



*Empowered lives.
Resilient nations.*

INVITATION TO BID

Construction of the United Nations Country Team (UNCT) Offices in Mogadishu - Somalia

ITB No.: UNDP/SOM/UNCT/ITB/2019/012

Project: Management

Country: Somalia

Issued on: September 24, 2019

CONTENTS

Section 1. Letter of Invitation	5
Section 2. Instruction to Bidders	6
GENERAL PROVISIONS	6
1. Introduction	6
2. Fraud & Corruption, Gifts and Hospitality	6
3. Eligibility	7
4. Conflict of Interests	7
B. PREPARATION OF BIDS.....	8
5. General Considerations	8
6. Cost of Preparation of Bid	8
7. Language	8
8. Documents Comprising the Bid	8
9. Documents Establishing the Eligibility and Qualifications of the Bidder	8
10. Technical Bid Format and Content.....	8
11. Price Schedule	9
12. Bid Security	9
13. Currencies	9
14. Joint Venture, Consortium or Association.....	10
15. Only One Bid	11
16. Bid Validity Period	11
17. Extension of Bid Validity Period	11
18. Clarification of Bid (from the Bidders)	11
19. Amendment of Bids	12
20. Alternative Bids	12
21. Pre-Bid Conference	12
C. SUBMISSION AND OPENING OF BIDS	13

22. Submission.....	13
Hard copy (manual) submission	13
Email and eTendering submissions	13
23. Deadline for Submission of Bids and Late Bids	14
24. Withdrawal, Substitution, and Modification of Bids	14
25. Bid Opening	14
D. EVALUATION OF BIDS.....	14
26. Confidentiality	14
27. Evaluation of Bids.....	15
28. Preliminary Examination.....	15
29. Evaluation of Eligibility and Qualification.....	15
30. Evaluation of Technical Bid and prices	16
31. Due diligence	16
32. Clarification of Bids	16
33. Responsiveness of Bid.....	16
34. Nonconformities, Reparable Errors and Omissions.....	17
E. AWARD OF CONTRACT.....	17
35. Right to Accept, Reject, Any or All Bids	17
36. Award Criteria	17
37. Debriefing	17
38. Right to Vary Requirements at the Time of Award.....	18
39. Contract Signature	18
40. Contract Type and General Terms and Conditions.....	18
41. Performance Security	18
42. Bank Guarantee for Advanced Payment	18
43. Liquidated Damages.....	18
44. Payment Provisions.....	18
45. Vendor Protest	19
46. Other Provisions.....	19

Section 3. Bid Data Sheet	20
Section 4. Evaluation Criteria	24
Section 5a: Schedule of Requirements and Technical	28
Specifications/Bill Of Quantities	28
Section 5b: Other Related Requirements	30
Section 6: Returnable Bidding Forms / Checklist	31
Form A: Bid Submission Form	33
Form B: Bidder Information Form	35
Form C: Joint Venture/Consortium/Association Information Form	37
Form D: Eligibility and Qualification Form	38
Form E: Format of Technical Bid	40
Form F: Price Schedule Form	45
TABLE A: Cost Breakdown per Deliverable*	45
TABLE B: Priced Bills of Quantity (BoQ)	45
TABLE C: Summary of Price Schedule Form	46
FORM G: Form of Bid Security	47
Annex I – Bill of Quantities	48
Annex II	49

Section 1. Letter of Invitation

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

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

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Scope of Services
- Section 6: Returnable Bidding Forms
 - Form A: Bid Submission Form
 - Form B: Bidder Information Form
 - Form C: Joint Venture/Consortium/Association Information Form
 - Form D: Qualification Form
 - Form E: Format of Technical Bid
 - Form F: Price Schedule
 - Form G: Form of Bid Security
- Annex I – Excel format for Priced Bill of Quantities
- Annex II – Technical Drawings

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

Please acknowledge receipt of this ITB by sending an email to procurement.so@undp.org, indicating whether you intend to submit a Bid or otherwise by **27th September 2019**. You may also utilize the “Accept Invitation” function in eTendering system. This will enable you to receive amendments or updates to the ITB. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this ITB.

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

Approved by

Safiou Ezzo Ouro-Doni
Deputy Resident Representative (Operations)
Somalia Country Office

Section 2. Instruction to Bidders

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

	2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf
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 these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the goods and/or services requested under this ITB; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their Bid their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this ITB; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the Bid or Bids affected by the non-disclosure.</p>

	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.
B. PREPARATION OF BIDS		
5. General Considerations	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.
	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.
6. Cost of Preparation of Bid	6.1	The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	7.1	The Bid, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
8. Documents Comprising the Bid	8.1	The Bid shall comprise of the following documents and related forms which details are provided in the BDS: a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Bid; c) Price Schedule; d) Bid Security, if required by BDS; e) Any attachments and/or appendices to the Bid.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1	The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Bid Format and Content	10.1	The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB.
	10.2	Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by the Purchaser, at no expense to the UNDP. If not destroyed by testing, samples will be returned at Bidder's request and expense, unless otherwise specified.

	<p>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.</p> <p>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.</p>
11. Price Schedule	<p>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.</p> <p>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.</p>
12. Bid Security	<p>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.</p> <p>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> <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> <p>a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or;</p> <p>b) In the event the successful Bidder fails:</p> <ul style="list-style-type: none"> i. to sign the Contract after UNDP has issued an award; or ii. to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Bids are quoted in different currencies, for the purposes of comparison of all Bids:</p> <p>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</p>

	<p>on the last day of submission of Bids; and</p> <p>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.</p>
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 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 should clearly differentiate between:</p> <ol style="list-style-type: none"> 1. Those that were undertaken together by the JV, Consortium or Association; and 2. Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>

15. Only One Bid	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>15.2 Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this ITB; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of another Bidder regarding this ITB process; e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
16. Bid Validity Period	<p>16.1 Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. Extension of Bid Validity Period	<p>17.1 In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing, and shall be considered integral to the Bid.</p> <p>17.2 If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.</p>
18. Clarification of Bid (from the Bidders)	<p>18.1 Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received</p>

	<p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Bids, unless UNDP deems that such an extension is justified and necessary.</p>
19. Amendment of Bids	<p>19.1 At any time prior to the deadline of Bid submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
20. Alternative Bids	<p>20.1 Unless otherwise specified in the BDS, alternative Bids shall not be considered. If submission of alternative Bid is allowed by BDS, a Bidder may submit an alternative Bid, but only if it also submits a Bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative Bid.</p> <p>20.2 If multiple/alternative bids are being submitted, they must be clearly marked as “Main Bid” and “Alternative Bid”</p>
21. Pre-Bid Conference	<p>21.1 When appropriate, a pre-bid conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder’s conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder’s Conference or issued/posted as an amendment to ITB.</p>

C. SUBMISSION AND OPENING OF BIDS

22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Bid comprising the documents and forms in accordance with requirements in the BDS. The Price Schedule shall be submitted together with the Technical Bid. Bid can be delivered either personally, by courier, or by electronic method of transmission as specified in the BDS.</p> <p>22.2 The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Bid shall be marked “Original”, and its copies marked “Copy” as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>(b) The Technical Bid and Price Schedule must be sealed and submitted together in an envelope, which shall:</p> <ul style="list-style-type: none"> i. Bear the name of the Bidder; ii. Be addressed to UNDP as specified in the BDS; and iii. Bear a warning not to open before the time and date for Bid opening as specified in the BDS. <p>If the envelope with the Bid is not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Bid.</p>
Email and eTendering submissions	<p>22.5 Electronic submission through email or eTendering, if allowed as specified in the BDS, shall be governed as follows:</p> <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:</p>

	http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/
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 submission of Bids.</p>
24. Withdrawal, Substitution, and Modification of Bids	<p>24.1 A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Bid by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as “WITHDRAWAL” “SUBSTITUTION,” or “MODIFICATION”</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Bid by Cancelling, Editing, and re-submitting the Bid directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Bid as needed. Detailed instructions on how to cancel or modify a Bid directly in the system are provided in the Bidder User Guide and Instructional videos.</p> <p>24.4 Bids requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened.</p>
25. Bid Opening	<p>25.1 UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members.</p> <p>25.2 The Bidders’ names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.</p> <p>25.3 In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened.</p>
D. EVALUATION OF BIDS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after</p>

	<p>publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Bids or contract award decisions may, at UNDP's decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Bids	<p>27.1 UNDP will conduct the evaluation solely on the basis of the Bids received.</p> <p>27.2 Evaluation of Bids shall be undertaken in the following steps:</p> <ul style="list-style-type: none"> a) Preliminary Examination including Eligibility b) Arithmetical check and ranking of bidders who passed preliminary examination by price. c) Qualification assessment (if pre-qualification was not done) a) Evaluation of Technical Bids b) Evaluation of prices <p>Detailed evaluation will be focussed on the 3 - 5 lowest priced bids. Further higher priced bids shall be added for evaluation if necessary</p>
28. Preliminary Examination	<p>28.1 UNDP shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Bid at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required; d) They are able to comply fully with the UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.

30. Evaluation of Technical Bid and prices	<p>30.1 The evaluation team shall review and evaluate the Technical Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the BDS and other ITB documents. When necessary, and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.</p>
31. Due diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Bids	<p>32.1 To assist in the examination, evaluation and comparison of Bids, UNDP may, at its discretion, request any Bidder for a clarification of its Bid.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Bids, in accordance with the ITB.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bids.</p>
33. Responsiveness of Bid	<p>33.1 UNDP's determination of a Bid's responsiveness will be based on the contents of the bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, specifications and other requirements of the ITB without material deviation, reservation, or omission.</p>

	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.
34. Nonconformities, Reparable Errors and Omissions	<p>34.1 Provided that a Bid is substantially responsive, UNDP may waive any non-conformities or omissions in the Bid that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</p> <p>34.3 For the bids that have passed the preliminary examination, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> 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; 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 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>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall be rejected.</p>

E. AWARD OF CONTRACT

35. Right to Accept, Reject, Any or All Bids	35.1 UNDP reserves the right to accept or reject any bid, to render any or all of the bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the period of Bid validity, UNDP shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification, and has offered the lowest price.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request for a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in

	improving its future Bids for UNDP procurement opportunities. The content of other Bids and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of goods and/or services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1 A performance security, if required in the BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within a maximum of fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's standard practice to not make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per the BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	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.
44. Payment Provisions	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.

45. Vendor Protest	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referrer</p>

Section 3. Bid Data Sheet

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Bid	English
2		Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	Not allowed
3	20	Alternative Bids	Shall not be considered
4	21	Pre-Bid conference	<p>Will be conducted</p> <p>Bidders are encouraged to attend the pre-bid physical site visit to get a complete understanding of Scope of Works prior to submitting the formal bid to UNDP.</p> <p>The pre-bid site visit will be conducted on: Date: October 01, 2019 Time: 10:00 Venue: Phase 6, United Nations Assistance Mission to Somalia (UNSOM) Compound located inside Aden Adde International Airport (AAIA) Mogadishu, Somalia.</p> <p>The UNDP focal point for this arrangement is: Focal Person: Engineer Osman Abdullahi Email address: osman.abdullahi@undp.org</p> <p>Interested bidders are requested to confirm attendance of the site visit via email to procurement.so@undp.org with a subject line Confirmation of Attendance of Pre-Bid Site Visit for ITB Ref: UNDP/SOM/UNCT/ITB/2019/012 preferably by September 29, 2019.</p>
5	16	Bid Validity Period	120 Days
6	13	Bid Security	<p>Required in the amount of USD 13,000</p> <p>Acceptable Form of Bid Security: Bank Guarantee (See Form G for template).</p> <p>- A copy of the Bid security will be uploaded in the eTendering submission. The UNDP will verify the Bid security with the respective banks. The UNDP can also at its sole discretion request for the original Bid Security</p>

7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	<p>Will be imposed as follows:</p> <ul style="list-style-type: none"> Percentage of contract price per day of delay: 0.5% Maximum number of days of delay: 30 calendar days after which UNDP may terminate the contract.
9	40	Performance Security	N/A
10	12	Currency of Bid	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	<p>7 days before the submission deadline</p> <p>Bidders are required to submit their queries in writing. Telephone enquiries will not be accepted.</p>
12	31	Contact Details for submitting clarifications/questions	<p>E-mai address: procurement.so@undp.org</p> <p><i>Note: This email address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.</i></p> <ul style="list-style-type: none"> Only requests for clarifications should be sent to this email address. Bids submitted to this email address will be disqualified. BIDS Must be submitted through the UNDP e-Tendering system as stipulated in BDS No. 15 below. <p>Any delay in UNDPs response shall not be used as a reason for extending the submission deadline, unless UNDP determines that such an extension is necessary and communicates a new submission deadline in writing to Bidder.</p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	<p>Posted directly to e-Tendering https://etendering.partneragencies.org</p> <p>Proposers are advised to frequently check the above-mentioned website for any addenda/clarifications that may be posted.</p>
14	23	Deadline for Submission	<p>Date and Time: October 14, 2019, 07:00H EST/EDT (New York) time zone;</p> <p>Important Note: The eTendering system time zone is EST/EDT (New York) time Zone.</p> <p>Proposers are advised to submit proposals well in advance of the submission deadline. Do not wait until the last minute because in the event you encounter a problem in submitting your proposal at the last minute, UNDP may not be able to assist.</p> <p>Offers received by UNDP after the submission deadline shall be rejected.</p>

14	22	Allowable Manner of Submitting Bids	e-TENDERING ONLY (MANDATORY) <u>COURIED, HAND-DELIVERED OR EMAILED BIDS WILL BE REJECTED.</u>
15	22	Bid Submission Address	Submission of bids: https://etendering.partneragencies.org Event ID: SOM10 - ITB2019-12
16	22	eTendering submission requirements	<ul style="list-style-type: none"> • Format: PDF files only (RAR, JPEG files must not be used) • Proposers are encouraged to check the attachment formats prior to uploading/submission as UNDP will not be responsible if attachments are in other formats that cannot be opened without additional software. • File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. • All files must be free of viruses and not corrupted. If you are uploading many files (Ex. 15 or more), please zip the files into a ZIP folder and upload the folder instead of each file individually. You can upload several ZIP folders, but if you do this, please note that the total size of each ZIP folder cannot exceed 50 MB. • Digital certification/signature: Signed and stamped copy. • Time zone to be recognized: EST/EDT (New York) time zone. <p>Bidders are solely responsible for ensuring that any uploaded file is readable, that it is uncorrupted and free from viruses and malware. <u>Failure to submit readable files will result in rejection of the bid.</u></p>
17	25	Date, time and venue for the opening of bid	This is an eTendering submission only. Bidders will receive an automatic notification once their bids are opened.
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	November 25, 2019
20		Maximum expected duration of contract	26 weeks
21	35	UNDP will award the contract to:	One Bidder only based on technical qualification and offering the lowest price.
22	39	Type of Contract	Contract for Civil Works which can be found at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
23	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Works which can be found at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

24		Other Information Related to the ITB	<p>Joint Venture Submissions</p> <ul style="list-style-type: none"> Bidders applying as a Joint Venture (JV) must indicate in the bid that it is a JV undertaking and submit a Letter of Intent to form a JV if selected, signed by all parties with the bid submission and if selected, the legally registered JV certificate before contract signature in accordance with Clause 14 of Instructions to Bidders. <p>Post Qualification Actions;</p> <p>The UNDP may at its discretion conduct post qualification actions using one or more, or all the actions indicated below:</p> <ul style="list-style-type: none"> Verification of accuracy, correctness and authenticity of the information provided by the Bidder on the legal, technical and financial documents submitted including but not limited to Bid Security. Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or any other entity that might have done business with the Bidder. Inquiry and reference checking with other previous clients on the quality of performance on ongoing or past contracts completed. Physical inspections/visits to previously completed projects for other clients. Physical inspection of Bidder's offices, branches or other places where business takes place. Verification of availability of equipment and on-going construction sites handled by the Company. <p>Conditions for Determining Contract Effectivity;</p> <ul style="list-style-type: none"> Countersigned Contract by both Parties Handover of construction site to the Contractor by UNDP.
----	--	--------------------------------------	---

Section 4. Evaluation Criteria

Preliminary Examination Criteria

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

No.	Basic Criteria (Pass/Fail)	Provided	
		Y	N
1	Bid sent via e-tendering to: https://etendering.partneragencies.org ; Event ID: SOM10 - ITB2019-12 as stipulated in the ITB	✓	X
2	Appropriate signatures; All returnable bidding forms signed and stamped by Bidder's authorised representative.	✓	X
3	Power of Attorney (Bidder's authorized representative information)	✓	X
4	Minimum bid documents provided (Mandatory submission of all returnable forms A to F completed and where applicable, signed in accordance with instructions provided in the ITB document..	✓	X
5	Form G: Bid Security submitted as per ITB requirements with compliant validity period.	✓	X
6	Acceptance of Bid Validity (120 days) from date of close of ITB.	✓	X
Passed for Eligibility and Qualification Check?		✓	X

Only complete Bids will be passed for eligibility and qualification check.

Minimum Eligibility and Qualification Criteria

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

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

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity; ▪ Valid Certificate of Registration of the business including Articles of incorporation or equivalent document if Bidder is not a corporation.	Form B: Bidder Information Form
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Bid Submission Form.
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Bid Submission Form.
Bankruptcy	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Bid Submission Form.
Certificates and Licenses	▪ Tax Registration/payment certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations in accordance with National Law or Certificate of Tax Exemption if any such privilege is enjoyed by the Bidder.	Form B: Bidder Information Form

Subject	Criteria	Document Submission requirement
	<ul style="list-style-type: none"> ▪ Licence(s) to perform the required construction works under the ITB issued by the relevant government authority ▪ Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country. 	
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form.
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last three (3) years.	Form D: Qualification Form
Previous Experience	<ul style="list-style-type: none"> • Minimum five (5) years of relevant experience in construction works 	Form D: Qualification Form.
	<ul style="list-style-type: none"> • Minimum of two (2) contracts for construction works of similar scope implemented over the last five (5) years (please submit copies of a minimum of two contracts for construction works of similar scope and value above \$300,000.00 implemented over the past five years). <p><i>(For JV/Consortium/Association, the lead company must solely meet this requirement)</i></p>	Form D: Qualification Form;
	<ul style="list-style-type: none"> • Statement of satisfactory performance from the top three (3) client's or more in terms of contract value for the past five (5) years. 	Form D: Qualification Form.
Financial Standing	<ul style="list-style-type: none"> • Minimum average turnover of USD 500,000 for the past three years 2016, 2017 and 2018 (please attach copies of audited financial statements (balance sheets, including all related notes and Income Statements) for the required years. <p><i>(For JV/Consortium/Association, the lead company must solely meet this requirement)</i></p>	Form D: Qualification Form.
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <ul style="list-style-type: none"> • Current Ratio of not less than 1.0 for each of the above financial years, i.e., 2016, 2017 and 2018. (please attach copies of audited financial statements (balance sheets, including all related notes and Income Statements) for the required years. <p><i>(For JV/Consortium/Association, the lead company must solely meet this requirement)</i></p>	Form D: Qualification Form.

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

Subject	Criteria	Document Submission requirement																					
Technical Evaluation	<p>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;</p> <p>✓ Full compliance of Bid to the Schedule of Requirements and Technical Specifications/Bill of Quantities (BoQ) of the ITB.</p> <p>✓ Suitability and technical qualification of Proposed Staff in relation to their qualification and years of experience.</p> <p>The Bidder shall submit CVs of suitably qualified personnel to meet the specified requirement for each of the positions listed in the table hereunder. CVs should be submitted in the format for CVs provided in Form E of the ITB document.:</p>	<p>Form E: Technical Bid Form and all documents /information requested therein.</p>																					
	<table><tr><th>Staff Title</th><th>Minimum Education Qualifications</th><th>Minimum years of experience in similar construction project</th></tr><tr><td>Project manager to directly coordinate with UNDP</td><td>Bachelor's degree in civil or mechanical engineering</td><td>At least five (5) years' experience</td></tr><tr><td>Mechanical Engineer</td><td>Bachelor's degree in mechanical engineering or certificate from technical institute</td><td>At least three (3) years' experience or 5 years experience if presenting a certificate from technical institute.</td></tr><tr><td>Electrical Engineer</td><td>Bachelor's degree in electrical engineering or certificate from technical institute</td><td>At least three (3) years' experience or 5 years experience if presenting a certificate from technical institute.</td></tr><tr><td>Qualified Foreman for Plumbing</td><td>Bachelor's degree in mechanical engineering or certificate from technical institute</td><td>At least three (3) years' experience or 5 years experience if presenting a certificate from technical institute.</td></tr><tr><td>Qualified Foreman for Carpentry works</td><td>Bachelor's degree in mechanical engineering or certificate from technical institute</td><td>At least three (3) years' experience or 5 years experience if presenting a certificate from technical institute.</td></tr><tr><td>Qualified General Foreman</td><td>Diploma in Civil Engineering</td><td>At least five (5) years' experience</td></tr></table>		Staff Title	Minimum Education Qualifications	Minimum years of experience in similar construction project	Project manager to directly coordinate with UNDP	Bachelor's degree in civil or mechanical engineering	At least five (5) years' experience	Mechanical Engineer	Bachelor's degree in mechanical engineering or certificate from technical institute	At least three (3) years' experience or 5 years experience if presenting a certificate from technical institute.	Electrical Engineer	Bachelor's degree in electrical engineering or certificate from technical institute	At least three (3) years' experience or 5 years experience if presenting a certificate from technical institute.	Qualified Foreman for Plumbing	Bachelor's degree in mechanical engineering or certificate from technical institute	At least three (3) years' experience or 5 years experience if presenting a certificate from technical institute.	Qualified Foreman for Carpentry works	Bachelor's degree in mechanical engineering or certificate from technical institute	At least three (3) years' experience or 5 years experience if presenting a certificate from technical institute.	Qualified General Foreman	Diploma in Civil Engineering	At least five (5) years' experience
	Staff Title		Minimum Education Qualifications	Minimum years of experience in similar construction project																			
	Project manager to directly coordinate with UNDP		Bachelor's degree in civil or mechanical engineering	At least five (5) years' experience																			
	Mechanical Engineer		Bachelor's degree in mechanical engineering or certificate from technical institute	At least three (3) years' experience or 5 years experience if presenting a certificate from technical institute.																			
	Electrical Engineer		Bachelor's degree in electrical engineering or certificate from technical institute	At least three (3) years' experience or 5 years experience if presenting a certificate from technical institute.																			
	Qualified Foreman for Plumbing		Bachelor's degree in mechanical engineering or certificate from technical institute	At least three (3) years' experience or 5 years experience if presenting a certificate from technical institute.																			
	Qualified Foreman for Carpentry works		Bachelor's degree in mechanical engineering or certificate from technical institute	At least three (3) years' experience or 5 years experience if presenting a certificate from technical institute.																			
	Qualified General Foreman		Diploma in Civil Engineering	At least five (5) years' experience																			
	<p>✓ Suitability of implementation time table: Maximum of 26 weeks completion timeframe.</p> <p>The Bidder must submit the Project implementation schedule in Gantt Chart format or project schedule. It must include both mobilisation and construction schedules.</p> <p>✓ Equipment: Bidder must submit a list of in the following format to demonstrate relevance efficiency and adequacy of construction equipment and machinery in accordance with UNDP requirements</p>		<p>Form E: Technical Bid Form</p>																				

Subject	Criteria			Document Submission requirement
		Description of Equipment	Minimum Required Qty	
	1	Tipper trucks-5 Ton & 20 Ton.	2	
	2	Water truck-10,000 Liters.	1	
	3	Concrete mixer machine -1.5 CBM	4	
	4	Jacks to hold the formwork	1,500	
	5	Scaffolding made by steel pipes with connection joints	150 pairs	
	6	Concrete vibrator	2	
	7	Small machine compactor	2	
	8	One tgree-phase combined (electrical and welding) weling machine OR small welding machine to be used with the electrical generator of 25KW (Item No. 13 hereunder in this table)	1	
	9	Buldozer or front loader (owned, rented or borrowed)	1	
	10	Grader (owned, rented or borrowed)	1	
	11	Rooler or compactor (owned, rented or borrowed)	1	
	12	Water tank of 3 & 5 m³ capacity	2	
	13	Generator of three phase and minimum 25KW capacity	1	
	14	Small tools such as: Drilling machine, cutter machine, iron folding, wheel wheelbarrows, Trowels, Jointer, Edger, Levels, Hammer Drills, etc.	At least 1-2 nos for each item	
	Important Note: all the equipment shall be in good working conditions. UNDP reserves the right to ask the recommended bidder to operate the equipment as testing requirement before the Contract Award.			
Financial Evaluation	✓	Currency of Bid is USD	Form F: Qualification Form and all documents indicated in the Form attached.	
	✓	Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the Bidders in form F		
	✓	Comparison with budget/internal estimates.		

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

UNDP/SOM/UNCT/ITB/2019/012

Construction of the United Nations Country Team (UNCT) Offices in Mogadishu, Somalia

1. Project Description

The United Nations Development Programme (UNDP) in Somalia, under the auspices of the United Nations (UN) Country Team (UNCT), invites bids from professional firms with the ability to deliver high-quality construction services for the UNCT offices in Mogadishu, Somalia as described in this Schedule of Requirements and Technical Specifications/Bill of Quantities.

The UNDP will conclude a civil works contract with the successful Bidder for the period of indicated in Section 3 – Bid Data Sheet (BDS) 20.

The rates and prices bid in the Price schedule shall be inclusive of ALL COSTS required for completion of all works and includes all labour, supervision, materials, transportation and contingencies as well as all general risks and obligations set out or implied in the contract.

2. Scope of Works

The proposed civil works will be at **Phase 6 of the United Nations Assistance Mission (UNSOM) Compound located inside Aden Adde International Airport (AAIA), Mogadishu in Somalia**. The main facilities proposed for construction are offices and the construction works includes civil, sanitary, electrical and mechanical works as specified in the Bill of Quantities (BoQ).

Under the supervision of the UNDP Engineer, the Contractor shall:

- Perform works in conformity to quality/quantity and accuracy as stipulated in the detailed specification;
- Implement the project based on a detailed Construction Work Schedule which shall be approved by the UNDP engineer and shall Institute a quality control system to ensure adequate monitoring of the works progress at all times;
- Technical qualifications shall comply without any deviation to those specified in the Bill of Quantities without deviations. **Any alterations to be BoQ will be implemented in accordance with Article 48 (Alterations, Additions and Omissions) of the UNDP General Conditions for Civil Works.**
- Maintain all the required licences during the contract period;

2.1. Bill of Quantities

The selected Bidder shall perform the construction works **in strict compliance with the Bill of Quantities attached hereto in excel format as Annex I of this ITB.**

2.2. Technical Drawings

Please refer to document titled **‘technical drawings’ attached hereto as Annex II of this ITB.**

2.3. Requirement of Materials to be used

- 2.3.1 The Contractor will supply all materials and requirements to the site;
- 2.3.2 Use of asbestos and asbestos-containing material is not allowed.

3. Project Duration

It is envisaged that the Project will take up to a maximum of **26 Weeks**.

4. Reporting

- 3.1. For coordination purposes, the contractor shall appoint a civil engineer (Project Manager) who shall be responsible to UNDP for contract implementation and day-to-day operations;
- 3.2 The Contractor shall submit progress reports on completion of each milestone. The reports must at a minimum include the following; -
 - a) Statement of works mentioning the percentage of work completed on each part of BoQ amount, complimented;
 - b) Milestones and running workplan with time frame.

The monthly reports will be verified on ground by the UNDP supervising engineer.

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:

Exact Address of Delivery/Installation Location	The Location of Works: Phase 6, United Nations Assistance Mission (UNSOM) Compound located inside Aden Ade International Airport (AAIA) in UniMogadishu, Somalia
Inspection upon delivery	All construction materials must be approved by the UNDP supervising engineer.
Warranty/Defect Liability period	<ul style="list-style-type: none"> ▪ Defect Liability Period (DLP) of 12 months after hand over of site by the Contractor <ul style="list-style-type: none"> ➤ If within 12 months after the substantial completion of works, any defects are discovered in the normal course of usage, the Contractor shall remedy the defects at own cost. ▪ On completion of the project, the Contractor must clean the site to the satisfaction of the UNDP supervising engineer. Site clearing, and disposal of debris will be done in accordance with the local administration's regulations
Technical Support Requirements	On site engineers in accordance with staff qualifications stipulated in the ITB to ensure performance of works as described and illustrated in the Bill of Quantities and technical assessment provided.
	Adequate Equipment, machinery and tools.
	Workshop for preparation.
Payment Terms	<ul style="list-style-type: none"> • 1st progress payment: 40% of total contract value upon completion of 50% of the total scope of works based on the contracted BoQ and acceptance of first progress report. • 2nd progress payment: 50% of total contract value upon completion of the remaining 50% of the scope of Works thus completing 100% works based on the contracted BoQ and acceptance of completion of the works and handover. • Final payment: 10% of total contract value after 12 months of completion (Defect Liability Period) and issuance of final certificate of completion by the UNDP Engineer
Conditions for Release of Payments	<p>Progress/Interim Payments:</p> <ul style="list-style-type: none"> ▪ Upon certification of satisfactory completion of works by the UN supervising engineer; ▪ Certification of payment by the UNDP Portfolio Manager based on certification of satisfactory completion of works by the UN supervising engineer. <p>. Final Payment (Defect Liability Period):</p> <ul style="list-style-type: none"> ▪ Upon certification of final completion of works including execution of outstanding lists (rectification of defects [if any] during the Defect Liability Period) by the UNDP Engineer and Certification of payment by the UNDP Portfolio Manager. <p>NB: The UNDP supervising engineer may make corrections to the amount invoiced by the contractor in which case, UNDP may effect payment for the amount so corrected. The engineer may also withhold payment if the work is not performed consistent with the terms of contract. Payment shall be processed within 30 days of receipt of invoice</p>
All documentations, including catalogues, instructions and operating manuals, shall be in this language	English

Section 6: Returnable Bidding Forms / Checklist

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

Please note submission of forms A, B, D, E, F and G completed and where applicable, signed in accordance with instructions provided in the ITB document is **MANDATORY** for all Bidders. Additionally, form C is **MANDATORY** for Bidders submitting a bid as a Joint Venture/Consortium/Association.

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

Technical Bid:

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

Price Schedule:

▪ Form F: Price Schedule Form Tables A, B and C	<input type="checkbox"/>
---	--------------------------

NOTE TO BIDDERS - SOME COMMON EXAMPLES OF WHY BIDS ARE REJECTED BY UNDP.

Bids have been rejected at the submission stage or found to be technically noncompliant due to errors in presentation and failure to follow Instructions to Bidders. Below are some common examples of why offers are rejected by UNDP. **The ITB document contains the full list of instructions which must be strictly adhered to.** For your bid to be considered for evaluation, it must include all the documents requested for in the ITB.

1. **The Bid is submitted after the deadline for submission (Date and time).** Bids received after the submission deadline **WILL BE REJECTED.**
2. Bid is not submitted in the allowable manner. **The only allowable mode of submission for this ITB is eTendering at: <https://etendering.partneragencies.org>.** Bids submitted via email or courier will be rejected.
3. Bid is not signed in accordance with instructions in the ITB. **Please note, submission of all Returnable Forms (A, B, D, E, F and G) completed and where applicable, signed and stamped in accordance with ITB instructions provided in the ITB document is MANDATORY for all Bidders. Additionally, form C is MANDATORY for Bidders submitting a bid as a Joint Venture/Consortium/Association.**
4. Bid/supporting documents are not in the English Language.
5. Documents provided do not directly address each point of the evaluation criteria
6. Bid is more like a brochure for the firm without specifically addressing the specific evaluation criteria in the ITB and Schedule of Requirements and Technical Specifications/Bill of Quantities
7. Bid does not offer goods or services which have been specifically requested by UNDP in the Terms of Reference/Scope of Works
8. The Bidder proposes a major deviation to ITB technical requirement and specifications
9. Bid contains viruses and/or corrupted files. Bidders should ensure that submitted Bids DO NOT contain viruses and/or corrupted files. Such Bids will be rejected.

IMPORTANT NOTE: if a Bidder declines or offers major deviations to the UNDP Contract Terms and Conditions, Bids might be declined at any stage (either at the bids evaluation or contract negotiation stage).

Form A: Bid Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	UNDP/SOM/UNCT/ITB/2019/012: Construction of the United Nations Country Team (UNCT) Offices in Mogadishu - Somalia		

We, the undersigned, offer to supply the goods and related services required for **Construction of the United Nations Country Team (UNCT) Offices in Mogadishu - Somalia** in accordance with your Invitation to Bid No. **UNDP/SOM/UNCT/ITB/2019/012** 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] for Lot Bidded.

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 **(120 Days)**.

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

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

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
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 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	[Complete]
Is your company a member of the UN Global Compact	[Complete]
Contact person that UNDP may contact for requests for clarifications during Bid	Name and Title: [Complete] Telephone numbers: [Complete]

evaluation	Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to services being procured; ▪ Valid 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 in accordance with National Law or Certificate of Tax Exemption if any such privilege is enjoyed by the Bidder; ▪ Licences to perform the required construction works under the ITB issued by the relevant government authority; ▪ Quality certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder (if any); ▪ Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures (if any). ▪ 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/SOM/UNCT/ITB/2019/012: Construction of the United Nations Country Team (UNCT) Offices in Mogadishu - Somalia		

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

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

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

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: _____

Form D: Eligibility and Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	UNDP/SOM/UNCT/ITB/2019/012: Construction of the United Nations Country Team (UNCT) Offices in Mogadishu - Somalia.		

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

History of Non- Performing Contracts

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

Litigation History (including pending litigation)

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

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last five (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 (please include contact person name, telephone number & email address)	Contract Value	Period and status of activity	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 in terms of contract value.

Financial Standing

Annual Turnover for the last 3 years	Year 2016	USD
	Year 2017	USD
	Year 2018	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	2016	2017	2018
	<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 (2016, 2017, and 2018) complying with the following condition:

- Must reflect the financial situation of the Bidder or lead entity in the 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:	<input type="text" value="Select date"/>
ITB reference:	UNDP/SOM/UNCT/ITB/2019/012: Construction of the United Nations Country Team (UNCT) Offices in Mogadishu – Somalia.		

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

SECTION 1: Bidder's qualification, capacity and expertise

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

Project Description	Client Name	Amount in USD	Year of Completion	% Completed	Performance Evaluation

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

Project Description	Client Name	Amount in USD	Completion Ratio	Anticipated date of Completion

- 1.3. Relevance of specialized knowledge and experience on similar engagements.
- 1.4. Quality assurance procedures and risk mitigation measures.

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 Explain whether any work would be subcontracted (If applicable), to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.

Description	Yes/No	If yes, please provide details.

- 2.2 **Suitability of implementation Time table:** Bidders must submit an Implementation Plan in Gantt Chart format or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing. The implementation plan must include both mobilisation and construction schedules.
- 2.3 **Relevance, efficiency and adequacy of construction equipment and machinery:** Bidders must provide a list of equipment to be assigned to the project as stipulated in Section 4 (Evaluation Criteria) to support the implementation of the Project

Technical Compliance Sheet

UNDP/SOM/UNCT/ITB/2019/012 - Construction of the United Nations Country Team (UNCT)
Offices in Mogadishu - Somalia

Shedule of Requirements and Technical Specifications/Bill of Quantities	Your response		
	Compliance with technical specifications		Comments
	Yes, we comply	No, we cannot comply (indicate discrepancies)	
Full compliance of Bid to with Schedule of Requirments and Technical Specifications/Bill of Quantities as stipulated in Section 5(a) Important Note: The Evaluation Panel will prepare a separate technical compliance matrix to verify Bidder's technical compliance			
Completion of works in accordance with the implementation time table (Maximum completion timeframe of 26 weeks)			

Confirmation:

No Deviations / Deviations to Shedule of Requirements Technical Specifications/Bill of Quantities per item listed above are clearly identified and noted.	Authorised Signature:
---	-------------------------------------

Technical Compliance Sheet

**UNDP/SOM/UNCT/ITB/2019/012 - Construction of the United Nations Country Team (UNCT)
Offices in Mogadishu - Somalia**

Other Related Services and Requirements	Your response/Comments		
	Compliance with technical specifications		Comments
	Yes, we comply	No, we cannot comply (indicate discrepancies)	
Location of Works			
Inspection of construction material by the UNDP engineer			
Warranty period/Defects Liability Period			
Cleaning of site on completion			
On site enginners in accordance with staff qualifications stitulated in the ITB to ensure performance of works as described in the BOQ and and illustrated in the technical drawings			
Workshop for preparation			
Suitability (Relevance, efficiency and adequacy) of construction equipment and machinery.			
Payment Terms			
Conditions of Release of Payments			
All documentation including catalogues, instructions and operating manuals shall be in the English language			

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** Bidders should provide suitably qualified key personnel to meet the specified requirements for each of the positions listed in Section 4 (Evaluation Criteria) to support the implementation of the Project. CVs must be provided using the format below and should demonstrate qualifications in areas relevant to the scope of goods and/or services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<p><i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i></p> <p>[Insert]</p>
Professional certifications	<p><i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i></p> <ul style="list-style-type: none"> ▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	<p><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></p> <p>[Insert]</p>
References	<p><i>[Provide names, addresses, phone and email contact information for two (2) references]</i></p> <p>Reference 1:</p> <p>[Insert]</p> <p>Reference 2:</p> <p>[Insert]</p>

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:	<input type="text" value="Select date"/>
ITB reference:	UNDP/SOM/UNCT/ITB/2019/012: Construction of the United Nations Country Team (UNCT) Offices in Mogadishu - Somalia		

Bidders are required to prepare the Price Schedule following the below format. The price schedule must include a detailed cost breakdown of all good and related services to be provided. Separate figures must be provided for each functional grouping or category (if any).

TABLE A: Payment schedule

Deliverable	Percentage of Total Price (weight for payment)	Amount in USD
Upon completion of 50% of the total scope of works based on the contracted BoQ	40%	
Upon completion of works for the remaining 50% thus, completing 100% works in accordance with the contracted BoQ and issuance of certificate of substantial completion of works by the UNDP Engineer	50%	
Upon issuance of Certificate of Final completion of works including rectification of works (if any) during the 12 months' Defect Liability Period (DLP) and certification of payment by the UNDP Portfolio Manager.	10%	
Total	100%	

TABLE B: Priced Bills of Quantity (BoQ)

Currency of the Bid: United States Dollar

BOQs are Attached separately to this ITB as Annex I.

Bidders shall submit their priced Bil of Quantities as attachments using the following format

- a) BOQs in Spread sheet files (excel); and again**
- b) Same BOQs (signed by Bidder's authorized signatory and stamped with official company stamp) as PDF Files**

NOTES:

1. It is the responsibility of the bidders to verify the accuracy of the information, prices and calculations in the price schedule sheet.
2. The rates and prices bid in the Price schedule shall be inclusive of ALL COSTS required for completion of all works and includes all labour, supervision, materials, transportation and contingencies as well as all general risks and obligations set out or implied in the contract.
3. Arithmetic errors will be corrected consistent with Clause 34 of Section 2 of this ITB.

Name of Bidder : _____

Authorised Signature : _____

Nate of authorised signatory: _____

Functional Title: _____

Stamp with official company's stamp

TABLE C: Summary of Price Schedule Form

**UNDP/SOM/UNCT/ITB/2019/012:
Construction of the United Nations Country Team (UNCT)
Offices in Mogadishu – Somalia**

Please complete the table in full

Summary for Construction of the United Nations Country Team (UNCT) Offices in Mogadishu – Somalia		
Item No.	Description of Activity	Total Cost in USD
A	Site cleaning preparation activities	
B	Ground floor of new UNCT office spaces, server room safe room and toilets	
C	First floor of new UNCT office Spaces in AAIA Phase 6	
D	Over roof with Solar panel system of UNCT	
Grand total for Construction of the United Nations Country Team (UNCT) Offices in AAIA, Mogadishu - Somalia		

Name of Bidder : _____

Authorised Signature : _____

Date of authorised signatory: _____

Functional Title: _____

Stamp with official company's stamp

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 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]

Annex I – Bill of Quantities

BOQs are Attached separately to this ITB as Annex I.

Annex II

Technical Drawings are Attached separately to this ITB as Annex I!