



REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

TO WHOM IT MAY CONCERN	DATE: October 14, 2019
	REFERENCE: OPRS/2019/012

Dear Sir / Madam:

We kindly request you to submit your Proposal for renovations to United Nations High Commissioner for Refugees (UNHCR) Office.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Wednesday, October 23, 2019** and via email, courier mail to the address below:

United Nations Development Programme

procurement.gy@undp.org

Your Proposal must be expressed in the **English**, and valid for a minimum period of **30 days**

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the **.pdf format, one email 10 MB max** and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, 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.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*UNDP Procurement
Procurement Associate
10/14/2019*

Description of Requirements

Context of the Requirement	<i>Renovation to office spaces</i>
Implementing Partner of UNDP	United Nation High Commissioners for Refugees (UNHCR)
Brief Description of the Required Services ¹	Contract for professional services for renovations for office spaces
List and Description of Expected Outputs to be Delivered	1. Carpentry works; in UNHCR agency 2. Other works as specified; in UNHCR agency
Person to Supervise the Work/Performance of the Service Provider	<i>Project Manager, United Nations Development Program (UNDP)</i>
Progress Reporting Requirements	Contractor The contractor shall provide daily progress update/report based on works carried in relation to working programme to UNDP/ Project Manager. If any delays the contractor shall advise UNDP/ Project Manager with reason for same.
Location of work	<input checked="" type="checkbox"/> Exact Address: 107-108 Duke Street Kingston
Expected duration of work	3.5 weeks
Target start date	28 October 2019
Latest completion date	18 November 2019
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Office space and facilities <input checked="" type="checkbox"/> Others The contractor shall advise the UNDP on any special provision that will be required by the agency to complete the job.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 30 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted			
Payment Terms ³	Outputs	Percentage	Timing	Condition for Payment Release
	Carpentry works	50%	7 th November 2019	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider
	Other works	50%	10 th November 2019	
Person(s) to review/inspect/approve outputs/completed services and authorize the disbursement of payment	Project Manager, United Nations Development Program (UNDP)			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services			
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal. Annex 3			
Criteria for the Assessment of Proposal	<input checked="" type="checkbox"/> Financial proposal <input checked="" type="checkbox"/> Valid GRA & NIS compliances <input checked="" type="checkbox"/> Valid business registration <input checked="" type="checkbox"/> Schedule indicating breakdown and timing of activities <input checked="" type="checkbox"/> List of past experiences – minimum 3 years			
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider			

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

Annexes to this RFP ⁴	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input checked="" type="checkbox"/> Others ⁵ Blueprint of working space
Contact Person for Inquiries (Written inquiries only) ⁶	Procurement Associate procurement.gy@undp.org Subject caption "Query renovations - UNHCR" On or before 21 October 2019 Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information <i>[pls. specify]</i>	Site visit 18 October 2019. Kindly indicate on or before 17 October 2019 at 10:00 Hrs

⁴ Where the information is available in the web, a URL for the information may simply be provided.

⁵ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁶ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. **Qualifications of Key Personnel**

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. **Cost Breakdown per Deliverable***

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Carpentry works	50%	
2	Other works	50%	
	TOTAL		

**This shall be the basis of the payment tranches*

E. **Cost Breakdown by Cost Component: Bill of Quantities**

Project: Relocation United Nations Offices in Guyana - **UNHCR UNIT 1 POD**
 Building
 Client: United Nations
 Location: 107/108 Duke St. Kingston

ITEM	DESCRIPTION OF ITEM	UNIT	QTY	UNIT PRICE	AMOUNT
2	Carpentry				
	Provide all tools, materials etc to install items				
	Supply only "dry" planed lumber				
	Provide samples for approval before ordering and installation				
	Prices to include all necessary screws, nails etc				
2.01	Fill in existing opening around new door: Supply 2"x 4" HW framing and gypsum boarding with compounding both sides, paint all surfaces.	Sy. Yd.	16		

Project: Relocation United Nations Offices in Guyana - **UNHCR UNIT 1 POD**
 Building
 Client: United Nations
 Location: 107/108 Duke St. Kingston

ITEM	DESCRIPTION OF ITEM	UNIT	QTY	UNIT PRICE	AMOUNT
2.02	30"x80" solid panel internal door; with 2"x6" HW frame secured to wall including 2# high quality metal hinges, approved quality mortise lock with handle and locking mechanism	no.	2		
2.03	4" wide HW Facing to both sides of single door frames	no.	2		
2.04	1"x3" HW Door stops all around double door frames	no.	2		
2.05	Sand, Stop, Prime, apply paint to all timber doors -2 coats oil paint	no.	2		
2.06	apply paint to all door trim, facing etc, all surfaces less than 4inches wide. -2 coats oil paint - per door	no.	2		
2.07	GLASS WALLING (framed glass wall); Designing, supplying and fixing curtain walling system ; aluminium ; comprising framing, 6mm thk. tempered flat Frosted finish glazing as directed by client , coping, sill, closure panel, flashing, fittings, insulation and fire resistance material ; all necessary fixings, gasket and sealant, connections and provision of anchorages ; assembling, jointing, cutting and pinning lugs	Sy. Yd.	27		
2.08	Glass wall doors, 30" x80"	no.	2		
2.09	Emergency Exit Single Door Push Pad with Panic Latch or Exit Push bar installed to existing rear exit door	no	2		
2.10	Demolition of existing concrete walls as directed and cart away waste to GOG dump site	sq. ft.	21		
2.11	installation 2"x8" GH framing to new openings	ln. ft.	17		
	CONTINGENCY FOR ADDITIONAL WORK AS DIRECTED BY CLIENT ONLY	PROV SUM			150,000
TOTAL CARRIED TO SUMMARY (UNHCR UNIT 1)					

Project: Relocation United Nations Offices in Guyana - **UNHCR UNIT 2 POD**
 Building
 Client: United Nations
 Location: 107/108 Duke St. Kingston

ITEM	DESCRIPTION OF ITEM	UNIT	QTY	UNIT PRICE	AMOUNT
2	Carpentry				
	Provide all tools, materials etc to install items				
	Supply only "dry" planed lumber				
	Provide samples for approval before ordering and installation				
	Prices to include all necessary screws, nails etc				
2.01	Fill in existing opening around new door: Supply 2"x 4" HW framing and gypsum boarding with compounding both sides, paint all surfaces.	Sy. Yd.	4		
2.02	30"x80" solid panel internal door; with 2"x6" HW frame secured to wall including 2# high quality metal hinges, approved quality mortise lock with handle and locking mechanism	no.	1		
2.03	4" wide HW Facing to both sides of single door frames	no.	1		
2.04	1"x3" HW Door stops all around double door frames	no.	1		
2.05	Sand, Stop, Prime, apply paint to all timber doors -2 coats oil paint	no.	1		
2.06	apply paint to all door trim, facing etc, all surfaces less than 4inches wide. -2 coats oil paint - per door	no.	1		
2.07	GLASS WALLING (framed glass wall); Designing, supplying and fixing curtain walling system ; aluminium ; comprising framing, 6mm thk. tempered flat Frosted finish glazing as directed by client , coping, sill, closure panel, flashing, fittings, insulation and fire resistance material ; all necessary fixings, gasket and sealant, connections and provision of anchorages ; assembling, jointing, cutting and pinning lugs	Sy. Yd.	81		
2.08	Glass wall doors, 30" x80"	no.	4		
2.09	Cut openings in existing wall, smooth etc all needed work to install highlight window approx. 16" x24" awning, metal frame, prepainted	no.	2		

Project: Relocation United Nations Offices in Guyana - **UNHCR UNIT 2** POD
 Building
 Client: United Nations
 Location: 107/108 Duke St. Kingston

ITEM	DESCRIPTION OF ITEM	UNIT	QTY	UNIT PRICE	AMOUNT
2.10	Demolition of existing concrete walls as directed and cart away waste to GOG dump site	sq. ft.	170		
2.11	installation 2"x8" GH framing to new openings	ln. ft.	60		
	CONTINGENCY FOR ADDITIONAL WORK AS DIRECTED BY CLIENT ONLY	PROV SUM			300,000
TOTAL CARRIED TO SUMMARY (UNHCR UNIT 2 POD)					

Project: Relocation United Nations Offices in Guyana - **UNHCR UNIT 3** POD
 Building
 Client: United Nations
 Location: 107/108 Duke St. Kingston

ITEM	DESCRIPTION OF ITEM	UNIT	QTY	UNIT PRICE	AMOUNT
2	Carpentry				
	Provide all tools, materials etc to install items				
	Supply only "dry" planed lumber				
	Provide samples for approval before ordering and installation				
	Prices to include all necessary screws, nails etc				
2.01	Sliding Door: Four (4) pane sliding door, approx 12ft wide 80" high. 6mm thk. tempered flat Frosted finish glazing as directed by client,	no.	1		
2.07	GLASS WALLING (framed glass wall); Designing, supplying and fixing curtain walling system ; aluminium ; comprising framing, 6mm thk. tempered flat Frosted finish glazing as directed by client , coping, sill, closure panel, flashing, fittings, insulation and fire resistance material ; all necessary fixings, gasket and sealant, connections and provision of anchorages ; assembling, jointing, cutting and pinning lugs	Sy. Yd.	50		

Project: Relocation United Nations Offices in Guyana - **UNHCR UNIT 2 POD**
 Building
 Client: United Nations
 Location: 107/108 Duke St. Kingston

ITEM	DESCRIPTION OF ITEM	UNIT	QTY	UNIT PRICE	AMOUNT
2.08	Glass wall doors, 30" x80"	no.	2		
2.09	Emergency Exit Single Door Push Pad with Panic Latch or Exit Push bar installed to existing rear exit door	no	2		
	CONTINGENCY FOR ADDITIONAL WORK AS DIRECTED BY CLIENT ONLY	PROV SUM			200,000
TOTAL CARRIED TO SUMMARY (UNHCR UNIT 3)					

SUMMARY

ITEM	DESCRIPTION	AMOUNT
1	UNHCR UNIT 1	
2	UNHCR UNIT 2	
3	UNHCR UNIT 3	
	TOTAL	

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

General Terms and Conditions for Services

1.0 LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4.0 ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:

8.4.I Name UNDP as additional insured;

- 8.4.2 Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;
- 8.4.3 Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5 The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10.0 TITLE TO EQUIPMENT:

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

11.1 Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

11.2 To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property

or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

II.3 At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

II.4 Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

13.1 The recipient ("Recipient") of such information shall:

13.1.1 use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

13.1.2 use the Discloser's Information solely for the purpose for which it was disclosed.

13.2 Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

13.2.1 any other party with the Discloser's prior written consent; and,

13.2.2 the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

13.2.2.1 a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

13.2.2.2 any entity over which the Party exercises effective managerial control; or,

13.2.2.3 for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

13.3 The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

13.4 The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

13.5 The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

13.6 These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

- 14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.
- 14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.
- 14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.
- 14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

15.0 TERMINATION

- 15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.
- 15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.
- 15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

- I5.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

- 16.1 Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

- 16.2 Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.I, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 PRIVILEGES AND IMMUNITIES:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18.0 TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19.0 CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional

Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

- 20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21.0 OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22.0 SEXUAL EXPLOITATION:

- 22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

- 22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor.

Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.

TERMS OF REFERENCE

PROFESSIONAL SERVICE – RELOCATION UNITED NATIONS OFFICES IN GUYANA - UNHCR UNITS 1-3 POD BUILDING

Position Information

Type of Contract:	Professional Service
Direct Supervisor:	Project Manager., UNDP Guyana Country Office
Duty station:	Guyana
Expected Duration of Assignment:	3.5 weeks
Start of Contract:	28 th October 2019
End of Contract:	18 th November 2019

I. BACKGROUND

As part of the harmonization program within the United Nations, the United Nations System in Guyana has adopted measures to improve the coordination, efficiency and optimization of resources of its Common Services to achieve economies of scale by improving the cost-benefit ratio in the provision of Services of the Agencies, Entities, Funds and Programs of the United Nations Organization in Guyana.

Among other areas, common services include moving to a new building in which agencies can reduce common costs based on a consolidated requirement and concept of corporate offices of the twenty-first century. To this end, the UNCT with the support from the interagency Operations Management Team (OMT) group and a Project Manager, will supervise the general planning and implementation of the optimal transfer to the new facilities.

United Nations Agencies in Guyana are planning to move to a new corporate office building within a compound that consist 3 storied (3 buildings) within central Georgetown. The total footage of the buildings is 22,000 square feet (2,043 square meters).

II. OBJECTIVE

Contract for professional services for **Civil Works** instalment for the following below to the new location for UNDP & UNHCR.

- I. Carpentry works; in UNHCR agency
2. Electrical works; in UNHCR agency
3. Air Conditioning works; in UNHCR agency
4. Other works as specified; in UNHCR agency

III. INSTITUTIONAL AGREEMENTS

The firm will be under the general direction of the Project Manager, United Nations Development Program (UNDP), and close coordination is expected with UNDP Operation Manager.

IV. SERVICE TO BE DELIVERED

1. Carpentry works - *Install new doors and fixed glass systems; apply paint to all surfaces where specified and demolition works, construct new walls and modify existing walls where specified.*
2. Electrical works – *Supply and installed new main panel, power outlets and HE LED light fixtures as specified, and other such related electrical works as directed.*
3. Air Conditioning works – *Supply and install Air condition systems with all supporting fixture and elements to different room within the agency as specified.*
4. Other works – *works that are not specified in the BQ but are associated/ related to works in the BQ and necessary for the completion/ execution of any given item.*

The documentation must be scanned and submitted in **pdf version**.

V. EMUNERATION AND DELIVERABLES

Payment will be remitted subject to the approval of final deliverables by UNDP and based on the firm's price proposal accepted by UNDP. Payment will be done on the completion of works.

a. **Civil Works**

Deliverables (changes in sequencing are possible)	Indicative dates	Payment
Air Conditioning works	8 th November 2019	-
Electrical works	12 th November 2019	50%
Carpentry works	15 th November 2019	-
Other works	18 th November 2019	50%-

The contract price is a fixed output-based price regardless of extension of the herein specific duration. The Financial Proposal will include all fees and costs associated with the execution of the contract, including professional fees, travel, equipment and all other expenses that will be incurred during the execution of the work.

VI. DURATION OF WORK

The firm would be expected to perform one and half (3.5) weeks of work commencing **28th October 2019** and concluding **25th November 2019**

All deliverables should be submitted in Microsoft Word. If relevant, copies of high-resolution maps and graphics, data, reports and other information collected in support of this assignment should also be submitted to UNDP Project Manager.

The contracted Consultancy firm will report weekly to the UNDP Project Manager to ensure a timely delivery of the expected outputs.

VII. COMPETENCIES

- Excellent knowledge of the correct standards and best practices in Civil and Building Construction
- Being able to produce work output of accuracy and technical quality
- Ability to complete work within required timeframe.

VIII. QUALIFICATIONS

Minimum requirement - Personnel

Minimum of three (3) years in the field of Civil and Building Construction

Minimum - Certificate in Civil and Building Construction – Guyana Technical Institutes or equivalent.

Minimum requirement - Firm

Years of Experience:

- A minimum of five (5) years of professional experience in commercial **Civil and Building**
- Proof of experiences within the last five years

Language Requirements: Excellent oral and written communication skills in English.

IX. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

- **Financial Proposal**

Applications must be submitted in English, and incomplete proposals will not be considered.

Late submission will not be accepted