pre-qualification stage. The division of total works required will be conducted at tender stage as follows:

- The 150 houses, chosen by an established multi-stakeholder Beneficiary Selection Committee are expected to be divided into six “Lots” of 25 houses each;
- Each lot will present a similar “package” of required services and will be constituted by approximately 50% Level 3 buildings and 50% Level 4 buildings L4 houses (which will present a pre-existing slab, i.e. will not require total demolition). Whenever possible target houses that are part of each Lot will be located within the same geographical area, to enable better oversight of activities, as well as reduction in overhead costs. In addition, careful consideration will be taken to ensure that all the lots present a similar profile, with regards to the services requested. The estimated duration of each contract that UNDP wishes to establish will be 10 months.

More precise estimations of each Lot will take place once Bills of Quantities and Specifications will be developed for all structures. These will be available at the time of tendering.

## **3) Eligibility and Minimum Qualification Criteria**

Any interested contractor, shall provide, in its submission in response to this EOI, sufficient documentary evidence of adherence to the eligibility and minimum qualification criteria detailed below. UNDP will assess the documentation submitted by applicants in response to this EOI. Only applicants evidencing adherence to

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<sup>1</sup> <https://www.oecs.org/ccu-resources/oecs-building-codes>

the eligibility and minimum qualification criteria detailed below will be shortlisted to take part in the planned upcoming tender exercise.

Applicants are required to complete and submit Annexes I to XI together with their application.

***a) Eligibility Requirement***

- Official letter of appointment as local representative, if potential bidder is submitting a pre-qualification interest on behalf of a contractor located outside the country (See Annex I).
- Contractor must provide a copy of the company's registration.
- Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List (See Annex II).
- Contractor must provide a confirmation that the contractor is up to date with payment of its tax obligations
- Confirmation of acceptance of UNDP General Terms and Conditions of Contract, including Payment Terms, available here: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html> (See Annex I).
- Contractor should present information regarding any litigation, current or during the last five years, in which the Contractor is involved, the parties concerned and dispute amount (in accordance with Annex XI).

***b) Minimum Qualification Requirements***

- Experience/Past Performance:
  - Contractor must provide list of completed and ongoing projects supported by client references (See Annex IV).
  - Contractor has demonstrable capacity/track record to successfully carry out rehabilitation/repairs/construction works in the region or in similar post-disaster environments and, according to the OECS Building Codes, as well as to National Hurricane-Resistant Guidelines. Reference letters are required <sup>2</sup> (See Annex V).
  - Contractor must provide list of similar construction projects implemented/executed in past 5 years demonstrating/evidencing the ability to repair/rebuild 25 residential buildings during a timeline of 10 months or comparable work and including corresponding Client contact details (See Annex V).
  - Contractor must be able to meet the OECS Building Code and Building Guidelines or applicable National or Regional in vigor where projects were conducted (please note that this will be assessed based on the ownership of a valid license as well as through a demonstrable track record on civil works according to requested standards) (See Annex IV).
- Organizational Capacity:
  - Contractor must provide organigram of the company, include key personal (management and technical teams) (See Annex VI).
  - Contractor must provide number of permanent key personnel that will be assigned to the contract, including number of technical personnel that will be working during the project implementation: the minimum structure of each interested contractor includes: Project Manager/Engineer; Quantity Surveyor; Foreman; Financial Officer/Administrative Officer (See Annex VI).
  - Contractor must provide CVs detailing experience, competencies and skills of key personnel, along with copies of certificates to prove the qualifications provided. A minimum of three years of relevant experience is requested for all (4) key personnel positions outlined above (See Annex VI).
  - Contractor must provide list of equipment that contractors owns or proof to have rented the equipment necessary to conduct the civil works envisaged in this Expression of Interest document. The minimum required equipment is the following: concrete mixer, truck, bobcat machine / backhoe / construction tools / generator / debris-waste container (See Annex VII).

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<sup>2</sup> UNDP reserves the right to validate information provided with references included and/or conduct site visits to the projects earlier undertaken

- Financial Capacity:
  - Applicants shall provide copy of the company's financial balance sheet (financial report and/or last audit report) for the last fiscal year, in order to prove its financial capacity and provide reasonable assurance regarding the financial health of the contractor (See Annex IX).
  - Contractor shall provide a letter issued by a Bank confirming that their company has liquidity in the form of cash availability and unused credit facilities or a line of credit, amounting to a minimum of USD 155,000 for each lot contractor will bid toward (See Annex X).
- Years in Operation:
  - Contractors must demonstrate having a minimum of 3 years' experience in the requested line of business (See Annex IV/V).

Please note that if / when recommended for contract awards contractor will need to provide a confirmation of availability of license to operate as contractor in Antigua and Barbuda.

#### **4) EOI Submission Details**

##### ***a) What to submit***

- Company details: Brief description of the company including copy of registration documents - headquarters address, legal status, licenses and all relevant information that allows to have a better understanding about the company
- All certificates/licenses and documents required, mentioned under the Eligibility and Minimum Qualification Criteria section of this EOI document, including copy of the applicant's registration, proof of being up to date with payment of tax obligations, etc.
- References: Provision of copies of reference documents, track record of professional performance confirming that similar services have been satisfactorily provided in compliance with compulsory requirements (norms and standards), including amount of contracts. Clients' names and email contacts shall be indicated in these documentations.
- Completed Annexes I-XI

Contractors may associate to enhance their qualifications (See Annex III). Each legal entity / contractor forming the association shall fulfill each minimum eligibility requirements. The association's adherence to the minimum qualification requirements will be assessed on a cumulative basis.

##### ***b) How to submit and When to submit***

Interested applicants are required to confirm in writing via email to [procurement.bb@undp.org](mailto:procurement.bb@undp.org) their interest in participating in this EOI exercise. This will allow UNDP to forward any clarifications, alert them on amendments to the EOI, any update to the EOI.

Any expression of interest received and not conforming to the EOI guidelines will be considered as technically non-compliant and the application may be rejected.

The deadline for the submission of the Expression of Interest is on or before **23 January 2019 at 1:00pm AST** and all interests/applications must be submitted through the secured email address [procurement.bb@undp.org](mailto:procurement.bb@undp.org) using the subject line "**Expression of Interest – EU Housing project Barbuda - – Ref. Code: EOI/UNDP/BB/2019/001**":

Applications should be submitted through one email and must be limited to a maximum of 30MB and must be free from any form of virus or corrupted contents, or the EOI shall be rejected.

Submissions that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for review.

Documents sent by facsimile will not be accepted.

Invitations to bid and any subsequent contract / purchase order will be issued in accordance with the rules and procedures of UNDP.

This EOI does not entail any commitment on the part of UNDP, either financial or otherwise. UNDP reserves the right to accept or reject any or all EOI without incurring any obligation to inform the affected applicant/s of the grounds.

Please note that the Invitation to Bid and other relevant Solicitation Documents will be made available **only** to the short-listed / prequalified companies based on the project requirements. Applicants are encouraged to provide all supporting documentation along with their Expression of Interest.

The applicants will be responsible for any costs or expenses incurred by parties for preparation or delivery of Expression of Interest and UNDP will not be reimbursing any expenses in this regard.

UNDP may, at its discretion, extend the deadline for the submission of applications, in which case all rights and obligations of the UNDP and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

Please feel free to contact the Procurement Unit, UNDP Barbados and the OECS, at the following address: [procurement.bb@undp.org](mailto:procurement.bb@undp.org), by 14 January 2019, if you need further clarifications on this Expression of Interest publication. Responses will be shared directly with firms whom have expressed their intent to submit an application.

## **ANNEX I**

### **Local Representative in Antigua and Barbuda<sup>3</sup>**

We confirm that we have appointed Mr/Ms [Applicants to enter name, full location & address of main office, telephone and contact number], as our local representative for this project.

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[Signature of the Authorized Representative(s) of the Proposer]

Name: [Insert name(s) of the Authorized Representative(s) of the Proposer]

Address [insert street number/town or city/country address]

Dated on [insert the date: DD/MM/YYYY]

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<sup>3</sup> To be provided ONLY by bidders that are not a legal entity constituted in

## **ANNEX II**

### **Submission Form**

Name of Contractor:	[Insert Name of Contractor]	Date:	Select date
EOI reference:	[Enter EOI Reference]		

We, the undersigned, confirm our interest in being considered to become prequalified in response to your Expression of Interest Ref (Enter EOI Reference). We hereby submit our application in response to your EOI

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
- 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 EOI application are true and we accept that any misinterpretation or misrepresentation contained in this EOI application may lead to our disqualification and/or sanctioning by the UNDP.*

*If prequalified and shortlisted to participate in upcoming tenders, we will offer to supply the goods and related services in conformity with the Bidding documents, including the UNDP General Conditions of Contract<sup>4</sup> and in accordance with the Schedule of Requirements and Technical Specifications.*

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

*I, the undersigned, certify that I am duly authorized by [Insert Name of Applicant]] to sign this EOI.*

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

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

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

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

<sup>4</sup> See

[http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf](http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf)

## ANNEX III

### JOINT VENTURE DECLARATION

**Note: Applicants shall only submit this form in case they are submitting an application in response to this EOI under an association/consortium/joint venture**

We have entered into a private association/consortium/ joint venture in order to submit joint application for this Expression of Interest notice by the United Nations Development Programme (UNDP). If we are awarded the contract, the joint venture agreement shall be notarized and submitted to the Contracting Entity before the contract is concluded. Lead (pilot) partner of our joint venture shall be .....[indicate name of the lead partner]..... until the completion of work.

If we are awarded the contract as a result of the joint tender that we intend to submit, we hereby declare, accept and guarantee that the contract shall be signed by all partners and our partner indicated as the lead partner shall have the full power to act for and on behalf of our joint venture in respect of all issues concerning the contract.

No	Name of the Partner in the JV	Percentage Share*
1		
2		
3		

	Lead Partner	Partner	Partner
Name			
Date			
Signature			
Stamp			

\*  
Lead partner's share cannot be less than 50%  
Share of the remaining partner(s) shall not be less than 20%



## ANNEX IV

### General Construction Experience: Projects Completed / Ongoing

No	Name of the Employer / Client (Address and contact details)	Name and location of project	Project start and completion Dates	Project type: Building, Sewage, Water, Roads, etc	Project Amount or Contract Price (US\$)	Attached Certificate/ Contract/POs
1						
2						
3						
4						
5						
6						
7						
8						

Applicants are requested to complement the information inserted in table above with a copy of the respective contract / purchase order/s.

Further Applicants are required to include in their applications, statement of Satisfactory Performance from 3 relevant Clients. Such statements shall be dated five months or later, before the deadline for submission of this EOI

## ANNEX V

### Relevant Construction Experience

	Description of project and of the works of similar nature included in it	Year and degree of project completion	Value of works of similar nature included in project
Project 1	<i>(indicate project description, location and outline what are the works of similar nature conducted i.e site preparation, plumbing, electricity, vertical construction works, etc) plus well as the Applicants role in executing the referred works (management contractor, major contractor, subcontractor, etc.)</i>		
Project 2			

Applicants are requested to complement the information inserted in table above with a copy of the respective contract / purchase order/s.

## ANNEX VI

## Key Personnel Form

*Guidance note: The key personnel form should be printed on company letterhead, signed by the authorized representative(s) of the Applicant, dated and stamped. The form should be supplemented by the SIGNED CVs of the proposed key personnel, copies of their diplomas, and other supporting documents (certifications, membership to professional bodies etc.) as applicable.*

To: UNDP

## KEY PERSONNEL FORM

We, the undersigned, confirm that the following key personnel whose names and qualifications have been summarized below will be available for engagement in connection with any possible contract awarded on the base of this pre-qualification notice. Attached are the signed CVs of the proposed key personnel, along with copies of their diplomas and other supporting documents as applicable.

[illegible]

## CV Template

*Guidance note: The following CV template should be used by the applicants for all of the proposed key personnel. Note that the CV should be signed and dated by the proposed key personnel. At the minimum the copies of the diplomas of the proposed key personnel should be attached.*

Position*:		
<b>Personnel Information</b>	Name	Date of Birth:
	University Degree*:	
	Professional Qualifications:	
<b>Present Employment</b>	Name of the Employer	
	Address of the Employer	
	Telephone	Contact Person:
	Fax	Email:
	Job Title	Years with present Employer:

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project. Add/delete rows as applicable.

From *	To*	Company, Project, Position, and Technical and Management Experience*

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describes me, my qualifications and my experience. I confirm my intention to serve within the proposed capacity and my availability to perform the duties as per the requirements.

Signature and Date:     [signature of the proposed personnel and the date of signature] .

Attachments: Copy of diploma(s), etc.

## ANNEX VII

### Equipment Form

*Guidance Note: The key equipment form should be printed on company letterhead, signed by the authorized representative(s) of the applicant, dated and stamped. The Applicant must demonstrate that it will have access, at the minimum, to the same list of equipment that has been used by the Applicant over the last two years and which is required to be listed hereafter. Applicants are required to confirm either ownership of each of the pieces of equipment included in the list below and/or access to it through agreed rental/leasing agreements.*

#### EQUIPMENT FORM

(applicants to complete information on the equipment used over the last two years)

Equipment description and capacity	Quantity	Year of Manufacture	Current Location	Status/Condition of the equipment	Indicate form of access to the equipment (i.e. ownership, lease, rental, etc.)
(i.e. Concrete Mixer Xm3, dump truck Ym3, tipper Zm3, Water tanker, Crane lifting capacity X Tons at Y M, backhoe loaders, excavators, etc) -					
(i.e. Concrete Mixer Xm3, dump truck Ym3, tipper Zm3, Water tanker, Crane lifting capacity X Tons at Y M, backhoe loaders, excavators, etc) -					

*Note: please add all equipment that is with the firm/company*

Best regards,

\_\_\_\_\_  
[Signature of the Authorized Representative(s) of the Proposer]

Name: [Insert name(s) of the Authorized Representative(s) of the Proposer]

Address [insert street number/town or city/country address]

Dated on [insert the date: DD/MM/YYYY]

## ANNEX VIII

### Financial Situation

(to be printed on company letterhead, signed, dated and stamped)

Applicant's Legal Name \_\_\_\_\_ Date \_\_\_\_\_

Financial information in US\$ <sup>5</sup>				
Information from Balance Sheet				
	2015	2016	2017	Average
Total Assets (TA)				
Total Liabilities (TL)				
TA/TL Ratio				
Net Worth (NW)				
Current Assets (CA)				
Current Liabilities (CL)				
CA/CL Ratio				
Information from Income Statement				
Total Revenue (TR)				
Profits Before Taxes (PBT)				

Attached are copies of financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following conditions:

- \* Must reflect the financial situation of the Applicant
- \* Historical financial statements must be audited by a certified accountant
- \* Historical financial statements must be complete, including all notes to the financial statements
- \* Historical financial statements must correspond to accounting periods already completed and audited

**Note: Companies/Firms applying through Joint Venture are requested to please provide the Audited Account of Lead Partner.**

Name:

Company Name:

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<sup>5</sup> For conversion purposes please use average annual conversion rates

## ANNEX IX

### Financial Resources

**Note: Together with this form, applicants are required to include, in their applications a letter issued by a Bank confirming that the applicant has liquidity in the form of cash availability and unused credit facilities or a line of credit, amounting to a minimum of USD 155,000**

*(to be printed on company letterhead, signed, dated and stamped)*

Cash and Credit position as of submission date in U\$ <sup>6</sup>				
Bank	Available Cash	Unused		
		Cash Credit	Credit Letter	
<b>Total</b>				
	A	B	C	A+B+C

<sup>6</sup> For conversion purposes please use average annual conversion rates

## **ANNEX X**

### **Applicants Turnover**

<b>Year</b>	<b>Turnover Volume in U\$</b>
<b>2015</b>	
<b>2016</b>	
<b>2017</b>	



## **ANNEX XI**

### **Litigation History**

1. Has the Applicant ever failed to complete any awarded work within the last 3 years?  
(If Yes, attach explanation)

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2. Company's history of litigation or arbitration from contracts executed in the last three years or currently under execution. Please indicate for each case year, name of employer, cause of litigation, matter in dispute, disputed amount and whether the award was for or against company.  
(If applicable, attach explanation)

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3. Has the Applicant filed any lawsuits or claims with regard to construction contracts within the last three years?  
(If Yes, attach explanation)

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