

Instructions to Bidders

DATA SHEET

The following data for the supply of goods and related services shall complement / supplement the provisions in the Instruction to Bidders. In the case of a conflict between the Instruction to Bidders and the Data Sheet, the provisions in the Data Sheet shall prevail.

DS No.	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
1		Project Title:	Enhancing Legal and Electoral Capacity for Tomorrow - Phase II (ELECT-II)
2		Title of Goods/Services/Work Required:	Subject: Invitation to Bid for Construction of IEC Provincial Office in Badakhshan. Case no: ITB/UNDP/AFG/0000000233
3		Country:	Afghanistan
4	C.13	Language of the Bid:	<u>English</u>
5	C.20	Conditions for Submitting Bid for Parts or sub-parts of the Total Requirements	<u>Not allowed</u>
6	C.20	Conditions for Submitting Alternative Bid	<u>Shall not be considered</u>
7	C.22	A pre-Bid conference will be held on:	Pre- Bid clarification meeting will be held on: Date: December 17, 2014 Time: 10:00 hours Kabul time Location: UNDP Country Office, UNOCA Complex, Jalalabad Road, Kabul Afghanistan, Kabul Afghanistan The UNDP focal point for the arrangement is: E-mail: <u>procurement.af@undp.org</u> Bidders interested to attend the pre-Bid conference must send the following information to the above mentioned email address on or before 3pm, 16 December 2014: Participant's Name, Nationality, ID/Passport No., Company Name
8	C.21.1	Period of Bid Validity commencing on	Bid shall remain valid for acceptance by UNDP for 90 days

		the submission date	from the closing date.
9	B.9.5 C.15.4 b)	Bid Security	<p><u>Required</u></p> <p>The bid security shall be submitted in original and in favor of UNDP for a value of 20,000.00 USD only.</p>
10	B.9.5	Acceptable forms of Bid Security	<p><u>Bank Guarantee (See Section 8 for template)</u></p> <p>The bidder shall provide a bid security in the form set out in section 8 of the ITB and meeting the essential requirements set out therein. The bid security shall be submitted in original and in favor of UNDP Enhancing Legal and Electoral Capacity for Tomorrow - Phase II (ELECT-II) Project, case # ITB/UNDP/AFG/0000000233. UNDP reserves the right to reject the bid security should the mentioned conditions be deemed unfulfilled.</p>
11	B.9.5 C.15.4 a)	Validity of Bid Security	<p>The bid security shall have a minimum validity period of <u>90 calendar days</u> from the date of issuance.</p> <p>Bidders must be prepared to extend the validity period by 30 days, if requested by UNDP. As soon as a contract has been awarded or in case of cancellation of the solicitation process, UNDP shall return the bid Security to all unsuccessful bidders.</p>
12		Advanced Payment upon signing of contract	<u>Not allowed</u>
13		Liquidated Damages	<p>Will be imposed under the following conditions:</p> <p>Percentage of contract price per day of delay: 0.33% per calendar day</p> <p>Max. limit of delay in %:10%</p> <p>Next course of action : Termination of the Contract</p>
14	F.37	Performance Security	<p>Required</p> <p>Amount :10% of the total contract value</p> <p>Form: Within 7 days of receipt of the letter of Intent, and before contract signature, the successful Bidder shall furnish a Performance Security to UNDP in the amount of 10% of the contract Value in the form set out in section 9 of the ITB and meeting the essential requirements set out therein. Performance security of 10% of the estimated price of the contract will be returned to the contractor, upon completing of all the works under the contract and issuance of Certificate of Substantial Completion and provision of bank guarantee in the amount of 5% of the contract value to cover the Defect Liability Period of 12 months, returnable upon issuance of Certificate of Final Completion. During the 12 (twelve) months of Defect Liability Period, the contractor is obligated to correct, repair and / or reconstruct any faults as may arise</p>

			or any items listed in the Certificate of Substantial Completion by UNDP, at the Contractors own cost and within 14 (fourteen) calendar days of notification by UNDP. This will be submitted by the successful contractor.
15	C.17 C.17.2	Preferred Currency of Bid and Method for Currency conversion	X United States Dollars (US\$) <i>Bids should be submitted in US\$ only.</i>
16	B.10.1	Deadline for submitting requests for clarifications/ questions	<u>Seven (07) days before the submission date.</u> UNDP will endeavor to provide the above clarifications expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of a bid
17	B.10.1	Contact Details for submitting clarifications/questions	Focal Person in UNDP: E-mail: <u>Procurement.af@undp.org</u> <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>
18	B.11.1	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	Supplemental Information will be up-loaded in the system (Atlas-E-tendering System). Once uploaded, bidders who accepted Tender Invitation will be notified automatically by system that changes have occurred. It is the responsibility of the bidders to view the respective changes and clarifications in the system.
19	D.23.3	No. of copies of Bid that must be submitted	Your bid, comprising of requested documents, should be submitted through the UNDP ATLAS E-tendering system
20	D.23.1 b) D.23.2 D.24	Bid submission address	Bids must be submitted electronically through Atlas E-tendering system. Original of Bid Security issued by a reputable bank must be submitted by hand or courier to the following address: United Nations Development Programme UNDP Country Office UNOCA Complex, Jalalabad Road, Kabul Afghanistan
21	C.21.1 D.24	Deadline of Bid Submission	Date and Time : January 11, 2015 10:00 AM
22	D.23.2	Manner of Submitting Bid	Your bid, comprising of requested documents, should be submitted thorough the UNDP ATLAS E-tendering system. The step by step to be followed for bid submission thorough the UNDP ATLAS E-tendering system is available in the

			<p>instruction manual for the bidders, attached with this ITB as Annex-1.</p> <p>The solicitation documents and the manual is also posted in following websites:</p> <p>http://www.undp.org.af</p> <p>http://procurement-notice-undp.org/index.cfm</p> <p>https://www.ungm.org/notices/notices.aspx</p>
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	<p>Your bid, comprising of requested documents, should be submitted thorough the UNDP ATLAS E-tendering system. The step by step to be followed for bid submission thorough the UNDP ATLAS E-tendering system is available in the instruction manual for the bidders, attached with this ITB as Annex-1.</p>
24	D.23.1 c)	Date, time and venue for opening of Bid	<p>Date and Time: January 11, 2015 11:00 AM</p> <p>Venue : SCMO Conference Room, UNDP Country Office, UNOCA Compound, Jalalabad Road, Kabul Afghanistan</p> <p>Bidders interested to attend the bid opening exercise must send the following information to the above mentioned email address on or before 3:00pm on January 10, 2015:</p> <p>Participant's Name, Nationality, ID/Passport No., Company Name</p> <p>If coming with private vehicle, please mention: Driver's Full Name, Plate Number, Make/Model, Color</p> <p>Please note that only 01 (one) person from each company will be allowed to participate.</p>
25		Evaluation method to be used in selecting the most responsive Bid	<p>Lowest price offer of technically qualified and responsive Bid</p>
26	C.15	Required Documents that must be Submitted to Establish Qualification of Bidders (In "Certified True Copy" form only)	<ol style="list-style-type: none"> 1. The bid security original in the prescribed format; 2. Valid business license (bidder's registration with the Afghanistan Investment Support Agency (AISA) is for category D (Domestic), valid and a copy must be provided with the bid); 3. The bid BOQ with value for each component of the works is filled and provided; 4. Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the works being procured;

			<ol style="list-style-type: none"> 5. Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country; 6. Statement of Satisfactory Performance (Completion Certificates) from the <u>Top 3 (three)</u> Clients in terms of Contract Value for the past 5 years; 7. Bid Technical Approach (Methodology); 8. Work Plan / Implementation Timeline in the form of a Gantt Chart, (MS Project or similar); 9. The bidder's project team and organizational structure demonstrates the capacity of the bidder's core team to execute the works to the satisfaction of UNDP. Bidder shall ensure that all essential roles are filled with people of the required experience. CVs shall be submitted to verify the expertise and experience of the bidder's personnel; 10. Key assets/equipment list. The Bidder shall be required to provide copies of ownership documents proving the belonging of the equipment to the Bidder or a copy of a valid undertaking from the owner(s) of the equipment confirming that their equipment shall be made available for the implementation of these works, if contract is awarded to the Bidder;
27		Other documents that may be Submitted to Establish Eligibility	N/A
28	C.15	Structure of the Technical Bid and List of Documents to be Submitted	<ul style="list-style-type: none"> • Bid submission form signed and stamped by an authorized person (as per section 4) • Bid technical approach, work plan, including Gantt Chart, Implementation Timelines, Quality Assurance Mechanisms and other relevant information signed and stamped by an authorized person (as per section 6)

			<ul style="list-style-type: none"> • Bid personnel & resume (as per section 5) • Bidder's qualification information (as per section 5) • Bid Security (as per section 8) <p>Documents establishing qualification of bidder provided as per DS. 26</p>
29	C.15.2	Latest Expected date for commencement of Contract	<i>February 28, 2015</i>
30	C.15.2	Maximum Expected duration of contract	The successful bidder will be expected to complete the works within 6 (six) months from the award of contract. The bidder's technical approach and work plan therefore must demonstrate the bidder's capacity to plan and programme the works within the above stipulated timeframe and ensure that timelines and proposed methods for the work components are consistent with industry practice.
31		UNDP will award the contract to:	<u>One Bidder only</u>
32	F.34	Criteria for the Award and Evaluation of Bid	<p><u>Award Criteria</u></p> <p>Non-discretionary "Pass" or "Fail" rating on the detailed contents of the Schedule of Requirements and Technical Specifications</p> <p>Compliance on the following qualification requirements :</p> <p><u>Bid Evaluation Criteria</u></p> <ol style="list-style-type: none"> 1. The bidder's form of bid is correctly filled out; 2. The bid security original in the prescribed format is provided; 3. The bid BOQ with estimated value for each component of the works is filled and provided; 4. Bid Technical Approach (Methodology) and implementation timeline (in the form of a Gantt Chart, (MS Project or similar). The bidder's preliminary Bid Technical Approach (Methodology) to demonstrate the bidder's capacity to plan and programme the works within timelines that are consistent with industry practice and the project's specific requirements and ensure that timelines and proposed methods for the work components are consistent with industry practice; 5. Experience as a prime contractor in at least one (1) similar project (of vertical structure construction projects) that was successfully executed during the last 5 years with a value of

			<p>equal to or greater than USD 1,000,000.00;</p> <p>6. The minimum amount of liquid assets and/or credit facilities net of other contractual commitments and exclusive of any advance payments which may be made under the contract, of not less than the amount USD 100,000.00. The company's bank balance shall be accepted as proof of liquid asset;</p> <p>Key assets/equipment that the bidder shall demonstrate adequate ownership of, or access to:</p> <p>a. Dump trucks (10-20 Tons) - 2 units (and/or proof of agreement with identified supplier);</p> <p>b. Excavator (10 Metric Tons) -1 unit (and/or proof of agreement with identified supplier);</p> <p>c. Concrete mixer with concrete elevator (6-12 cm³) – 2 units (and/or proof of agreement with identified supplier);</p> <p>d. Vibrator (60 mm dia., Needle size: 600 mm) – 4 units (and/or proof of agreement with identified supplier);</p> <p>e. Double roller compactor - 2 units (and/or proof of agreement with identified supplier);</p> <p>f. Plate compactor (5400 Vibrations per Minute) - 2 units (and/or proof of agreement with identified supplier);</p> <p>Personnel:</p> <p>1. Project Manager - shall have a University Degree in Civil engineering and minimum of 5 years of experience of work of an equivalent nature and volume.</p> <p>2. Construction Supervisor - shall have a University Degree in Civil engineering, with a minimum of 5 years of experience of work of an equivalent nature.</p>
33	E.29	Post qualification Actions	<p>Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted;</p> <p>Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;</p> <p>Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;</p> <p>Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder;</p>

34		Conditions for Determining Contract Effectivity	UNDP's receipt of Performance Security and completing the contract within the agreed timeframe
35		Other Information Related to the ITB	<p>The personnel proposed must have the following work experience:</p> <p>Project Manager - Working under overall oversight and direction of the UNDP Project Engineers. The Project Manager will be responsible for the successful management of this building construction project, including managing the contractor's staff and resources, project health, safety and environmental management plans, communications with UNDP and other project stakeholders, dealing with relevant government authority to resolve community related issues or to ensure delivery of the project products in accordance with approved contract Technical Approach, Work Plan and Implementation Timeline, technical drawings, specifications, schedules, budgets and specified quality standards.</p> <p>Construction Supervisor – overall planning, coordination, and control of the project from beginning to completion, aimed at meeting the contract agreement and schedules and delivery of the project products in accordance with construction programme, technical drawings, specifications, schedules, budgets and specified quality standards, including contractor's construction staff and resources, sub-lots site health, safety and environmental management, communications with UNDP project site team and other project stakeholders, dealing with relevant government authority to resolve community related issues to ensure smooth implementation of site activities in accordance with approved schedules, shared responsibility and adequate site security in the field.</p> <p>Safety Manager with a minimum of 2 years of experience of work of an equivalent nature</p> <p>Electrical engineer with a minimum of 3 years of experience of work of an equivalent nature</p> <p>Mechanical engineer with a minimum of 3 years of experience of work of an equivalent nature.</p>