# Section 6: Returnable Bidding Forms / Checklist

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

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

**Technical Bid:**

|  |  |
| --- | --- |
| **Have you duly completed all the Returnable Bidding Forms?**  |  |
| * Form A: Bid Submission Form
 | [ ]  |
| * Form B: Bidder Information Form
 | [ ]  |
| * Form C: Joint Venture/Consortium/ Association Information Form
 | [ ]  |
| * Form D: Qualification Form
 | [ ]  |
| * Form E: Format of Technical Bid/Bill of Quantities
 | [ ]  |
| * From G: Form of Bid Security
 |  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?**  | [ ]  |

**Price Schedule:**

|  |  |
| --- | --- |
| * Form E: Price Schedule Form
 | [ ]  |

##

## Form A: Bid Submission Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | UNDP-TUR-ITB(MC2)-2019/08 |

We, the undersigned, offer to complete civil works “Construction of Mechanical Biological Treatment Plant in Gaziantep/Turkey” in accordance with your Invitation to Bid No. UNDP-TUR(MC2)-2019/08 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:

1. 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;
2. 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;
3. have no conflict of interest in accordance with Instruction to Bidders Clause 4;
4. 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);
5. 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;
6. 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 weembrace 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 complete works in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Schedule of Requirements and Technical Specifications.

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

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

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

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

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

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

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

[*Stamp with official stamp of the Bidder*]

## Form B: Bidder Information Form

|  |  |
| --- | --- |
| **Legal name of Bidder** | [Complete] |
| **Legal address** | [Complete] |
| **Year of registration** | [Complete] |
| **Bidder’s Authorized Representative Information** | Name and Title: [Complete] Telephone numbers: [Complete]Email: [Complete] |
| **Are you a UNGM registered vendor?** | [ ]  Yes [ ]  No If yes, [insert UGNM vendor number]  |
| **Are you a UNDP vendor?** | [ ]  Yes [ ]  No If yes, [insert UNDP vendor number]  |
| **Countries of operation** | [Complete] |
| **No. of full-time employees** | [Complete] |
| **Quality Assurance Certification (e.g. ISO 9000 or Equivalent)** *(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment?** *(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company have a written Statement of its Environmental Policy?** *(If yes, provide a Copy)* | [Complete] |
| **Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues** | [Complete] |
| **Is your company a member of the UN Global Compact**  | [Complete] |
| **Contact person that UNDP may contact for requests for clarifications during Bid evaluation**  | Name and Title: [Complete]Telephone numbers: [Complete]Email: [Complete] |
| **Please attach the following documents:**  | * Company Profile, which should not exceed fifteen (15) pages,
* Certificate of Incorporation/ Business Registration
* Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder
* Trade name registration papers, if applicable
* Power of Attorney.
* Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country
 |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | UNDP-TUR-ITB(MC2)-2019/08 |

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** *(address, telephone numbers, fax numbers, e-mail address)* | **Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed**  |
| 1 | [Complete] | [Complete] |
| 2 | [Complete] | [Complete] |
| 3 | [Complete] | [Complete] |

|  |  |
| --- | --- |
| **Name of leading partner** (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution) | [Complete] |

We have attached a copy of the below the duly notarized JV/Consortium/Association agreement, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

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-TUR-ITB(MC2)-2019/08 |

**History of Non- Performing Contracts**

|  |
| --- |
| [ ] Non-performing contracts did not occur during the last 3 years. (reference period to be taken into account: from September 16, 2016 to September 16, 2019) |
| [ ]  Contract(s) not performed in the last 3 years. (reference period to be taken into account: September 16, 2016 to September 16, 2019) |
| **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)

|  |
| --- |
| [ ]  No litigation history for the last 3 years. (reference period to be taken into account: from September 16, 2016 to September 16, 2019) |
| [ ]  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**. (reference period to be taken into account: from September 16, 2014 to September 16, 2019)

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 or intended subcontractor. 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 shall provide proof documents for the claimed experience by presenting copies of relevant documents and references with the Bid.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name & Country of Assignment** | **Client & Reference Contact Details** | **Contract Value (in USD equivalent\*)** | **Period of activity and status** | **Types of activities undertaken** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* Bidders shall convert the currency quoted in the “Certificate of Completion” into USD, in accordance with the prevailing UN operational rate of exchange on the contract date stated by “Certificate of Completion”. UN operational rate of exchange are available at the following website: https://treasury.un.org/operationalrates/OperationalRates.php#E

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

[ ]  Attached are the Statements of Satisfactory Performance / Work Completion Certificates from the Top 3 (three) Clients or more.

**Financial Standing**

|  |  |
| --- | --- |
| **Annual Turnover for the last 3 years (in US$ equivalent[[1]](#footnote-2))** | Year 2016 USD      Year 2017 USD      Year 2018 USD       |
| **Latest Credit Rating (if any), indicate the source** |  |
| **Financial information**(in US$ equivalent**[[2]](#footnote-3)**) | **Historic information for the last 3 years** |
|  | 2016 | 2017 | 2018 |
|  | *Information from Balance Sheet* |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* |
| 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:

* 1. Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
	2. Historic financial statements must be audited by a certified public accountant;
	3. Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

[ ]  Attached a bank statement from a reputable bank as evidence of secured financing in form of cash, secured irrevocable credit line granted by a bank or other acceptable form of funds. The evidence shall clearly demonstrate the financing is available for the concerned contract.

## Form E: Format of Technical Bid

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | UNDP-TUR-ITB(MC2)-2019/08 |

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. 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).
	2. Relevance of specialized knowledge and experience on similar engagements done in the region/country.
	3. Quality assurance procedures and risk mitigation measures.
	4. Organization’s commitment to sustainability.

**SECTION 2: Method Statement / Technical Solution**

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.

* 1. A detailed description of how the Bidder will complete works, keeping in mind the appropriateness to local conditions and project environment.
	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.
	3. Description of process design including; a description of the plant, process and philosophy, description of the operating procedures.
	4. Drawings;
		1. Plan in appropriate scale showing the layout of the entire plant including buildings, roads, walkways, fence etc. (A1 size);
		2. Schematic electrical layout of the total installation in the form of single line diagrams showing power supply lines, switchboards, control boards and main switching equipment (A3 size);
		3. Process and instrumentation diagram (P & I diagram) showing all process units, all electrical drives, all flow lines and instrumentation. (A3 size)
		4. Drawings with appropriate plans and sections of structures including e.g. internal dimensions and showing the main equipment (A3 size)
	5. Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing; clearly indicating the design period, construction period, tests on completion, trial operation, defects liability period and tests after completion.
	6. Commitment of the bidder for total net electric power consumption per year of the MBT facility stage 1 operating in the full capacity as per Section 5A Subsection 2 Design Basis

|  |
| --- |
| **Total net electric power consumption of the MBT facility including anaerobic digestion unit, administrative building and auxiliary facilities**  |
| **Unit** | **Unit Price** | **Bidder’s commitment for total net electric power consumption per year (kWh/year)** | **Annual Cost for total net electric power consumption USD/year** |
| **a** | **b** | **c** | **d = b x c** |
| kWh/year | 0.100 USD/kWh |   |   |

* 1. Fill the following “Schedule of Guarantees” for proposed capacity and process performance parameters of the plant as your commitment in accordance with your technical solution to the requirements as per Section 5A, Subsection 2 Design Basis;

| **SCHEDULE OF GUARANTEES** |
| --- |
| **Design Parameters** | Guaranteed values by the bidder |
| **Installation Capacity** |  |
| Minimum Treatment Capacity for this Contract (Stage 1)  |  |
| Number of process lines for the design for this Contract (Stage 1) |  |
| Minimum Hourly Capacity per line including 80% availability |  |
| Minimum Reception Area capacity for both bunkers |  |
| Technology for Anaerobic Digestion |  |
| Biological Treatment Facility Capacity (Anaerobic Digestion)1. Quantity for Treatment
2. Minimum Residence time
 |  |
| Minimum RDF Production (before drying treatment) |  |
| **Recovery rates of Mechanical treatment facility from the MSW process** |  |
| Total recovery of recyclable materials (plastics, ferrous metals, aluminum)  |  |
| Recovery rate on the corresponding incoming stream on wet basis - Purity of materials• Plastic• Ferrous metals• Aluminum |  |
| **Maximum Residue to landfill**  |  |
| **Specific Biogas Production**  |  |

* 1. The data sheets for the machinery and equipment proposed in accordance with your technical solution supported by the technical data sheet provided by the manufacturer, (The specifications of the proposed machinery and equipment shall meet the requirements stipulated by Section 5A, Subsection 2 Technical specifications of Treatment Facility. The proposed machinery and equipment will be subject to approval of Engineer with the Final Design Deliverable according to Section 5A Schedule of Requirements and Technical Specifications/Statement of Works)

**Bag opener**

|  |  |
| --- | --- |
| Manufacturer: |  |
| Type: |  |
| Capacity: |  |
| Loading hopper-feeder |  |
| Drive system |  |
| Crushing system |  |

**Trommel Screen**

|  |  |
| --- | --- |
| Manufacturer: |  |
| Type: |  |
| Capacity: |  |
| Structure of Drum |  |
| Frame |  |
| Drum support |  |
| Drum |  |
| Hoppers |  |
| Drive |  |

**Electromagnet**

|  |  |
| --- | --- |
| Manufacturer: |  |
| Type: |  |
| Capacity: |  |
| Separation Distance |  |
| Construction |  |
| Drive |  |
| Discharge Hoppers |  |
| Rubber belt |  |

**Eddy Current Separator**

|  |  |
| --- | --- |
| Manufacturer: |  |
| Type: |  |
| Capacity: |  |
| Vibrating Feeder |  |
| Electrical Panel |  |
| Discharge Hoppers |  |

**Ballistic Separator**

|  |  |
| --- | --- |
| Manufacturer: |  |
| Type: |  |
| Capacity: |  |
| Dimensions |  |
| Sheets with Screening Plates |  |
| Crankshafts |  |
| Motor and Transmission |  |
| Metallic Hoppers |  |
| Upper Cover |  |

**Baler for Recyclables (Paper – Plastics)**

|  |  |
| --- | --- |
| Manufacturer: |  |
| Type: |  |
| Capacity: |  |
| Automatic Vertical Tying System |  |
| Compaction force: |  |
| Specific pressure: |  |
| Channel section (height x width): |  |
| Feeding opening (length x width): |  |
| Number of ties: |  |
| Installed power: |  |
| Pump capacity: |  |
| Volume of hydraulic oil deposit: |  |
| Cylinder diameter: |  |

**Baler for Metals (Ferrous & Non-Ferrous)**

|  |  |
| --- | --- |
| Manufacturer: |  |
| Type: |  |
| Capacity: |  |
| Working pressure: |  |
| Max. Pressure: |  |
| Bale size: |  |
| Baling box: |  |
| Diameter of the cylinder |  |
| Drive: |  |
| Load capacity (1-3 strokes): |  |
| Capacity of oil tank: |  |
| Pump Flow: |  |

**Optical Sorters (NIR)**

|  |  |
| --- | --- |
| Manufacturer: |  |
| Type: |  |
| Capacity: |  |
| Technology |  |
| Detection |  |
| Materials Sorting NIR System |  |
| Ejection |  |
| High Resolution Detection |  |

**Sorted 2D Material Shredder**

|  |  |
| --- | --- |
| Manufacturer: |  |
| Type: |  |
| Capacity: |  |
| Loading Hopper - Feeder |  |
| Drive System |  |
| Shredding System |  |

**Anaerobic Digester**

|  |  |
| --- | --- |
| Manufacturer: |  |
| Type: |  |
| Capacity: |  |
| Components |  |
| Technology |  |

**SECTION 3: Management Structure and Key Personnel**

* 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.
	2. Provide CVs for all key personnel required by technical specifications (Section 5A Subsection 4) using the format below. CVs should demonstrate qualifications in areas relevant to the scope of works.

**Format for CV of Proposed Key Personnel**

|  |  |
| --- | --- |
| **Name of Personnel** | [Insert] |
| **Position for this assignment** | [Insert] |
| **Nationality** | [Insert] |
| **Language proficiency**  | [Insert] |
| **Education/ Qualifications** | *[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]* |
| [Insert] |
| **Professional certifications** | *[Provide details of professional certifications relevant to the scope of goods and/or services]* |
| * Name of institution: [Insert]
* Date of certification: [Insert]
 |
| **Employment Record/ Experience** | *[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.]* |
| [Insert] |
| **References** | *[Provide names, addresses, phone and email contact information for two (2) references]* |
| 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-TUR-ITB(MC2)-2019/08 |

**Preamble to Price Schedule**

The objective of this Preamble is to explain the purpose of the Schedules of Prices to the Bidder and how the Schedules are to be completed to become acceptable for consideration and evaluation.

The Conditions of Contract together with the Instructions to Bidders, Statement of Works/Technical Specifications, Schedules, Drawings and any published amendment shall be read in conjunction with the Schedules of Prices and shall be referred to for details of description, quality, tests and strength of materials used, and workmanship, conditions, obligations, liabilities and instructions, which shall be complied with in carrying out the Contract.

The cost of complying with all conditions, obligations and liabilities described in the Conditions of Contract, Statement of Works/Technical Specifications and Schedules of Prices including all overhead charges and profit, all environmental and safety measures taken by the contractor in accordance to the EIA and Statement of Works/Technical Specifications and the carrying out of the Works as shown in the Drawings shall be deemed to be spread over and included in the prices stated by the Contractor in the Schedules of Prices.

By the Contractor’s signing of the Contract, any item, which is included in the Bid Documents but not included in the Schedules of Prices, is deemed to have been included in other lump sum prices of the Schedule of Prices.

This Contract is a fixed-priced design-build contract. The price is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the Contractor in the performance of the Contract.

Prices in the Schedules of Prices of all items shall be made on a lump-sum basis in accordance with the Conditions of Contract and Statement of Works/Technical Specifications. The descriptions given in the breakdown do not in any way limit the Contractor's obligations under the Contract to provide all the works necessary to comply with the requirements of this Bid Document. The items listed in the price schedules shall be based on the Contractor’s design and shall be arranged accordingly.

All items shall be priced in USD. The Bid price shall not include any VAT.

Notwithstanding any limits which may be implied by the wording of individual items, the Contractor agrees that the prices entered in the Schedule of Prices include all costs to complete the works in every respect.

The Contractor shall be deemed to have taken full account of all requirements and obligations, whether expressed or implied, covered by all parts of this Contract and to have priced the items herein accordingly. Therefore, the prices shall include for all incidental and contingent expenses and risks of every kind necessary to construct, complete and maintain the whole of the works in accordance with the Contract. Unless separate items are provided in the breakdown, rates and sums shall include all costs for completion of the various items in the breakdown.

The prices entered by the Contractor against all items in the breakdown shall accurately reflect the cost of carrying out the work described in the Statement of Works/Technical Specifications for that item. All costs, commissions and other charges (unless separately itemised) applicable to the Contract as a whole shall be spread across all items in the breakdown, whereas those applicable to specific sections of the Contract shall be spread only over the items to which those sections refer.

The Schedules do not give a full description of the plant and equipment to be supplied and the services to be performed under each item. The Bidder shall be deemed to have read the Statement of Works/Technical Specifications and other sections of the ITB and reviewed the Drawings to ascertain the full scope of requirements included under each item prior to filling in the prices. References given in the Schedules are for the convenience of the Bidder and do not exclude other descriptions elsewhere in the Bid Documents. The entered prices shall be deemed to include the full scope as aforesaid, including overheads and profit.

If the Bidder is unclear or uncertain as to the scope of any item, he shall seek clarification in accordance with the Instructions to Bidders prior to submitting his Bid.

**Pricing**

The Bidder shall spread his general expenses, risks, profit and any other costs equally to the unit prices. The total price to be quoted for each schedule and the total contract price to be quoted are fixed and cannot be changed.

No front loading is allowed under this Contract. Prior to contract signature, UNDP has the authority to change the breakdown of the prices in case a front loading is identified further to assessment to be conducted by UNDP Engineer.

As specified in thid price schedule form and section 5b of this ITB, prices shall be fixed and firm for the duration of the Contract.

Bid prices shall be quoted in the manner indicated and, in the currency, specified in the Instructions to Bidders.

Prices shall be written in indelible ink, and any alterations necessary due to errors etc. shall be initialled by the Bidder.

The Schedules of Prices shall also be submitted in an electronic version i.e. excel format on a CD.

For each item, the Bidder shall complete each appropriate column in the respective Schedules, giving the minimum requirements to the detailing of the lump sum price breakdown as indicated in the Schedules.

Bidders shall only enter the unit rates where necessary in the corresponding cells and DO NOT edit the locked cells. For thousand separator “comma” (,) and decimal places “dot” (.) sign shall be used with two digits. (e.g. 2,345.38 which means two thousand three hundred forty five Euro and thirty eight Euro cents)

Prices given in the Schedules against each item shall be for the scope covered naturally by that indicated item as detailed in the Statement of Works/Technical Specifications.

The prices entered shall be inclusive of all supply, delivery, labour, materials and plant etc. as necessary to install the Plant and perform the works. The prices shall also include for any costs associated with on-site storage and with site transportation to the point of erection or installation of the Plant.

The TOTAL for each Schedule shall be carried forward to Schedule No. 1: Grand Summary, which shall be deemed to be the total price for the design, construction, trial operation and maintenance of the MBT Facility and other works included in the Contract in compliance with the Contract.

When requested by the Employer for the purposes of making payments or partial payments, valuing variations or evaluating claims, or for such other purposes as the Employer may reasonably require, the Contractor shall provide the Employer with a breakdown of any composite or lump sum items included in the Schedules. The prices in the Schedules will be used by the Engineer for any price determinations.

The Total Bid Price shall, after revision to incorporate any modifications agreed during contract negotiations, become the Contract Price on signing of the Contract Agreement.

In the case where the descriptions of the individual items do not fully cover the required works or the Tenderer wants to add installations, the Tenderer shall fill in the blank cells under Any Other Items in the Schedules of Prices.

The prices entered in the Schedules of Prices shall be used for calculating payments and interim payments and for valuing variations.

**Payments**

The contractor shall submit to the Engineer and Employer, a proposed breakdown for each lump sum price with the final design for approval. The Engineer may take account of the breakdown in determining provisional prices in preparing payment certificates for works that are not completed yet but shall not be bound by it.

For the measurement of the works, the percentages of the executed work will be calculated according to the breakdown of lump sum prices. The detailed breakdown shall be prepared by the Contractor during the design phase and shall be submitted to the Engineer with the designs for approval.

The following principles shall apply to the measurement of the works:

* The amount due shall be determined on the basis of the breakdown of each of the lump sum prices and a percentage of that price corresponding to completed stages of works.
* Where detailed quantities are provided for lump sum prices, these quantities shall be used to determine the percentage of the work covered by the lump sum price has been completed.

**Currency of the Bid:** United States Dollar, USD

**Price Schedule**

|  |  |  |
| --- | --- | --- |
| **Item #** | **Description** | **Total Price (USD)** |
| 1 | Design, Site Investigations  |  |
| 2 | Reception Area - Mechanical Treatment |  |
| 3 | Dry Anaerobic Digestion |  |
| 4 | Storage Areas |  |
| 5 | Auxiliary Facilities - Infastructure |  |
| 6 | Training, trial period |  |
| **Total price (item 1 +item 2 +item 3+item 4 + item 5 + item 6)** **(Fixed contract price) (USD)** |  |

**Guidance for Schedules**

The tables in the Schedules of Prices are prepared as guidance to the bidders. The items listed in the price schedules shall be based on the bidder’s design and is subject to change accordingly. The additional work items that may differ according to the bidder’s design and not included in the schedules should be specified and added by the bidder to the schedules.

**Schedule No 1;** **Design, Site Investigations**

| **Item No** | **Item Definition**  | **Price****(USD)** |
| --- | --- | --- |
| 1.1 | Surveys and investigations |  |
| 1.2 | Topographical and Geotechnical Surveys |  |
| 1.3 | As-built documentation |  |
| 1.4 | Operation and maintenance manuals |  |
| 1.5 | Site signboards  |  |
| Total for Price Schedule No 1 |  |

**Schedule No 2;** **Reception Area - Mechanical Treatment**

| **Item No** | **Item Definition**  | **Price****(USD)** |
| --- | --- | --- |
| 2.01 | Earth Works, Pipe Works and Ground Improvement works for Msw reception area - metallic building - control room |  |
| 2.02 | Concrete and Structural Steel Works for Msw reception area – metallic building – control room |  |
| 2.03 | Building works for Msw reception area – metallic building – control room |  |
| 2.04 | Mechanical works for Msw reception area – metallic building – control room |  |
| 2.05 | Electrical works for Msw reception area - metallic building - control room |  |
| 2.06 | Automatic weighbrige - hydraulic grab |  |
| 2.07 | Metallic hopper / moving floor / bag opener |  |
| 2.08 | Chain conveyor |  |
| 2.09 | Rotary screen feeding conveyor |  |
| 2.10 | Rotary screen (0-80 / 80-300 / >300 mm) |  |
| 2.11 | <80mm fraction collection belt conveyor (under the screen) |  |
| 2.12 | 80-300mm fraction collection belt conveyor (under the screen) |  |
| 2.13 | 80-300mm fraction belt conveyor to electromagnet |  |
| 2.14 | Electromagnet for 80-300mm fraction no1 |  |
| 2.15 | 80-300mm fraction belt conveyor to ballistic separator no1 |  |
| 2.16 | Ballistic separator no1 |  |
| 2.17 | High speed conveyor for nir-101 |  |
| 2.18 | NIR no1a - mixed plastic separation (pe/pp/pet/pvc) |  |
| 2.19 | High speed conveyor for nir-201 |  |
| 2.20 | NIR no1b - mixed plastic separation (pe/pp/pet/pvc) |  |
| 2.21 | Rest fraction belt conveyor from nir-101, nir-201 |  |
| 2.22 | Mixed plastic automatic bunker |  |
| 2.23 | PVC automatic bunker |  |
| 2.24 | High speed conveyor for nir-102 |  |
| 2.25 | NIR no2a - pvc separation |  |
| 2.26 | PVC fraction collection belt conveyor from nir-102, nir-202 |  |
| 2.27 | NIR-102, nir-202 rest fraction collection belt conveyor (for rdf production) |  |
| 2.28 | Ballistics fine fraction collection belt conveyor |  |
| 2.29 | Organic fraction collection belt conveyor |  |
| 2.30 |  >300mm fraction collection conveyor from rotary screen |  |
| 2.31 |  >300mm fraction reversible belt conveyor |  |
| 2.32 | Electromagnet for organic fraction |  |
| 2.33 | Eddy current separator no1 |  |
| 2.34 | Eddy current separator no2 |  |
| 2.35 | Organic fraction conveyor belt to flip flop screen |  |
| 2.36 | Final organic fraction conveyor belt to anaerobic digestion |  |
| 2.37 | Flip flop screen <20mm |  |
| 2.38 | Flip flop <20mm fraction belt conveyor to residue |  |
| 2.39 | Residue reversible belt conveyor |  |
| 2.40 | Recyclables chain conveyor to baler |  |
| 2.41 | Baler press for recyclables |  |
| 2.42 | Feeding conveyor to metals's baler |  |
| 2.43 | Baler press for metals |  |
| 2.44 | Air compressors and air treatment for nir's |  |
| 2.45 | Rest fraction collection belt 1 from ec-102 |  |
| 2.46 | Rest fraction collection belt 2 from ec-102 |  |
| 2.47 | Rest fraction collection belt 3 from ec-102 |  |
| 2.48 | Fine shredder for rdf material preparation - production  |  |
| 2.49 | Hook lift metallic containers 24m³ |  |
| 2.50 | Metallic bins for metals collection |  |
| 2.51 | Steel supports & walkways for machinery for a phase |  |
| 2.52 | Dedusting system - bagfilter |  |
| 2.53 | Deodorizing system - fan/humidifier/biofilter 400m² |  |
| Total for Price Schedule No 2 |  |

**Schedule No 3;** **Dry Anaerobic Digestion**

| **Item No** | **Item Definition**  | **Price****(USD)** |
| --- | --- | --- |
| 3.1 | Anaerobic Digestion System |  |
| 3.2 | Earth Works, Pipe Works and Ground Improvement works for digester  |  |
| 3.3 | Concrete and Structural Steel Works for digester |  |
| 3.4. | Building works for digester |  |
| 3.5 | Mechanical works for digester |  |
| 3.6 | Electrical works for digester |  |
| Total for Price Schedule No 3 |  |

**Schedule No 4;** **Storage Areas**

| **Item No** | **Item Definition**  | **Price****(USD)** |
| --- | --- | --- |
| 4.1 | Earth Works, Pipe Works and Ground Improvement works for Closed RDF reception / storage area |  |
| 4.2 | Concrete and Structural Steel Works for Closed RDF reception / storage area |  |
| 4.3 | Building works for Closed RDF reception / storage area |  |
| 4.4 | Mechanical works for Closed RDF reception / storage area |  |
| 4.5 | Electrical works for Closed RDF reception / storage area |  |
| 4.6 | Earth Works, Pipe Works and Ground Improvement works for Closed digestate storage area for 1 month |  |
| 4.7 | Concrete and Structural Steel Works for Closed digestate storage area for 1 month |  |
| 4.8 | Building works for Closed digestate storage area for 1 month |  |
| 4.9 | Mechanical works for Closed digestate storage area for 1 month |  |
| 4.10 | Electrical works for Closed digestate storage area for 1 month |  |
| Total for Price Schedule No 4 |  |

**Schedule No 5;** **Auxiliary Facilities - Infastructure**

| **Item No** | **Item Definition**  | **Price****(USD)** |
| --- | --- | --- |
| 5.01 | Earthworks for the formation of the MBT area - Excavation |  |
| 5.02 | Earthworks for the formation of the MBT area - Backfill  |  |
| 5.03 | Flood Protection Works  |  |
| 5.04 | Area covered with asphalt  |  |
| 5.05 | Entrance and Exit Gates  |  |
| 5.06 | Weighbridge Container  |  |
| 5.07 | Weighbridge  |  |
| 5.08 | Landscaping (Perimetric trees and Green area) |  |
| 5.09 | Fence (m) |  |
| 5.10 | Flare  |  |
| 5.11 | Tire washing facility |  |
| 5.12 | Electrical distribution network (indoor - oudoor facilities & equipment)(MV-LV Package Substation / kiosk, cables, trays, protection pipes, indoor & outdoor lighting / luminaires, main & distribution switchboards, inverters & LV Circuit breakers, lighting - surge protection equipment, earthing system, etc) |  |
| 5.13 | Stand-by diesel generator for mains failure |  |
| 5.14 | Automation & monitoring system for MBT operation (scada, pc's, ups, cables, plc's, local control panels, CCTV system, phone installation, etc) |  |
| 5.15 | Water distribution network for indoor & outdoor facilities (concrete water tank, pressure booster complete system, PE pipes, irrigation system, etc) |  |
| 5.16 | Fire protection system (fire detection & alarm system, fire extinguishers, tools cabinet, concrete water tank, fire fighting pressure booster, Fire Hose Cabinet, water hydrants, methane detection system & equipment, PE pipes, steel pipes, etc) |  |
| 5.17 | Wastewater collection network (piping, collection & storage tank, manholes, covers and gratings, etc) |  |
| Total for Price Schedule No 5 |  |

**Schedule No 6;** **Training, trial period**

| **Item No** | **Item Definition**  | **Price****(USD)** |
| --- | --- | --- |
| 4.1 | Training of the municipality staff |  |
| 4.2 | 3-month trial operation |  |
| Total for Price Schedule No 6 |  |

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.

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 complete the works stipulated in the ITB with reference UNDP-TUR-ITB(MC2)-2019/08 with the title “Construction of Mechanical Biological Treatment Plant in Gaziantep/Turkey;” (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:

1. Fails to sign the Contract after UNDP has awarded it;
2. Withdraws its Bid after the date of the opening of the Bids;
3. Fails to comply with UNDP’s variation of requirement, as per ITB instructions; or
4. 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]*

1. Bidders shall convert the currency into USD by using the UN operational rate of exchange which was effective for December of each corresponding year. UN operational rate of exchange are available at the following website: https://treasury.un.org/operationalrates/OperationalRates.php#E [↑](#footnote-ref-2)
2. Bidders shall convert the currency into USD by using the UN operational rate of exchange which was effective for 31st of December of each corresponding year. UN operational rate of exchange are available at the following website: https://treasury.un.org/operationalrates/OperationalRates.php#E [↑](#footnote-ref-3)