

INVITATION TO BID

005-2015-UNDP-ITB-CO Construction and Installation of Overhead Protection and Blast Wall in Safir Homs Hotel- UN Hub

> UNDP SYRIA UN Hub in Homs City, Julia Hall at Al Safer Hotel

Section 1. Letter of Invitation

April 8, 2015

004-2015-UNDP-ITB-CO

Construction and Installation of Overhead Protection and Blast Wall in Safir UN Hub, Julia Hall at Al Safir Hotel, Homs

Dear Sir,

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:

Section 1 – This Letter of Invitation
Section 2 – Instructions to Bidders (including Data Sheet)
Section 3 – Schedule of Requirements and Technical Specifications
Section 4 – Bid Submission Form
Section 5 – Documents Establishing the Eligibility and Qualifications of the Bidder
Section 6 – Technical Bid Form
Section 7 – Price Schedule Form
Section 8 – Form for Performance Security
Section 9 – General Terms and Conditions

Your offer, comprising of a Technical Bid and Price Schedule, in separate sealed envelopes, should be submitted in accordance with Section 2.

You are kindly requested to submit an acknowledgment letter to UNDP to the following address:

United Nations Development Programme Damascus - West Mazzeh - Ghazzawi St. - Building No. 8 Fax: 00963 11 611 45 41- e-mail: Syriaprocurement. notices@undp.org Attn.: Procurement Unit (Walid Okla/Hanan Al Ali

The letter should be received by UNDP no later than 12 April 2015 at 15:00 Pm. The same letter should advise whether your company intends to submit a Bid. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

If you have received this ITB through a direct invitation by UNDP, transferring this invitation to another firm requires notifying UNDP accordingly.

Should you require any clarification, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this ITB.

UNDP looks forward to receiving your Bid and thanks you in advance for your interest in UNDP procurement opportunities.

Yours sincerely,

UNDP Country Director, Janthomas Hiemstra

Section 2: Instruction to Bidders

Definitions

- a) *"Bid"* refers to the Bidder's response to the Invitation to Bid, including the Bid Submission Form, Technical Bid and Price Schedule and all other documentation attached thereto as required by the ITB.
- b) *"Bidder"* refers to any legal entity that may submit, or has submitted, a Bid for the supply of goods and provision of related services requested by UNDP.
- c) *"Contract"* refers to the legal instrument that will be signed by and between the UNDP and the successful Bidder, all the attached documents thereto, including the General Terms and Conditions (GTC) and the Appendices.
- d) "Country" refers to the country indicated in the Data Sheet.
- e) *"Data Sheet"* refers to such part of the Instructions to Bidders used to reflect conditions of the tendering process that are specific for the requirements of the ITB.
- f) *"Day"* refers to calendar day.
- g) *"Goods"* refer to any tangible product, commodity, article, material, wares, equipment, assets or merchandise that UNDP requires under this ITB.
- h) *"Government"* refers to the Government of the country where the goods and related services provided/rendered specified under the Contract will be delivered or undertaken.
- i) *"Instructions to Bidders"* refers to the complete set of documents which provides Bidders with all information needed and procedures to be followed in the course of preparing their Bid
- j) *"ITB"* refers to the Invitation to Bid consisting of instructions and references prepared by UNDP for purposes of selecting the best supplier or service provider to fulfil the requirement indicated in the Schedule of Requirements and Technical Specifications.
- k) *"LOI"* (Section 1 of the ITB) refers to the Letter of Invitation sent by UNDP to Bidders.
- I) "Material Deviation" refers to any contents or characteristics of the bid that is significantly different from an essential aspect or requirement of the ITB, and (i) substantially alters the scope and quality of the requirements; (ii) limits the rights of UNDP and/or the obligations of the offeror; and (iii) adversely impacts the fairness and principles of the procurement process, such as those that compromise the competitive position of other offerors.
- m) *"Schedule of Requirements and Technical Specifications"* refers to the document included in this ITB as Section 3 which lists the goods required by UNDP, their specifications, the related services,

activities, tasks to be performed, and other information pertinent to UNDP's receipt and acceptance of the goods.

- n) *"Services"* refers to the entire scope of tasks related or ancillary to the completion or delivery of the goods required by UNDP under the ITB.
- o) "Supplemental Information to the ITB" refers to a written communication issued by UNDP to prospective Bidders containing clarifications, responses to queries received from prospective Bidders, or changes to be made in the ITB, at any time after the release of the ITB but before the deadline for the submission of Bid.

A. GENERAL

- 1. UNDP hereby solicits Bids as a response to this Invitation to Bid (ITB). Bidders must strictly adhere to all the requirements of this ITB. No changes, substitutions or other alterations to the rules and provisions stipulated in this ITB may be made or assumed unless it is instructed or approved in writing by UNDP in the form of Supplemental Information to the ITB.
- 2. Submission of a Bid shall be deemed as an acknowledgement by the Bidder that all obligations stipulated by this ITB will be met and, unless specified otherwise, the Bidder has read, understood and agreed to all the instructions in this ITB.
- 3. Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of any Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this ITB.
- 4. UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See

http://www.undp.org/about/transparencydocs/UNDP_Anti Fraud Policy English FINAL june_ 2011.pdf and

<u>http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/</u> for full description of the policies)

5. In responding to this ITB, UNDP requires all Bidders to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP's interests paramount. Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All 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:

5.1 Are, or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Schedule of Requirements and Technical Specifications, cost analysis/estimation, and

other documents to be used for the procurement of the goods and related services in this selection process;

5.2 Were involved in the preparation and/or design of the programme/project related to the goods and related services requested under this ITB; or

5.3 Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, Bidders must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.

- 6. Similarly, the following must be disclosed in the Bid :
 - 6.1 Bidders who are owners, part-owners, officers, directors, controlling shareholders, or key personnel who are family of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving the goods and related services under this ITB; and
 - 6.4 Others that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure of such disclosure may result in the rejection of the Bid.

- 7. 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 as an independent entity, the extent of Government ownership/share, receipt of subsidies, mandate, access to information in relation to this ITB, and others that may lead to undue advantage against other Bidders, and the eventual rejection of the Bid.
- 8. All Bidders must adhere to the UNDP Supplier Code of Conduct, which may be found at this link: <u>http://web.ng.undp.org/procurement/undp-supplier-code-of-conduct.pdf</u>

B. CONTENTS OF BID

9. Sections of Bid

Bidders are required to complete, sign and submit the following documents:

- 9.1 Bid Submission Cover Letter Form (see ITB Section 4);
- 9.2 Documents Establishing the Eligibility and Qualifications of the Bidder (see ITB Section 5);
- 9.3 Technical Bid (see prescribed form in ITB Section 6);
- 9.4 Price Schedule (see prescribed form in ITB Section 7);
- 9.5 Bid Security, if applicable (if required and as stated in the DS nos. 9-11, see prescribed Form in ITB Section 8);
- 9.6 Any attachments and/or appendices to the Bid (including all those specified under the **Data Sheet**)

10. Clarification of Bid

- 10.1 Bidders may request clarification of any of the ITB documents no later than the number of days indicated in the **Data Sheet** (DS no. 16) prior to the Bid submission date. Any request for clarification must be sent in writing via courier or through electronic means to the UNDP address indicated in the **Data Sheet** (DS no. 17). UNDP will respond in writing, transmitted by electronic means and will transmit copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Bidders who have provided confirmation of their intention to submit a Bid.
- 10.2 UNDP shall endeavor to provide such 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 Bid, unless UNDP deems that such an extension is justified and necessary.

11. Amendment of Bid

- 11.1 At any time prior to the deadline for submission of Bid, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of a Supplemental Information to the ITB. All prospective Bidders will be notified in writing of all changes/amendments and additional instructions through Supplemental Information to the ITB and through the method specified in the **Data Sheet** (DS No. 18).
- 11.2 In order to afford prospective Bidders reasonable time to consider the amendments in preparing their Bid, UNDP may, at its discretion, extend the deadline for submission of Bid, if the nature of the amendment to the ITB justifies such an extension.

C. PREPARATION OF BID

12. Cost

The Bidder shall bear any and all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid was selected or not. UNDP shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

13. Language

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 **Data Sheet** (DS No. 4). Any printed literature furnished by the Bidder written in a language other than the language indicated in the **Data Sheet**, must be accompanied by a translation in the preferred language indicated in the **Data Sheet**. For purposes of interpretation of the Bid, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language shall govern. Upon conclusion of a contract, the language of the contract shall govern the relationship between the contractor and UNDP.

14. Bid Submission Form

The Bidder shall submit the Bid Submission Form using the form provided in Section 4 of this ITB.

15. Technical Bid Format and Content

Unless otherwise stated in the **Data Sheet** (DS no. 28), the Bidder shall structure the Technical Bid as follows:

- 15.1 Expertise of Firm/Organization this section should provide details regarding management structure of the organization, organizational capability/resources, and experience of organization/firm, the list of projects/contracts (both completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the ITB, manufacturing capacity of plant if Bidder is a manufacturer, authorization from the manufacturer of the goods if Bidder is not a manufacturer, and proof of financial stability and adequacy of resources to complete the delivery of goods and provision of related services required by the ITB (see ITB Clause 18 and DS No. 26 for further details). The same shall apply to any other entity participating in the ITB as a Joint Venture or Consortium.
- 15.2 Technical Specifications and Implementation Plan this section should demonstrate the Bidder's response to the Schedule of Requirements and Technical Specifications by identifying the specific components proposed; how each of the requirements shall be met point by point; providing a detailed specification and description of the goods required, plans and drawings where needed; the essential performance characteristics, identifying the works/portions of the work that will be subcontracted; a list of the major subcontractors, and demonstrating how the bid meets or exceeds the requirements, while ensuring appropriateness of the bid to the local conditions and the rest of the project operating environment during the entire life of the goods provided. Details of technical bid must be laid out and supported by an Implementation Timetable, including Transportation and Delivery Schedule where needed, that is within the duration of the contract as specified in the **Data Sheet** (DS noS. 29 and 30).

Bidders must be fully aware that the goods and related services that UNDP require may be transferred, immediately or eventually, by UNDP to the Government partners, or to an entity nominated by the latter, in accordance with UNDP's policies and procedures. All bidders are therefore required to submit the following in their bids :

- a) A statement of whether any import or export licences are required in respect of the goods to be purchased or services to be rendered, including any restrictions in the country of origin, use or dual use nature of the goods or services, including any disposition to end users;
- b) Confirmation that the Bidder has obtained license of this nature in the past, and have an expectation of obtaining all the necessary licenses, should their bid be rendered the most responsive; and
- c) Complete documentation, information and declaration of any goods classified or may be classified as "Dangerous Goods".
- 15.3 Management Structure and Key Personnel This section should include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation

of the technical bid, clearly defining their roles and responsibilities. CVs should establish competence and demonstrate qualifications in areas relevant to the requirements of this ITB.

In complying with this section, the Bidder assures and confirms to UNDP that the personnel being nominated are available to fulfil the demands of the Contract during its stated full term. If any of the key personnel later becomes unavailable, except for unavoidable reasons such as death or medical incapacity, among other possibilities, UNDP reserves the right to render the Bid non-responsive. Any deliberate substitution of personnel arising from unavoidable reasons, including delay in the implementation of the project of programme through no fault of the Bidder, shall be made only with UNDP's acceptance of the justification for substitution, and UNDP's approval of the qualification of the replacement who shall be either of equal or superior credentials as the one being replaced.

- 15.4 Where the **Data Sheet** requires the submission of the Bid Security, the Bid Security shall be included along with the Technical Bid. The Bid Security may be forfeited by UNDP, and reject the Bid, in the event of any or any combination of the following conditions:
 - a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the **Data Sheet** (DS no. 11), or;
 - b) If the Bid Security amount is found to be less than what is required by UNDP as indicated in the **Data Sheet** (DS no. 9), or;
 - c) In the case the successful Bidder fails:
 - i. to sign the Contract after UNDP has awarded it;
 - ii. to comply with UNDP's variation of requirement, as per ITB Clause 35; or
 - iii. to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering effective the contract that may be awarded to the Bidder.

16. Price Schedule

The Price Schedule shall be prepared using the attached standard form (Section 7). It shall list all major cost components associated with the goods and related services, and the detailed breakdown of such costs. All goods and services described in the Technical Bid must be priced separately on a one-to-one correspondence. Any output and activities described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of the items or activities, as well as in the final total price of the bid.

17. Currencies

All prices shall be quoted in the currency indicated in the **Data Sheet** (DS no. 15). However, where Bids are quoted in different currencies, for the purposes of comparison of all Bid:

17.1 UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bid; and

17.2 In the event that the Bid found to be the most responsive to the ITB requirement is quoted in another currency different from the preferred currency as per **Data Sheet** (DS no. 15), then UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.

18. Documents Establishing the Eligibility and Qualifications of the Bidder

- 18.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided under Section 5, Bidder Information Forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfactions. These include, but are not limited to the following:
 - a) That, in the case of a Bidder offering to supply goods under the Contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination;
 - b) That the Bidder has the financial, technical, and production capability necessary to perform the Contract; and
 - c) That, to the best of the Bidder's knowledge, it is not included in the UN 1267 List or the UN Ineligibility List, nor in any and all of UNDP's list of suspended and removed vendors.
- 18.2 Bids submitted by two (2) or more Bidders shall all be rejected by UNDP if they are found to have <u>any</u> of the following:
 - 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
 - f) an expert proposed to be in the bid of one Bidder participates in more than one Bid received for this ITB process. This condition does not apply to subcontractors being included in more than one Bid.

19. Joint Venture, Consortium or Association

If the Bidder is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of 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 joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along 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 entities that comprise the joint venture.

After the bid has been submitted to UNDP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of UNDP. Furthermore, neither the lead entity nor the member entities of the joint venture can:

- a) Submit another Bid, either in its own capacity; nor
- b) As a lead entity or a member entity for another joint venture submitting another Bid.

The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the ITB, both in the bid and in the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP.

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the ITB, it should present such information in the following manner:

- a) Those that were undertaken together by the joint venture; and
- b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the ITB.

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 joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

If the Bid of a joint venture is determined by UNDP as the most responsive Bid that offers the best value for money, UNDP shall award the contract to the joint venture, in the name of its designated lead entity, who shall sign the contract for and on behalf of all the member entities.

20. Alternative Bid

Unless otherwise specified in the **Data Sheet** (DS nos. 5 and 6), alternative bid shall not be considered. 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.

21. Validity Period

- 21.1 Bid shall remain valid for the period specified in the **Data Sheet** (DS no. 8), commencing on the submission deadline date also indicated in the **Data Sheet** (DS no. 21). A Bid valid for a shorter period shall be immediately rejected by UNDP and rendered non-responsive.
- 21.2 In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bid. The request and the responses shall be made in writing, and shall be considered integral to the Bid.

22. Bidder's Conference

When appropriate, a Bidder's conference will be conducted at the date, time and location

specified in the **Data Sheet** (DS no. 7). All Bidders are encouraged to attend. Non-attendance, however, shall <u>not</u> result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be either posted on the UNDP website, or disseminated to the individual firms who have registered or expressed interest with the contract, whether or not they attended the conference. No verbal statement made during the conference shall modify the terms and conditions of the ITB unless such statement is specifically written in the Minutes of the ITB.

D. SUBMISSION AND OPENING OF BID

23. Submission

- 23.1 The Technical Bid and the Price Schedule <u>must be submitted together and sealed together</u> in one and the same envelope, delivered either personally, by courier, or by electronic method of transmission. If submission will not be done by electronic means, the Technical Bid and Price Schedule must be sealed together in an envelope whose external side must :
 - a) Bear the name of the Bidder;
 - b) Be addressed to UNDP as specified in the Data Sheet (DS no.20); and
 - c) Bear a warning not to open before the time and date for Bid opening as specified in the **Data Sheet** (DS no. 24).

If the envelope is not sealed nor labeled as required, the Bidder shall assume the responsibility for the misplacement or premature opening of Bid due to improper sealing and labeling by the Bidder.

- 23.2 Bidders must submit their Bid in the manner specified in the **Data Sheet** (DS nos. 22 and 23). When the Bid is expected to be in transit for more than 24 hours, the Bidder must ensure that sufficient lead time has been provided in order to comply with UNDP's deadline for submission. UNDP shall indicate for its record that the official date and time of receiving the Bid is the <u>actual</u> date and time when the said Bid has physically arrived at the UNDP premises indicated in the **Data Sheet** (DS no. 20).
- 23.3 Bidders submitting Bid by mail or by hand shall enclose the original and each copy of the Bid, in separate sealed envelopes, duly marking each of the envelopes as "Original Bid" and the others as "Copy of Bid". The two envelopes, consisting of original and copies, shall then be sealed in an outer envelope. The number of copies required shall be as specified in the **Data Sheet** (DS no. 19). In the event of any discrepancy between the contents of the "Original Bid" and the "Copy of Bid", the contents of the original shall govern. The original version of the Bid shall be signed or initialed by the Bidder or person(s) duly authorized to commit the Bidder on every page. The authorization shall be communicated through a document evidencing such authorization issued by the highest official of the firm, or a Power of Attorney, accompanying the Bid.
- 23.4 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that

the Bidder accepts the General Contract Terms and Conditions of UNDP as attached hereto as Section 11.

24. Deadline for Submission of Bid and Late Bids

Bid must be received by UNDP at the address and no later than the date and time specified in the **Data Sheet** (DS no. 20 and 21).

UNDP shall not consider any Bid that arrives after the deadline for submission of Bid. Any Bid received by UNDP after the deadline for submission of Bid shall be declared late, rejected, and returned unopened to the Bidder.

25. Withdrawal, Substitution, and Modification of Bid

- 25.1 Bidders are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of its Bid to the requirements of the ITB, keeping in mind that material deficiencies in providing information requested by UNDP, or lack clarity in the description of goods and related services to be provided, may result in the rejection of the Bid. The Bidder shall assume any responsibility regarding erroneous interpretations or conclusions made by the Bidder in the course of understanding the ITB out of the set of information furnished by UNDP.
- 25.2 A Bidder may withdraw, substitute or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 23, 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 must accompany the respective written notice. All notices must be received by UNDP prior to the deadline for submission and submitted in accordance with ITB Clause 23 (except that withdrawal notices do not require copies). The respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or MODIFICATION".
- 25.3 Bid requested to be withdrawn shall be returned unopened to the Bidders.
- 25.4 No Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bid and the expiration of the period of Bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.

26. Bid Opening

UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members. If electronic submission is permitted, any specific electronic Bid opening procedures shall be as specified in the **Data Sheet** (DS no. 23).

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 submission, for which the Bid shall be returned unopened to the Bidder.

27. Confidentiality

Information relating to the examination, evaluation, and comparison of Bid, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.

Any effort by a Bidder to influence UNDP in the examination, evaluation and comparison of the Bid or contract award decisions may, at UNDP's decision, result in the rejection of its Bid.

In the event that a Bidder is unsuccessful, the Bidder may seek a meeting with UNDP for a debriefing. The purpose of the debriefing is discussing the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving the bid presented to UNDP. The content of other bid and how they compare to the Bidder's submission shall not be discussed.

E. EVALUATION OF BID

28. Preliminary Examination of Bid

UNDP shall examine the Bid to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, whether or not the Bidder is in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors, and whether the Bid are generally in order, among other indicators that may be used at this stage. UNDP may reject any Bid at this stage.

29. Evaluation of Bid

- 29.1 UNDP shall examine the Bid to confirm that all terms and conditions under the UNDP General Terms and Conditions and Special Conditions have been accepted by the Bidder without any deviation or reservation.
- 29.2 The evaluation team shall review and evaluate the 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 **Data Sheet** (DS No. 25). Absolutely no changes may be made by UNDP in the criteria after all Bids have been received.
- 29.1 UNDP reserves the right to undertake a post-qualification exercise, aimed at determining, to its satisfaction the validity of the information provided by the Bidder. Such post-qualification shall be fully documented and, among those that may be listed in the **Data Sheet** (DS No.33), may include, but need not be limited to, all or any combination of the following :
 - a) Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted;
 - 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 any other entity that may have done business with the bidder;
- d) Inquiry and reference checking with other previous clients on the quality of performance on on-going or previous contracts completed;
- e) Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder;
- f) Testing and sampling of completed goods similar to the requirements of UNDP, where available; and
- g) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.

30. Clarification of Bid

To assist in the examination, evaluation and comparison of bids, UNDP may, at its discretion, ask any Bidder to clarify its Bid.

UNDP's request for clarification and the Bidder's response shall be in writing. Notwithstanding the written communication, 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 Bid, in accordance with ITB Clause 35.

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 Bid.

31. Responsiveness of Bid

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, and specifications of the ITB without material deviation, reservation, or omission.

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.

32. Nonconformities, Reparable Errors and Omissions

- 32.3 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.
- 32.4 Provided that a Bid is substantially responsive, UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, 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.
- 32.5 Provided that the Bid is substantially responsive, UNDP shall correct arithmetical errors as follows:

- 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 subject to the above.

32.6 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall be rejected.

F. AWARD OF CONTRACT

33. Right to Accept, Reject, or Render Non-Responsive Any or All Bid

- 33.1 UNDP reserves the right to accept or reject any Bid, to render any or all of the Bids as nonresponsive, 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. Furthermore, UNDP is not obligated to award the contract to the lowest price offer.
- 33.2 UNDP shall also verify, and immediately reject their respective Bid, if the Bidders are found to appear in the UN's Consolidated List of Individuals and Entities with Association to Terrorist Organizations, in the List of Vendors Suspended or Removed from the UN Secretariat Procurement Division Vendor Roster, the UN Ineligibility List, and other such lists that as may be established or recognized by UNDP policy on Vendor Sanctions. (See http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/

34. Award Criteria

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 (See DS No. 32).

35. Right to Vary Requirements at the Time of Award

At the time of award of Contract, UNDP reserves the right to vary the quantity of the goods and/or related 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.

36. Contract Signature

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 of the successful Bidder to comply with the requirement of ITB Section F.3 and this provision shall 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 Bidder with the second highest rated Bid, or call for new Bid.

37. Performance Security

A performance security, if required, shall be provided in the amount and form provided in Section 9 and by the deadline indicated in the **Data Sheet** (DS no. 14), as applicable. Where a Performance Security will be required, the submission of the said document, and the confirmation of its acceptance by UNDP, shall be a condition for the effectivity of the Contract that will be signed by and between the successful Bidder and UNDP.

38. Bank Guarantee for Advanced Payment

Except when the interests of UNDP so require, it is the UNDP's preference to make no advanced payment(s) on contracts (i.e., payments without having received any outputs). In the event that the Bidder requires an advanced payment upon contract signature, and if such request is duly accepted by UNDP, and the said advanced payment exceeds 20% of the total Bid price, or exceed the amount of USD 30,000, UNDP shall require the Bidder to submit a Bank Guarantee in the same amount as the advanced payment. A bank guarantee for advanced payment shall be furnished in the form provided in Section 10.

39. Vendor Protest

UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a purchase order or 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/procurement/protest.shtml

Instructions to Bidders

DATA SHEET¹

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:	UN Hub in Homs City
2		Title of Goods/Services/Work Required:	Construction and Installation of Overhead Protection and Blast Wall in Safir Homs Hotel- UN Hub
3		Country:	Syria
4	C.13	Language of the Bid:	× English × Arabic
5	C.20	Conditions for Submitting Bid for Parts or sub-parts of the Total Requirements	× Not Allowed
6	C.20	Conditions for Submitting Alternative Bid	× Shall not be considered.
7	C.22	A pre-Bid conference will be held on:	14 April 2015 at 11:00 am in Safir Homs Hotel
8	C.21.1	Period of Bid Validity commencing on the submission date	× 60 days
9	B.9.5 C.15.4 b)	Bid Security	X Not Required
10	B.9.5	Acceptable forms of Bid Security	X N/A

¹ All DS number entries in the Data Sheet are cited as references in the Instructions to Bidders. All DS Nos. corresponding to a Data must not be modified. Only information on the 3^{rd} column may be modified by the user. If the information does not apply, the 3^{rd} column must state "n/a" but must not be deleted.

11	B.9.5 C.15.4 a)	Validity of Bid Security	X N/A
12		Advanced Payment upon signing of contract	× Allowed up to a maximum of 20% of contract ²
13		Liquidated Damages	 Will be imposed under the following conditions: Percentage of contract price per week of delay: 1% Max. no. of days of delay :20 Next course of action : termination of contract
14	F.37	Performance Security	× Required Amount: 10% of the total contract value. Form: Bank Guarantee
15	C.17 C.17.2	Preferred Currency of Bid and Method for Currency conversion	 × United States Dollars (US\$) Reference date for determining UN Operational Exchange Rate: Date of bid opening Local vendors will be paid via bank transfer in National Currency of Syrian Arab Republic based at the UN exchange rate on the day of payment
16	B.10.1	Deadline for submitting requests for clarifications/ questions	2 days before the submission date.
17	B.10.1	Contact Details for submitting clarifications/questions ³	Focal Person in UNDP: Hanan Al Ali / Walid Okla Address: Mezzeh, West Villas, Ghazzawi St. Building No. 8 E-mail address dedicated for this purpose: Syriaprocurement.notices@undp.org
18	B.11.1	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	 Direct communication to prospective Bidders who expressed their interest to participate in the bid the communication will be sent by email or fax, and posting on: www. Procurement-notices.undp.org

² If the advanced payment that the Bidder will submit will exceed 20% of the Price Offer, or will exceed the amount of USD 30,000, the Bidder must submit an Advanced Payment Security in the same amount as the advanced payment, using the form and contents of the document in Section 10

³ 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 officially received.

			www. Facebook.com/UNDP.Syria
19	D.23.3	No. of copies of Bid that must be submitted	(i) One hard copy marked "Original"(ii) One copy of the bid in CD (read-only)
20	D.23.1 b) D.23.2 D.24	Bid submission address	UNDP Syria Office Mezzeh, West Villas, Ghazzawi St. Building No. 8, Attn. Procurement Unit
21	C.21.1 D.24	Deadline of Bid Submission	Date and Time : April 19, 2015 3:00 PM
22	D.23.2	Manner of Submitting Bid	× Courier/Hand Delivery× Electronic submission of Bid
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	 Official Address for e-submission: syriaprocurement.notices@undp.org Free from virus and corrupted files Format : PDF files only Max. File Size per transmission: 5 MB No. of copies to be transmitted : 1 Mandatory subject of email : see below instruction for details Virus Scanning Software to be Used prior to transmission: YES Time Zone to be Recognized: +3 GMT Other conditions: See below the instructions for electronic submissions INSTRUCTION FOR ELECTRONIC SUBMISSION The Bidders may choose to submit their proposals by e-mail to syriaprocurement.notices@undp.org . The Subject line of the E-mail(s) should state: "Construction and Installation of Overhead Protection and Blast Wall in Safir Homs Hotel- UN Hub" Ref: 005-2015-UNDP-ITB-CO - DO NOT OPEN"; Bidders may send as many e-mails as needed; however, the size of each e-mail should not exceed five megabytes (5 MB). As an e-mail can take some time to arrive after it is sent, we advise all Bidders to send e-mail submissions well before the

			deadline.
			Please be aware that bids e-mailed to UNDP will be rejected if they are received after the deadline for bid submission. When choosing to submit a bid electronically, bidders are solely responsible for ensuring that any and all files sent to UNDP are readable, that is, uncorrupted, in the indicated electronic format, and free from viruses and malware. Failure to provide readable files will result in the proposal being rejected. PLEASE NOTE: Any bid sent to the private email addresses of any procurement staff will not be accepted. Please take into consideration the fact that emails are delivered within 5-10 mins, therefore avoid last minute submission, which might lead
			to late submission.
24	D.23.1 c)	Date, time and venue for opening of Bid	Date and Time: April 20, 2015 11:00 AM Venue : UNDP Syria Office Mezzeh, West Villas, Ghazzawi St. Building No. 8,
25		Evaluation method to be used in selecting the most responsive Bid	 Non-Discretionary "Pass/Fail" Criteria on the Technical Requirements; and Lowest price offer of technically qualified/responsive Bid
26	C.15.1	Required Documents that must be Submitted to Establish Qualification of Bidders (In "Certified True Copy" form only) [check all that apply, delete those that will not be required.]	 Company Profile, which should <u>not</u> exceed five (5) pages. Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation; Reference letters from the Top 2 Clients in terms of Contract Value the past 3 years. Non submission of any of the listed documents may lead to disqualification of the company from further evaluation process.
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	As per instructions to bidders article C.15 in addition to the construction schedule.
29	C.15.2	Latest Expected date for commencement of Contract	May 3, 2015
30	C.15.2	Maximum Expected duration of contract	45 days
31		UNDP will award the contract to:	☑ One and only one Bidders, depending on the following factors;
32	F.34	Criteria for the Award and Evaluation of Bid	 Minimum no. of years of experience in similar contracts: 3 years Minimum no. of similar projects undertaken over the past 3 years 2 contracts (references) Full compliance of Bid to the Technical Requirements; Warranty on services for a minimum period of 12 months;
33	E.29	Post qualification Actions	 Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted; Validation of extent of compliance to the ITB requirements and evaluation criteria; Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder; Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
34		Conditions for Determining Contract Effectively	× UNDP's receipt of Performance security
35		Other Information Related to the ITB	None

Section 3a: Schedule of Requirements and Scope of Work

Construction and Installation of Overhead Protection and Blast Wall in Safir Homs Hotel- UN Hub

1. SCOPE OF WORK:

The contractor shall Strengthen UN Building to Resist Terrorist Blast By two Overhead protections on two roofs & two Anti-Blast walls at UN Hub in Safir Hotel in Homs, according to the attached specification and drawings.

1-1 SPECIFIC SCOPE OF WORK

1- Anti-blast wall:

- a- Same design for the both walls
- b- The building is to be protected by two separate anti-blast walls, one from the Julia hall main wall and the second from the glass gate of the same Julia hall.
- c- Walls are to stand from the ground level up to 3.5 m Elevation.
- d- Wall is to be supported by a concrete strip foundation along the wall
- e- Walls are of a metal structure consists of several metal frames Main elements of squire hollow section and secondary elements are to be arranged horizontally and diagonally where a steel sheet to be applied in both sides.(as per drawing)
- f- The body of wall is to be filled with sand
- g- Steel sheet : corrugated 2 mm

2- Final roof shed:

Water tanks, and any other accessories are to be re-arranged.

Same design for the both overhead protections.

- a- Shed layers are to be:
 - Corrugated sheet:1 mm
 - Sandwich Plywood Sheet :18 mm
 - ➢ Corrugated sheet:0.7 mm
- b- The skeleton of shed is to be made of beam-column frame, and purlins, columns are to be attached to the roof by base plates, as shown in drawings.

3- Steel structure system carrying the over head

- i. Over Head Protection:
- ii. Main frame:
- RAFTER CONTAINS WELDED BEAM PROFILES.
- Welded column profile

iii. Secondary:

• Purlins & Bracing (BEND STEEL ELEMENTS, SUPPORTED BY FRAM.)

3.1.3 ACCESSARIES:

- GUTTER
- DOWN SPOT (3inch PVC)

2. <u>IMPORTANT NOTES:</u>

All works shall be executed by qualified Engineers and Technicians who are specialized in this field of work.

Contractor shall submit a construction schedule to accomplish the above works.

UN will provide source of electricity and a water point for construction.

3. **GENERAL REQUIREMENT:**

3.1 Specifications:

All Specifications shall be in accordance with the relevant British Codes of Practice. Between the specifications stated here and the Codes of Practice, the stronger of the two shall be adopted.

3.2 Approvals by the UN Project Manager:

The Contractor shall seek the approval for all stages of the project, giving at least Two (2) days advance notice for the purposes of inspection.

Submittals:

The Contractor shall prepare a Format of Submittals and a list of all submittals, such as material approval, method statements, approval status of work to be done, etc, before the commencement of the works.

Works:

The Contractor shall not undertake any works and shall not cover up any work prior to obtaining the approval from the UN Project Manager.

Materials, Testing and Fixtures:

Samples of all materials and fixtures to be tested, before they are used on the project, must be presented to the UN Project Manager for inspection and approval. As and when requested, the Contractor shall provide all the test certificates for the materials, which are going to be used for the works. The steel section to be used shall be steel S240 with minimum yield stress of 240 N/mm.

4. <u>Working Site: On the working site, the Contractor shall:</u>

• Ensure that the safety norms and regulations are strictly followed at all times. The Contractor would be requested to immediately dismiss from the site the workers in violation of these regulations.

- Ensure that the proper equipment and methods are used to carry out the works.
- Ensure that the Contractor Onsite Supervisor is fluent in English.

4.1 Damage to Existing Infrastructure:

The Contractor shall ensure that sufficient care be taken to safeguard the existing infrastructure in the working area so as to prevent damages during the works.

These points shall be identified and marked before commencing the works.

5. <u>TECHNICAL SPECIFICATIONS:</u>

5.1 SITE PREPARATION, EXCAVATIONS AND BACKFILLING MATERIALS:

• Setting Out: The setting out shall be done in accordance with the drawings. The setting out line shall be marked or fixed firmly to the ground and must not be disturbed during boring for the foundation work. The setting out must be approved by the UN Project Manager before proceeding to the next phase of work.

• The rate for excavation shall include for heavy equipment and required materials and work to prepare the site for foundations concrete pouring, shoring if required, and for keeping the pit dry, by means of de-watering, if required.

• Excavate ground properly to the required depth according to drawings approximately 100cm from the Ground level or reaching a suitable solid layer of soil for foundations works. According to the soil test conducted in the site. Allowable bearing capacity 3.0Kg/cm². The depth of foundations must be not less than 1.0m from the final ground level (permafrost regulation).

• All ground material that contains organic matter must be replaced. Any rock encountered during excavation must be extracted by mechanical means only and in no case blasting shall be permitted.

• All backfilling shall be done in layers not exceeding 200mm of compacted thickness. The layers shall be properly compacted, either using vibratory plate compactor or roller as the case may be.

• All backfilling shall be carried out by using the selected fill material only. Material containing Plasticity Index greater than 35 shall not be used as fill material. In case and before using the excavated material for backfilling, the Contractor shall obtain the UN Project Manager's approval.

• Note: Any underground and buried structure must be waterproofed by using adequate materials to stop water infiltration.

• The Contractor may be requested to supply the fill material or soil for back filling, in which case:

a) It shall be provided at no extra cost to UN.

b) It shall be free of vegetation and other material and shall be subjected to anti-termite treatment prior to delivering to UN site.

5.2 CONCRETE WORKS:

- All concrete shall be of Class C 25 (Compressive Cube Strength fck = 25 N/mm2 at 28 days).
- All concrete work shall have minimum cement content 350 Kg/m³ unless otherwise directed.

• Contractor should use a proper method of loading the dry material into the hopper of the mixer machine and placing/pouring of the concrete shall not be done prior to approval of the UN Project Manager.

• All concrete shall be compacted using proper mechanical vibrators. Concrete placed without use of a mechanical vibrator will not be accepted and shall be removed and replaced by the contractor at his own expense.

• Immediately after compaction and for at least five days thereafter, the concrete shall be protected from the harmful effects of the weather including rain, rapid temperature changes and from drying out quickly, by applying the appropriate protection and curing procedures.

• Construction joints shall be kept to a minimum but if necessary, then the surface of the first pour shall be roughened to provide aggregate interlock.

• The contractor will ensure that proper concrete cover to reinforcement is maintained. Small concrete spacer block or proprietary plastic spacers will be used to ensure that cover to reinforcement is not less than 30 mm and not greater than 50 mm.

• The Contractor shall carry out, as and when required, the compressive strength test for the concrete. For testing for compressive strength of the mix, the Contractor shall, unless otherwise instructed, make at least nine cubes for every concrete pour. All such cubes shall be tested according to the relevant British Standards and the results submitted for approval to the UN Project Manager.

- Foundations: foundation shall be as shown in the relevant drawing. The contractor shall ensure proper concrete cover of the re-bars as shown in the drawing.
- The Contractor shall provide all necessary and adequate formwork, props, spacers' etc., to ensure proper execution and completion of concrete construction, maintaining of all lines and levels.
- Formwork shall be rigidly constructed to the dimensions given in the drawings. The joints of the formwork shall be sufficiently tight to prevent leakages of cement grout.
- PUTTY: Putty shall be applied at all junctions so that all the joints are leak proof. Steel sheets, plywood sheets or timber planks can be used as formwork. It is advised to apply penetrating oil or "used engine oil" on the wooden formwork surfaces before placing, to get a better finish to the concrete surfaces and easy removal of forms.
- Formwork shall be removed carefully without damaging the concrete. The formwork for concrete work s shall not be removed.
- All formwork shall be inspected and approved by the UN Project Manager, before any concrete is poured. The formwork shall not be removed prior to approval by the UN Project Manager for the following:
 - For vertical item: 2 days.

- Reinforcement bar to be used shall be either mild steel of minimum tensile strength fy = 250N/mm2 or tor steel of minimum tensile strength, fy = 415N/mm2.
- The Contractor shall prepare the bar bending schedule prior to cutting and bending the Re-Bar. Reinforcement bar shall be placed in a position as per the relevant approved drawings and shall be properly secured in the location, with adequate spacers. All reinforcement bars shall be inspected and approved by the UN Project Manager, before any concrete is poured.
 - The Contractor shall ensure proper lap length and the embedded / anchorage length. The lap length should be greater of the two i.e. 40 times the diameter of the bar or 500mm.
 - The Contractor shall ensure that the reinforcement bars supplied by him are properly placed on wooden battens i.e. have not been in contact with the soil and are not rusty The reinforcing bars must be placed and fixed tightly, so that during the placing, compacting and finishing of concrete, the reinforcing bars will not be displaced beyond required limits. At least 75% of intersection bars shall be tied well together, and the end of the tying wire will be turned into the main body of the concrete. The bars in the structure shall not be welded unless permitted in the contract. All welding procedures shall be subjected to prior written approval of the UN Project Manager.

5.3 STEELWORKS:

• Contractor will provide all materials, labor and equipment required to complete the works in every respect, whether such materials are required as part of the permanent structure or a temporary one. These are such that shall be required for fabrication or erection or maintenance including specifically structural steel plates, flats, bars, welding rods, rivets, bolts and nuts, paint, welding sets in the shop and at site. Contractor shall provide all workshop facilities, derricks, cranes, pulley blocks, wire ropes, hemp or manila ropes, winches, erection cleats and temporary braces or supports and all other materials required to deliver the Works completed in every respect.

• The Contractor shall prepare all the necessary fabrication shop drawings and these shall be submitted to the Project Manager for approval before fabrication is commenced. All such drawings shall show the dimensions of all parts, method of construction, welding and bolting. Also, the Contractor shall submit for approval a list of all material along with the samples and the test certificates.

• The Contractor shall comply with all safety requirements for erection of structural steelwork. For all the works, workmanship shall be of first class quality, through, true to line, level and dimension as shown in the drawings or instructed by the Project Manager.

• The welding electrodes shall be of the best quality and of an appropriate grade. All welding electrodes shall be stored properly and kept dry. Any electrode, which has part of its flux coating broken away or is damaged, shall be rejected.

• Bolts and nuts used for the works shall, unless otherwise specified, be black bolts and nuts manufactured by an approved manufacturer.

• All parts assembled for bolting shall be in close contact over the whole surface and all bearing stiffeners shall bear tightly at top and bottom without being drawn or caulked. The component parts shall be so assembled that they are neither twisted nor damaged. Drilling done during

assembling shall not distort the metal or enlarge holes. The butting surfaces at all joints shall be so cut and milled so as to butt in close contact throughout the finished joints.

Hand flame cutting and punching of holes will not be permitted.

- All welding for the works shall be carried out by first class welders. The Project Manager may at his discretion order periodic tests for the welder and /or of the welds produced. The Contractor shall carry out all such tests at his cost.
- As much as possible, the welding work shall be done in the shop. The pieces shall be manipulated to ensure down hand welding for all shop joints as far as possible. All parts to be welded shall be arranged so as to fit properly on assembly. After assembly and before the general welding is to commence, the parts are to be tack welded with small fillet or butt welds as the case may be. The tack welding must be strong enough to hold the parts together but small enough to be covered by the general welding. The welding procedure shall be so arranged that the distortion and shrinkage stresses be reduced to a minimum.
- All members of trusses and lattice girders shall be straight throughout their length, unless shown otherwise on the drawings, and shall be accurately set to the lines shown on the drawings. Sheared edges of gussets or other members to be straightened and dressed where necessary.
- The Contractor shall be responsible for checking the alignment and level of foundation and correctness of foundation bolt centres, well in advance of starting erection work, and shall be responsible for any consequences or for non-compliance thereof. Discrepancies, if any, shall immediately be brought to the notice of the Project Manager.
- Contractor shall be responsible for accurately positioning, levelling and plumbing of all steelwork and placing of every part of the structure in accordance with the approved drawings and to the satisfaction of the Project Manager. All stanchion base, beam and girder bearings etc. shall be securely supported on suitable steel packs. All reference and datum points shall be fixed near the work site for facilitating the erection work.
- All steelwork shall be erected in the exact position as shown on the drawings. All vertical members shall be truly vertical throughout and all horizontal members truly horizontal, fabrication being such that all parts can be accurately assembled and erected. No permanent bolting, welding or grouting shall be done until proper alignment has been obtained.
 - (a) Mixed as a stiff mortar well rammed into place from all sides, OR

(b) Mixed as thickly as possible consistent with fluidity and poured under a suitable head and tamped until the space has been properly filled.

• TESTING

Steel tensile test

5.4 PAINTING:

• The Contractor shall apply the coverage of paint as per the manufacturer's data for the type of paint to be used and the coverage rate approved by the UN Project Manager. All materials shall

be applied strictly in accordance with the manufacturer's recommendations. Any additions of thinner must be made under the supervision of the UN Project Manager, and as permitted by the manufacturer. Samples of all materials used for the painting work shall be approved by and deposited with the UN Project Manager.

• The Contractor shall provide all the equipment required for the paint works, including scaffolding, access platforms, compressors, etc. Brushes, rollers, spray guns and the likes used for carrying out the work shall be kept clean and free from foreign matter, at all times.

• Paint shall not be applied when the relative humidity is 80% or more for both internal, as well as external applications.

- Paint shall be brought to the site in the sealed, labelled containers, stating:
 - a) Manufacturer's name
 - b) Date of manufacture
 - c) Type of paint
 - d) Color
 - e) Instructions for thinning, mixing and applying

• Paint shall be stored in sealed containers, according to the manufacturer's recommendations. The paint shall not be subjected to extreme temperatures. Paint shall be used within its stated shelf life or within 18 months, whichever is less.

5.5 STEELWORK PAINTING

• All steelwork to be painted shall be first cleaned of rust, scale, loose paint, oil, and all deleterious matter before applying primer. The cleaning shall be carried out by approved means, using power driven tools, followed by steel wire brushing and dusting, wherever necessary.

• Metal primer, for application to steel surfaces, shall either be zinc chromate or red oxidebased primer of an approved make.

• Primer for application to galvanized surfaces shall be a suitable metal primer of approved make.

• Priming of surfaces shall be carried out immediately after the preparation of surface. Second coat of primer shall be applied without exposing and as per manufacturer's recommendations.

• One undercoat of oil paint, of approved colour, shall be applied to the primed surface. Putty shall be applied at the same time, wherever possible. All edges, angles and projections shall have a stripe undercoat applied as soon as the first coat is dry.

• Priming and undercoats shall be lightly rubbed down with fine sandpaper before subsequent coats are applied.

• Surfaces for painting must be dry and free from dust, dirt, rust, efflorescence or condensation.

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: [check the condition that applies to this ITB, delete the entire row if condition is not applicable to the goods being procured]

Delivery Term [INCOTERMS 2010] (Pls. link this to price schedule)	× DAP
Exact Address of Delivery/Installation Location	UN Hub in Homs City, Julia Hall at Al Safir Hotel
Mode of Transport Preferred	× LAND
UNDP Preferred Freight Forwarder, if any ⁴	N/A
Distribution of shipping documents (if using freight forwarder)	N/A
Delivery Date	Within 45 days from PO award.
Customs, if needed, clearing shall be done by:	× Supplier
Ex factory / Pre-shipment inspection	N/A
Scope of Training on Operation and Maintenance	N/A
Commissioning	N/A
Technical Support Requirements	During the 12 month after sales service, the contractor will be responsible to solve any issues related to the works executed.
Payment Terms	 × 20 % after the contract signature × 80 % to be paid within 30 days after the full delivery and acceptance of the works executed.
Conditions for Release of Payment	⊠ Written Acceptance of the works based on full compliance with ITB requirements

⁴A factor of the INCOTerms stipulated in the ITB. The use of a UNDP preferred courier may be considered for purposes of ensuring forwarder's familiarity with procedures and processing of documentary requirements applicable to UNDP when clearing with customs authority of the country of destination.

After-sale services required	× Warranty on materials and Labor for minimum period of one
	year
	× Technical Support, please see above.
All documentations, including	× English
catalogs, instructions and	× Others: Arabic
operating manuals, shall be in	
this language	

Section 4: Bid Submission Form⁵

(This should be written in the Letterhead of the Bidder. Except for indicated fields, no changes may be made in this template.)

Insert: Location Insert: Date

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

Dear Sir/Madam:

We, the undersigned, hereby offer to supply the goods and related services required for [*insert: title of goods and services required as per ITB*]in accordance with your Invitation to Bid dated . We are hereby submitting our Bid, which includes the Technical Bid and Price Schedule.

We hereby declare that :

- a) All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby fully accept the Schedule of Requirements and Technical Specifications describing the duties and responsibilities required of us in this ITB, and the General Terms and Conditions of UNDP's Standard Contract for this ITB.

We agree to abide by this Bid for [insert: period of validity as indicated in Data Sheet].

We undertake, if our Bid is accepted, to initiate the supply of goods and provision of related services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this Bid, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

⁵ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.

Yours sincerely,

Authorized Signature [In full and initials]:
Name and Title of Signatory:
Name of Firm:
Contact Details:

[please mark this letter with your corporate seal, if available]

Section 5: Documents Establishing the Eligibility and Qualifications of the Bidder

Bidder Information Form⁶

Date: [insert date (as day, month and year] of Bid Submission] ITB No.: [insert number of bidding process]

Page _____of _____ pages

1. Bidder's Legal Name [insert Bidder's legal name]			
2. In case of Joint Venture (JV), legal	2. In case of Joint Venture (JV), legal name of each party: [insert legal name of each party in JV]		
3. Actual or intended Country/ies of	Registration/Operation: [insert action]	ual or intended Country of Registration]	
4. Year of Registration in its Location	: [insert Bidder's year of registration	n]	
5. Countries of Operation	6. No. of staff in each Country	7.Years of Operation in each Country	
8. Legal Address/es in Country/ies of Registration/Operation:[insert Bidder's legal address in country of registration]			
9. Value and Description of Top three (2) Biggest Contract for the past five (5) years			
10. Latest Credit Rating (Score and Source, if any)			
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.			
12. Bidder's Authorized Representative Information			
Name: [insert Authorized Representative's name] Address: [insert Authorized Representative's Address] Telephone/Fax numbers: [insert Authorized Representative's telephone/fax numbers] Email Address: [insert Authorized Representative's email address]			
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List ? \square YES or \square NO			

⁶ The Bidder shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

14. Attached are copies of original documents of:

 \Box All eligibility document requirements listed in the Data Sheet

 If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered
 If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law.

Joint Venture Partner Information Form (if Registered)⁷

Date: [insert date (as day, month and year) of Bid Submission] ITB No.: [insert number of bidding process]

Page of pa	ges	
1. Bidder's Legal Name: [insert Bi	idder's legal name]	
2. JV's Party legal name: [insert J	V's Party legal name]	
3. JV's Party Country of Registrat	ion: [insert JV's Party country of regist	ration]
4. Year of Registration: [insert Party	's year of registration]	
5. Countries of Operation	6. No. of staff in each Country	7.Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: [insert Party's legal address in country of registration]		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any) :Cl	ick here to enter text.	
1. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved. Click here to enter text.		

⁷ The Bidder shall fill in this Form in accordance with the instructions. Apart from providing additional information, **N**o alterations to its format shall be permitted and no substitutions shall be accepted.

13. JV's Party Authorized Representative Information

Name: [insert name of JV's Party authorized representative] Address: [insert address of JV's Party authorized representative] Telephone/Fax numbers: [insert telephone/fax numbers of JV's Party authorized representative] Email Address: [insert email address of JV's Party authorized representative]

14. Attached are copies of original documents of: [check the box(es) of the attached original documents]

 \Box All eligibility document requirements listed in the Data Sheet

 \Box Articles of Incorporation or Registration of firm named in 2.

□ In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law.

Section 6: Technical Bid Form⁸

INSERT TITLE OF THE ITB

Name of Bidding Organization / Firm:	
Country of Registration:	
Name of Contact Person for this Bid:	
Address:	
Phone / Fax:	
Email:	

SECTION 1: EXPERTISE OF FIRM/ ORGANISATION

This section should fully explain the Bidder's resources in terms of personnel and facilities necessary for the performance of this requirement.

<u>1.1 Brief Description of Bidder as an Entity</u>: Provide a brief description of the organization / firm submitting the Bid, its legal mandates/authorized business activities, the year and country of incorporation, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the delivery of goods and/or performance of related services, indicating the status/result of such litigation/arbitration.

<u>1.2. Financial Capacity</u>: Based on the latest Audited Financial Statement (Income Statement and Balance Sheet) describe the financial capacity (liquidity, stand-by credit lines, etc.) of the bidder to engage into the contract. Include any indication of credit rating, industry rating, etc.

<u>1.3. Track Record and Experiences:</u> Provide the following information regarding corporate experience within at least the last five (5) years which are related or relevant to those required for this Contract.

⁸ Technical Bids not submitted in this format may be rejected.

Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)

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 specifications.

<u>2.1. Scope of Supply</u>: Please provide a detailed description of the goods to be supplied, indicating clearly how they comply with the technical specifications required by the ITB (see below table); describe how the organisation/firm will supply the goods and any related services, keeping in mind the appropriateness to local conditions and project environment.

lten No	Description/ Specification of Goods	Source/ Manufacturer	Country of Origin	Qty	Quality Certificate/ Export Licences, etc. (indicate all that applies and if attached)

A supporting document with full details may be annexed to this section

<u>2.2. Technical Quality Assurance Mechanisms</u>: The bid shall also include details of the Bidder's internal technical and quality assurance review mechanisms, all the appropriate quality certificates, export licenses and other documents attesting to the superiority of the quality of the goods and technologies to be supplied.

<u>2.3. Reporting and Monitoring</u>: Please provide a brief description of the mechanisms proposed for this project for reporting to the UNDP and partners, including a reporting schedule.

<u>2.4. Subcontracting</u>: Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.

<u>2.5. Risks / Mitigation Measures</u>: Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

<u>2.6 Implementation Timelines:</u> The Bidder shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.7. Partnerships (Optional): Explain any partnerships with local, international or other organizations that are

planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.

<u>2.8. Anti-Corruption Strategy (Optional)</u>: Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.

<u>2.9 Statement of Full Disclosure</u>: This is intended to disclose any potential conflict in accordance with the definition of "conflict" under Section 4 of this document, if any.

2.10 Other: Any other comments or information regarding the bid and its implementation.

SECTION 3: PERSONNEL

<u>3.1 Management Structure</u>: Describe the overall management approach toward planning and implementing the contract. Include an organization chart for the management of the contract, if awarded.

<u>3.2 Staff Time Allocation</u>: Provide a spreadsheet will be included to show the activities of each personnel involved in the implementation of the contract. Where the expertise of the personnel is critical to the success of the contract, UNDP will not allow substitution of personnel whose qualifications had been reviewed and accepted during the bid evaluation. (If substitution of such a personnel is unavoidable, substitution or replacement will be subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution).

<u>3.3 Qualifications of Key Personnel.</u> Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in area of expertise relevant to the Contract. Please use the format below:

Name:					
Role in Contract Implementation	ı:				
Nationality:					
Contact information:					
Countries of Relevant Work Expe	erience:				
Language Skills:					
Education and other Qualificatio	ons:				
Summary of Experience: Highl	ight experience	in the region and on simi	lar projects.		
Relevant Experience (From most	: recent):				
		vity/ Project/ funding . if applicable:	Job Title and Activities undertaken/Description of actual role performed:		
e.g. June 2010-January 2011					
Etc.					
Etc.					
References (minimum of 3):	Name Designation Organization Contact Infor	mation – Address; Phone;	Email: etc.		
Declaration: I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disgualification, before or during my engagement.					
Signature of the Nominated Team Leader/Member Date Signed					

The Bidder is required to prepare the Price Schedule as indicated in the Instruction to Bidders.

The Price Schedule must provide a detailed cost breakdown of all goods and related services to be provided, from unit price to lot prices. Separate figures must be provided for each functional grouping or category, if any.

Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be listed separately.

The format shown on the following pages is suggested for use as a guide in preparing the Price Schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

Project Name : Installation Of Security Mitigation Measures at UN Hub , Julia Hall at Al Safir ,Homs

No.	Item	Unit	Quantity	Unit Price (SYR)	Total Price (SYR)
1	Supplying and installing layer of 18 mm plywood lumber according to drawings	m2	550		
2	Supplying and installing 0.7 mm corrugated sheets according to drawings	m2	550		
3	Supplying and installing 1 mm corrugated sheets according to drawings	m2	550		
4	Supplying and installing steel frame including column , purlin , bracing and all required accsessories	kg	13,100		
5	Supplying and installing Base Plates as per specific and drawing	No.	18		
6	Supplying and installing Rain Gutter as per specific and drawing	ml	50		

BOQ for Overhead Protection (A1)

⁹ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.

7	Supplying and installing Down spot PVC 3" as per specific and drawing	No	4		
Total for Overhead Protection (A1)					

The minimum dry film thickness of the paint coating, including rust protection should be 200 microns. At least two coats of primer and finish paint, each, must be applied.

BOQ for Overhead	Protection (A2)
------------------	-----------------

					Total Price
No.	Item	Unit	Quantity	Unit Price (SYR)	(SYR)
1	Supplying and installing layer of 18 mm plywood lumber according to drawings	m2	200		
2	Supplying and installing 0.7 mm corrugated sheets according to drawings	m2	200		
3	Supplying and installing 1 mm corrugated sheets according to drawings	m2	200		
4	Supplying and installing steel frame including column , purlin , bracing and all required accsessories	kg	4,300		
5	Supplying and installing Base Plates as per specific and drawing	No.	13		
6	Supplying and installing Rain Gutter as per specific and drawing	ml	24		
7	Supplying and installing Down spot PVC 3" as per specific and drawing	no	2		
	Total for Overhead Protectio	on (A2)		1	

BOQ for Anti Blast Wall Corrugated Cover Sheet 2 mm for two walls (W1&W2).

No.	ltem	Unit	Quantity	Unit Price (SYR)	Total Price (SYR)
1	Excavation works for wall foundations	m3	130		
2	Reinforced concrete for foundation	m3	66		
3	Backfilling with crashed stones	m3	54		
4	Paving beside the wall after excavation matching existing tiles	m2	45		
5	Supplying and installing steel frame according to drawings	kg	5,100		
6	Supplying and installing Base Plates as per specific and drawing	No.	41		

7	Supplying and installing 2 mm Corrugated steel sheets according to drawings	m2	225	
8	Supplying and pouring sand inside the wall according to drawings	m3	36	
	Total for anti-blast wall			

Section 8: FORM FOR PERFORMANCE SECURITY

(This must be finalized using the official letterhead of the Issuing Bank. Except for indicated fields, no changes may be made in this template.)

To: UNDP

[Insert contact information as provided in Data Sheet]

WHEREAS [*name and address of Contractor*] (hereinafter called "the Contractor") has undertaken, in pursuance of Contract No. Click to enter dated Click to enter, to deliver the goods and execute related services Click here to enter text. (hereinafter called "the Contract"):

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract:

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, 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 Contract Price 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 until a date 30 days from the date of issue by UNDP of a certificate of satisfactory performance and full completion of services by the Contractor.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Date	
Name of Bank	
Address	

Section 9: Contract

General Conditions of Contract for Civil Works

MODEL CONTRACT FOR WORKS

Dear Sir/Madam,

Date _____

Ref.: ____/ ___/ ____ [INSERT PROJECT NUMBER AND TITLE]

The United Nations Development Programme (hereinafter referred to as "UNDP"), wishes to engage your company, duly incorporated under the Laws of ______ [INSERT NAME OF THE COUNTRY] (hereinafter referred to as the "Contractor") in order to perform ______ [INSERT SUMMARY DESCRIPTION OF THE WORKS] (hereinafter referred to as the "Works"), in accordance with the following Contract:

1. Contract Documents

- 1.1 This Contract is subject to the UNDP General Conditions for Civil Works, _______ [INSERT REVISION NUMBER AND DATE FROM THE CONTRACTS DOCUMENTS LIBRARY], attached hereto as Annex I. The provisions of such Annex shall control the interpretation of this Contract and in no way shall be deemed to have been derogated by the contents of this letter and any other Annexes, unless otherwise expressly stated under section 4 of this letter, entitled "Special Conditions".
- 1.2 The Contractor and UNDP also agree to be bound by the provisions contained in the following documents, which shall take precedence over one another in case of conflict in the following order:

a) this letter;

b) the Technical Specifications and Drawings [ref.dated......], attached hereto as Annex II;

c) the Contractor's Tender _____ **[IF THE CONTRACT IS ON THE BASIS OF UNIT PRICE, INSERT: including the Priced Bill of Quantities]** [ref....., dated], as clarified by the agreed minutes of the negotiation meeting¹⁰ [dated......], not attached hereto but known to and in the possession of both parties.

1.3 All the above shall form the Contract between the Contractor and UNDP, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.

¹⁰ If there are updates to the technical proposal or correspondence exchanged in clarification of certain aspects, reference them too, provided that they are acceptable to UNDP. Otherwise, aspects which resolution is pending should be dealt with in this letter itself or in the Technical Specifications/Drawings, as appropriate.

_ [INSERT NAME AND ADDRESS OF

THE CONTRACTOR]

2. <u>Obligations of the Contractor</u>

- 2.1 The Contractor shall commence work within ___ [INSERT NUMBER OF DAYS] days from the date on which he shall have been given access to the Site and received the notice to commence from the Engineer, and shall perform and substantially complete the Works by ../../... [INSERT DATE], in accordance with the Contract. The Contractor shall provide all materials, supplies, labour and other services necessary to that end.
- 2.2 The Contractor shall submit to the Engineer the Programme of Work referred to in Clause 13 of the General Conditions by ../../.... **[INSERT DATE]**.
- 2.3 The Contractor represents and warrants the accuracy of any information or data provided to UNDP for the purpose of entering into this Contract, as well as the quality of the Works foreseen under this Contract in accordance with the highest industrial and professional standards.

OPTION 1 (FIXED PRICE)

3. <u>Price and Payment</u>¹¹

- 3.2 The price of this Contract is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the Contractor in the performance of the Contract.
- 3.3 Invoices shall be submitted by the Contractor to the Engineer upon achievement of the corresponding milestones and for the following amounts:

MILESTONE¹² AMOUNT DATE

Upon signature of

¹¹ This version of section 3 is to be used for fixed price contracts. Fixed price contracts should normally be used when it is possible to estimate with reasonable accuracy the costs of the activities which are the subject of the Contract.

 $^{^{12}}$ In the case of advance payments, the amount should not exceed 15%.

Contract	 //
	 //
Upon substantial completion of Works	 //
Upon final	, ,

completion of Works/../....

OPTION 2 (COST REIMBURSEMENT)

3. <u>Price and payment</u>

- 3.1 The total estimated price of the Contract is contained in the Bill of Quantities and amounts to ______ [INSERT CURRENCY & AMOUNT IN FIGURES AND WORDS].
- 3.2 The final price of the Contract will be determined on the basis of the actual quantities of work and materials utilized in the complete and satisfactory performance of the Works as certified by the Engineer and the unit prices contained in the Contractor's financial proposal. Such unit prices are fixed and are not subject to any variation whatsoever.
- 3.3 If the Contractor foresees that the final price of the Contract may exceed the total estimated price contained in 3.1 above, he shall so inform the Engineer without delay, in order for UNDP to decide, at its discretion, to increase the estimated price of the Contract as a result of a larger quantity of work/material or to reduce the quantity of work to be performed or materials to be used. UNDP shall not be responsible for payment of any amount in excess of that stipulated in 3.1 above unless this latter amount has been increased by means of a written amendment of this Contract in accordance with its paragraph 8 below.
- 3.4 The Contractor shall submit an invoice for ______ [INSERT AMOUNT AND CURRENCY OF THE ADVANCE PAYMENT IN FIGURES & WORDS] upon signature of this Contract by both parties, invoices for the work performed and materials utilized every ______ [INSERT PERIOD OF TIME OR MILLESTONES] and a final invoice within 30 days from the issuance of the Certificate of Substantial Completion by the Engineer.¹³

[THE FOLLOWING CLAUSES ARE COMMON TO OPTIONS 1 & 2 AND MUST BE NUMBERED ACCORDING TO THE OPTION CHOSEN FOR ARTICLE 3]

3.@ UNDP shall effect payment of the invoices after receipt of the certificate of payment issued by the Engineer, approving the amount contained in the invoice. The Engineer may make corrections to that amount, in which case UNDP may effect payment for the amount so

 $^{^{13}}$ In the case of advance payments, the amount should not exceed 15%.

corrected. The Engineer may also withhold invoices if the work is not performed at any time in accordance with the terms of the Contract or if the necessary insurance policies or performance security are not valid and/or in order. The Engineer shall process the invoices submitted by the Contractor within 15 days of their receipt.

- 3.@ Payments effected by UNDP to the Contractor shall be deemed neither to relieve the Contractor of its obligations under this Contract nor as acceptance by UNDP of the Contractor's performance of the Works.
- 3.@ Payment of the final invoice shall be effected by UNDP after issuance of the Certificate of Final Completion by the Engineer.

4. <u>Special conditions</u>¹⁴

- 4.1 The advance payment to be made upon signature of the contract by both parties is contingent upon receipt and acceptance by UNDP of a bank guarantee ¹⁵for the full amount of the advance payment issued by a Bank and in a form acceptable to UNDP.¹⁶
- 4.2 The amounts of the payments referred to under section 3.6 above shall be subject to a deduction of ______ [INSERT PERCENTAGE OF TOTAL CONTRACT PRICE THAT THE ADVANCE REPRESENTS] % (... percent) of the amount accepted for payment until the cumulative amount of the deductions so effected shall equal the amount of the advance payment.¹⁷ Should the cumulative amount of the deductions so made be lower than the amount of the advance payment after the date of substantial completion of the Works, UNDP may deduct the amount equal to the difference between the advance payment and the cumulative deductions from the payments due after substantial completion or may recover such amount from the bank guarantee referred to in 4.1 above.
- 4.3 The Performance [SELECT BOND/GUARANTEE] referred to in Clause 10 of the General Conditions shall be submitted by the Contractor for an amount of _____ [INSERT PERCENTAGE OF THE TOTAL]

ESTIMATED OR FIXED PRICE OF THE CONTRACT IN THE CASE OF A GUARANTEE AND 30% IN THE CASE OF A BOND].¹⁸

4.4 [THE USE OF THIS CLAUSE REQUIRES APPROVAL BY THE PROJECT

¹⁴ Under this Section, the Programme Officer may propose special clauses in order to adapt the model contract to the specific situation. In this sample clause 4, several clauses of common use are given. If they are not required, they should be deleted.

¹⁵ If the legislation of the Country of the Contractor forbids the use of bank guarantees, a bond may be accepted.

¹⁶ This clause must be used when an advance payment of \$50,000 or more is granted to the Consultant..

¹⁷ This clause must be used when an advance payment is granted (whatever the amount) in a cost reimbursement contract.

¹⁸ The reason for the distinction between a 10% bank guarantee and a 30% performance bond is that bank guarantees are generally unconditional and can be called directly without proof of nonperformance, whereas most performance bonds are conditional and require some proof of nonperformance. There are usually additional costs and time delays incurred with cashing a performance bond and so a higher percentage is requested to cover the extra work involved. Some banks outside of the U.S. may call certain guarantee instruments, "performance bonds or guarantees" although they may only be conditional guarantees. It is important to review the text of the instrument to determine whether it is a conditional or unconditional guarantee.

DIRECTOR/UNDP PROGRAMME OFFICER] The Contractor may submit invoices for materials and plant stored at the Site, provided they are necessary and adequate for the performance of the Works and they are protected from weather conditions and duly insured as per the instructions of the Engineer.

- 4.5 The liability insurance referred to in Clause 23 of the General Conditions shall be taken out by the Contractor for an amount of............[CONSULT THE ENGINEER FOR APPROPRIATE AMOUNT].
- 4.6 According to Clause 45 of the General Conditions, the liquidated damages for delay shall be _____ [INSERT PERCENTAGE] of the price of the Contract per week of delay, up to a maximum of 10% of the final price of the Contract.

5. <u>Submission of invoices</u>

- 5.1 One original and one copy of every invoice shall be submitted by mail by the Contractor for each payment under the Contract to the Engineer's address specified in clause 8.2.
- 5.2 Invoices submitted by fax shall not be accepted by UNDP.

6. <u>Time and manner of payment</u>

- 6.1 Invoices shall be paid within thirty (30) days of the date of their receipt and acceptance by UNDP.
- 6.2 All payments shall be made by UNDP to the following Bank account of the Contractor:

 [NAME OF THE BANK]
 [ACCOUNT NUMBER]
 [ADDRESS OF THE BANK]

7. <u>Modifications</u>

7.1 Any modification to this Contract shall require an amendment in writing between both parties duly signed by the authorized representatives of the Contractor and UNDP.

8. <u>Notifications</u>

8.1 For the purpose of notifications under the Contract, the addresses of UNDP and the Contractor are as follows:

For the UNDP:

[INSERT NAME OF RR OR

DIVISION CHIEF] Chief United Nations Development Programme

Ref. ____/ [INSERT CONTRACT REFERENCE & NUMBER]

Telex:_____

Fax:_____

For the Contractor:

[Insert Name, Address and Telex, Fax and Cable Numbers]

8.2 For the purposes of communications with the Engineer, the address of the Engineer shall be as follows:

[Insert Name, Address and Telex, Fax and Cable Numbers of the Engineer]

OR

8.2 UNDP shall communicate as soon as possible to the Contractor after the signature of the Contract, the address of the Engineer for the purposes of communication with the Engineer under the Contract.

If the above terms and conditions meet with your agreement as typed in this letter and in the Contract Documents, please initial every page of this letter and its attachments and return to this office one original of this Contract, duly signed and dated.

Yours sincerely,

[INSERT NAME OF RR or Bureau/Division Director]

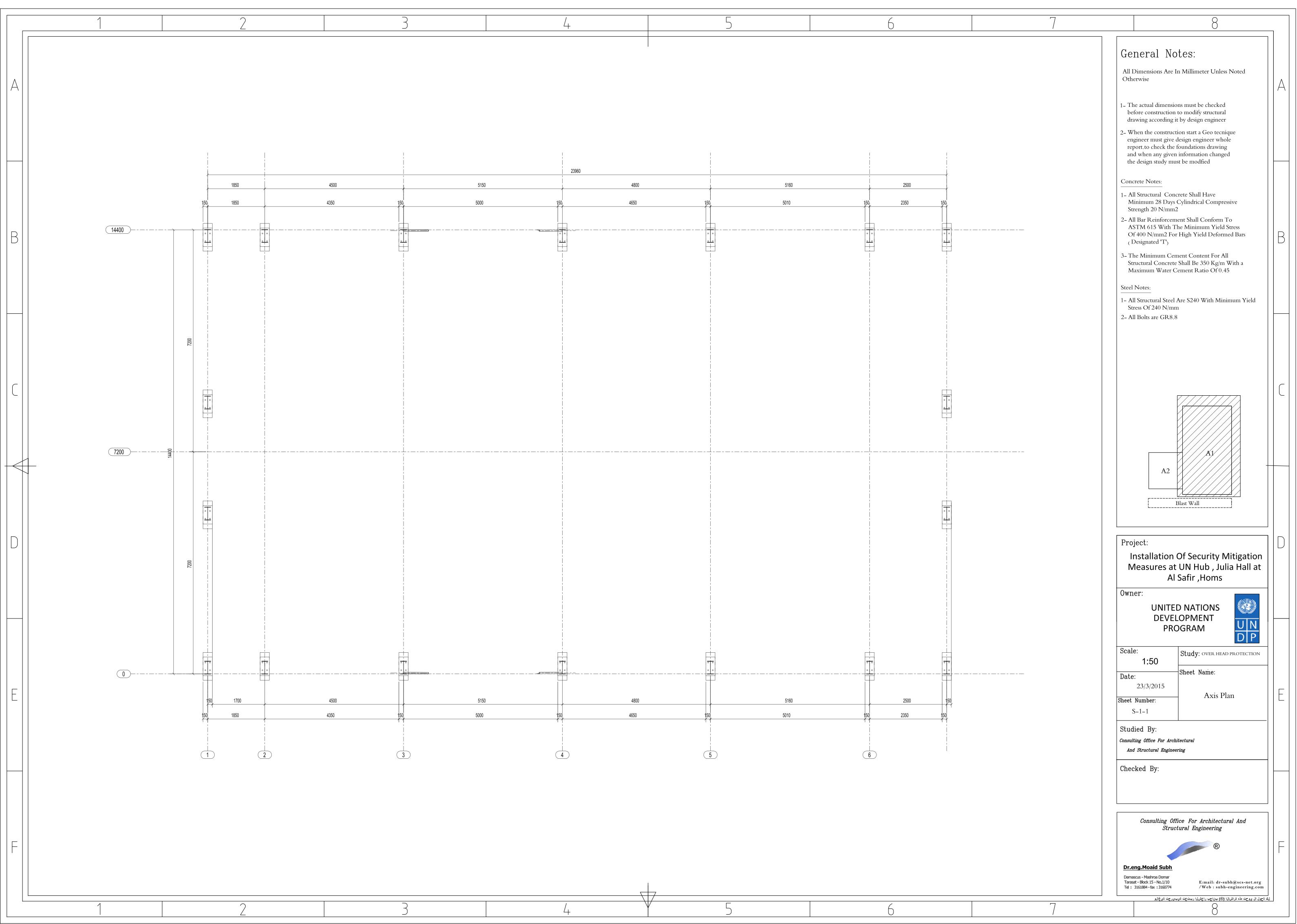
For [Insert name of the company/organization]

Agreed and Accepted:

Signature	
-----------	--

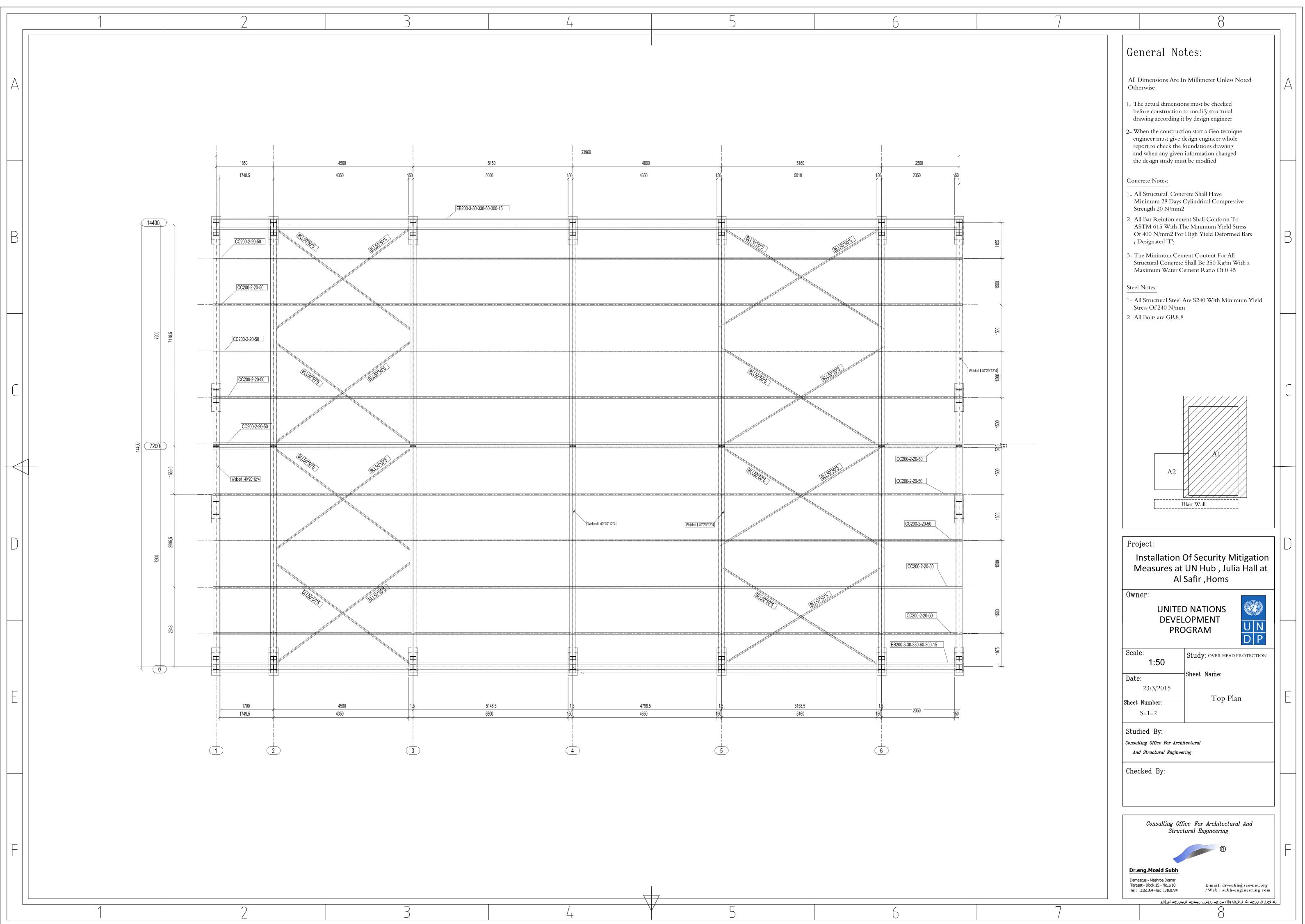
Name	
------	--

Date

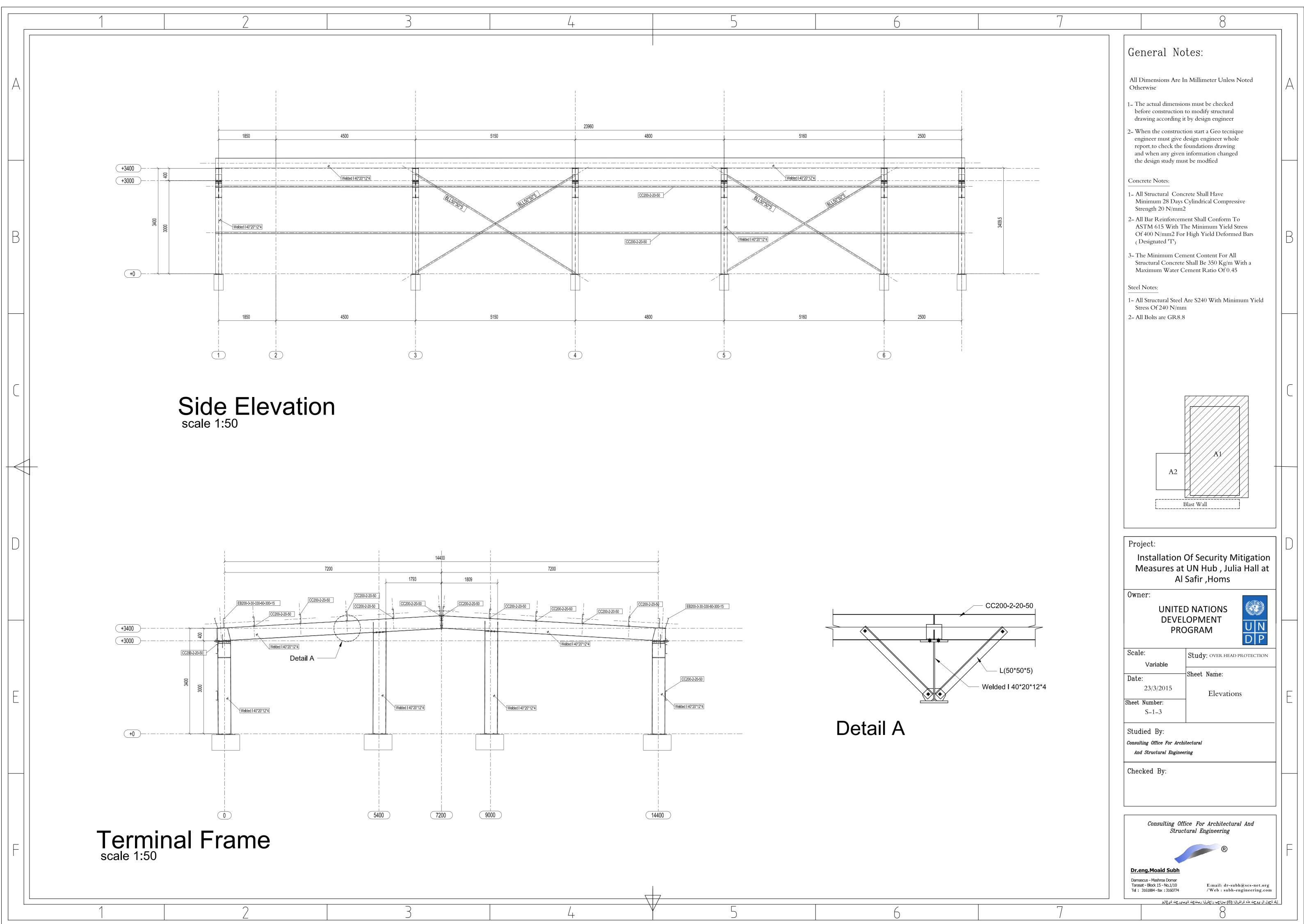


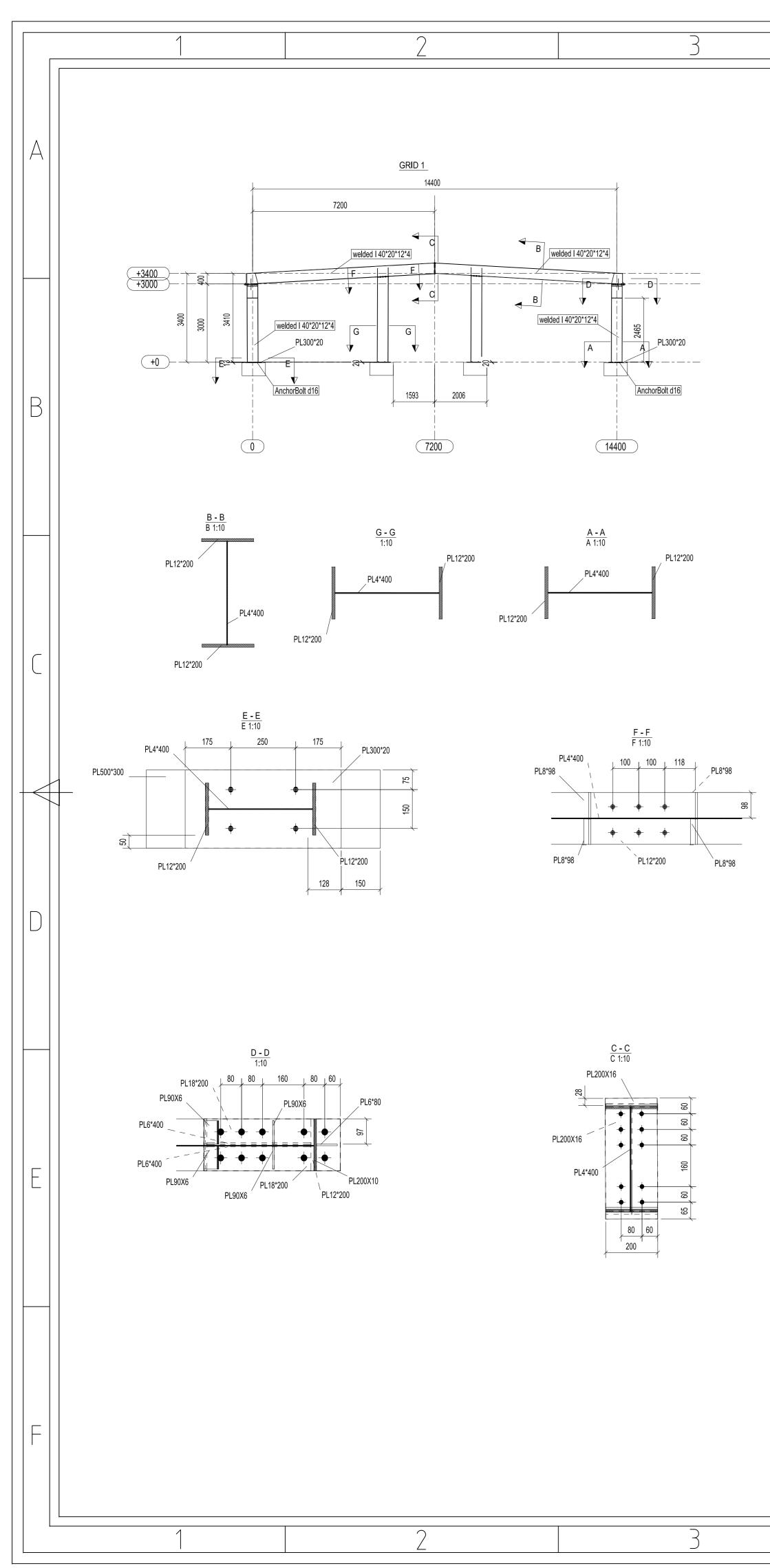
4	5	6

	+_7	
4	5	6

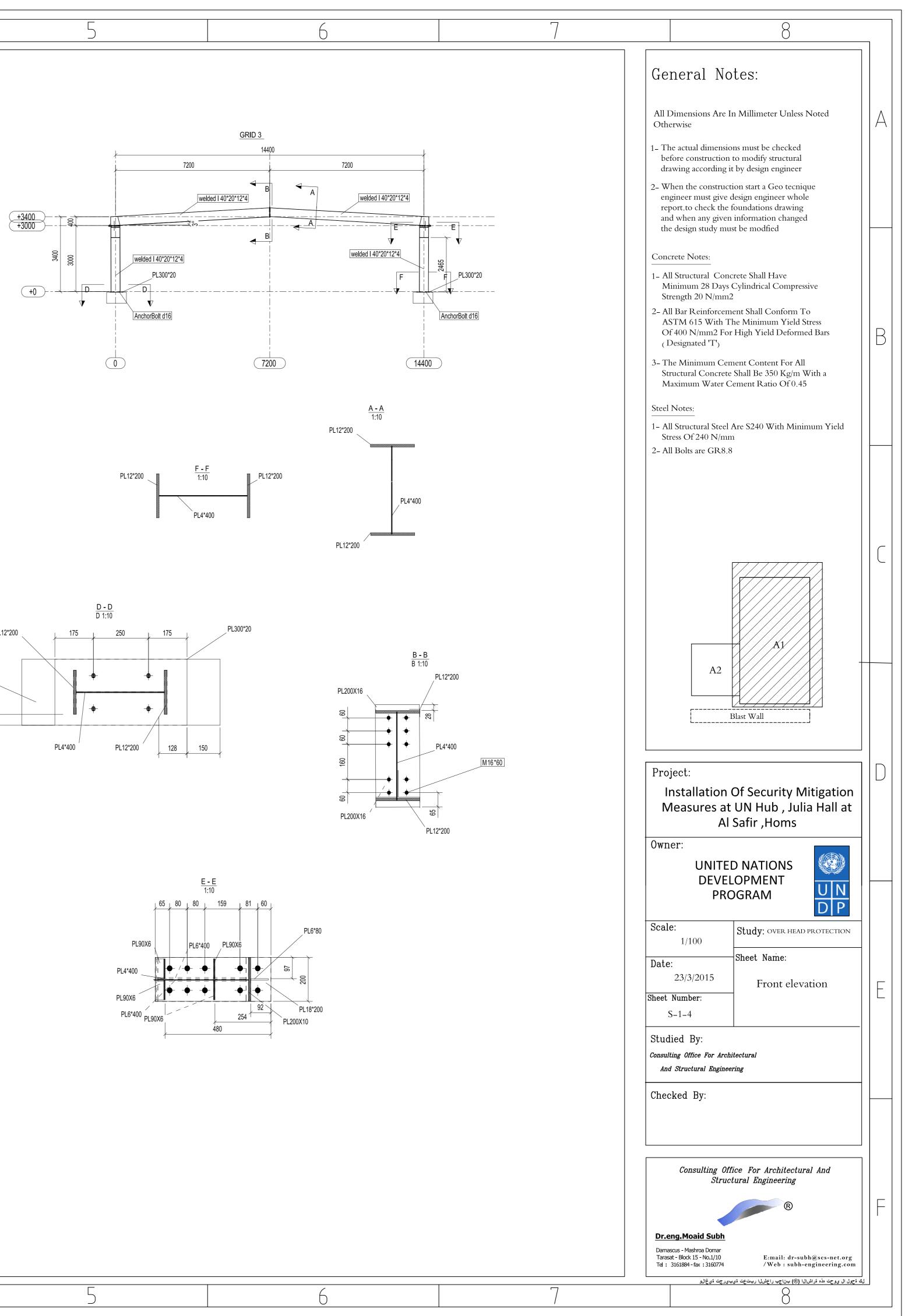


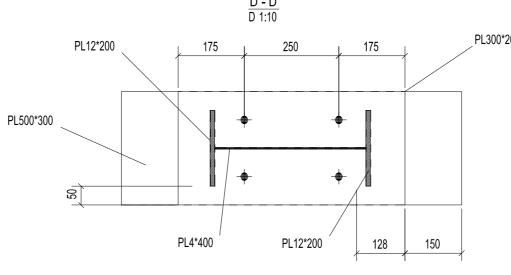
4	5	6

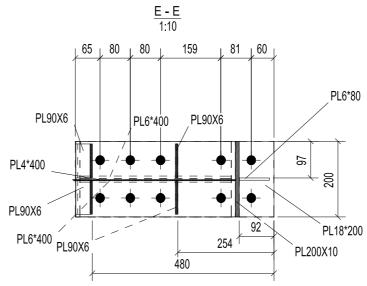




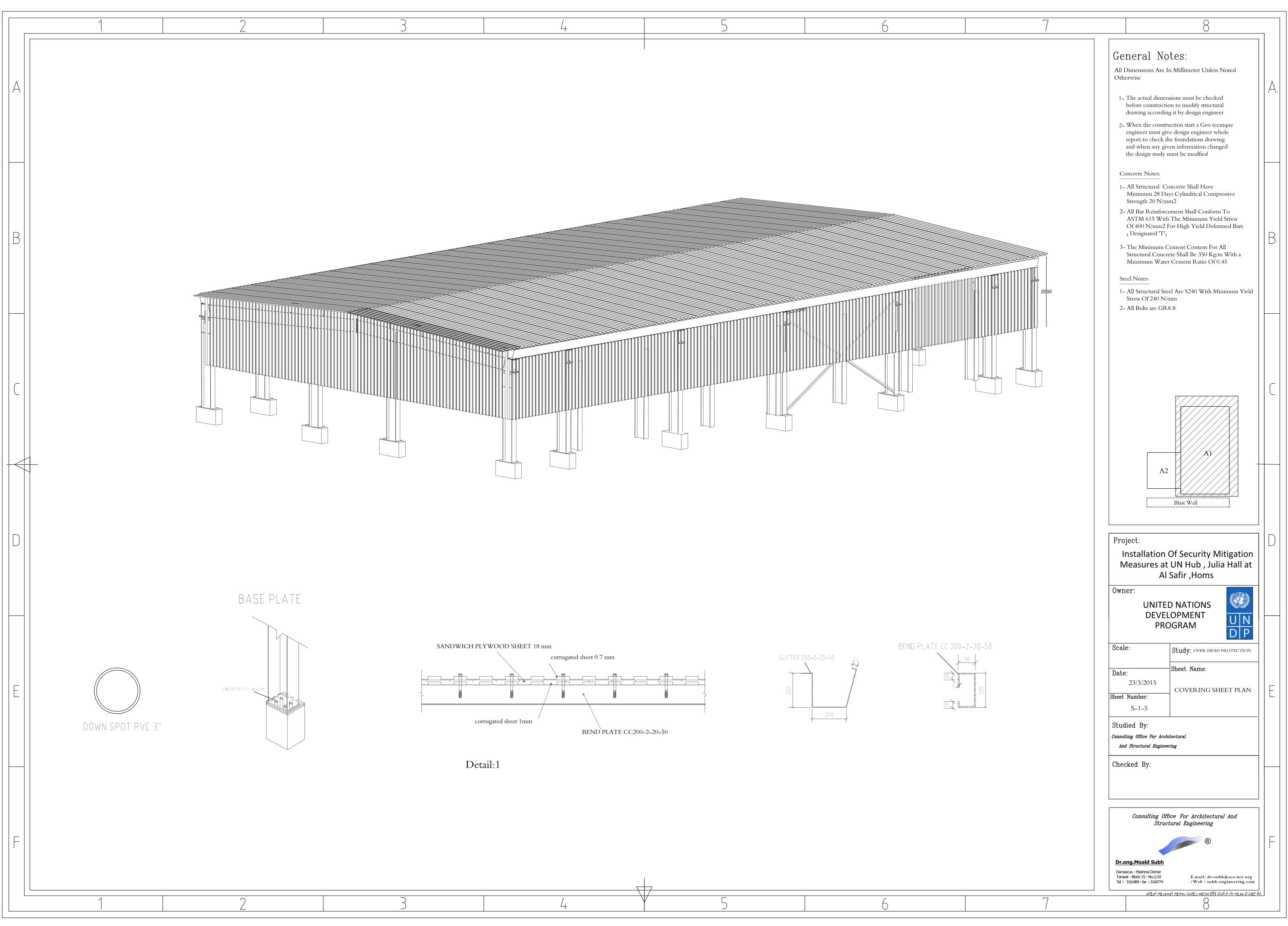
4	5	6





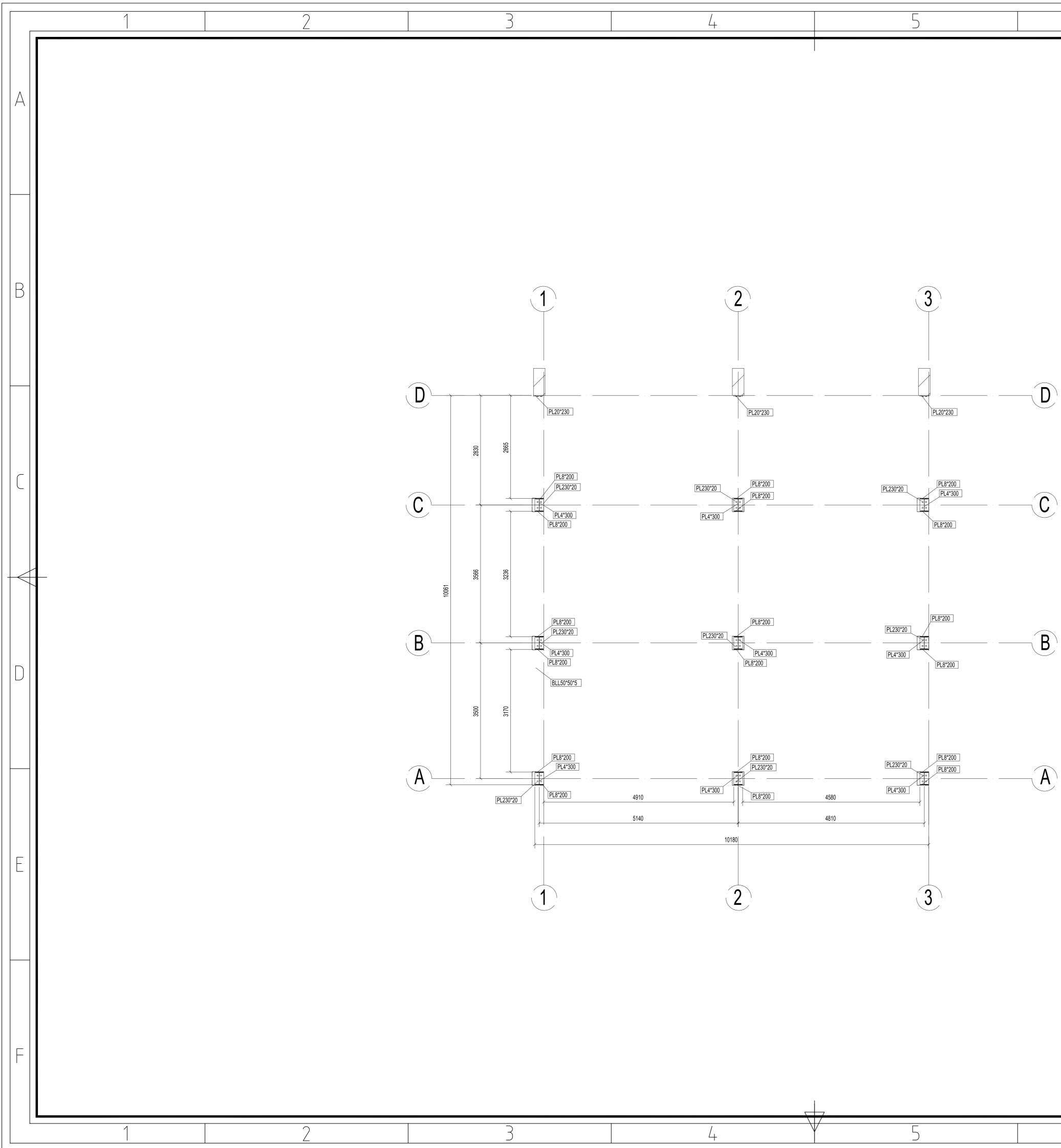


Scale:1/100



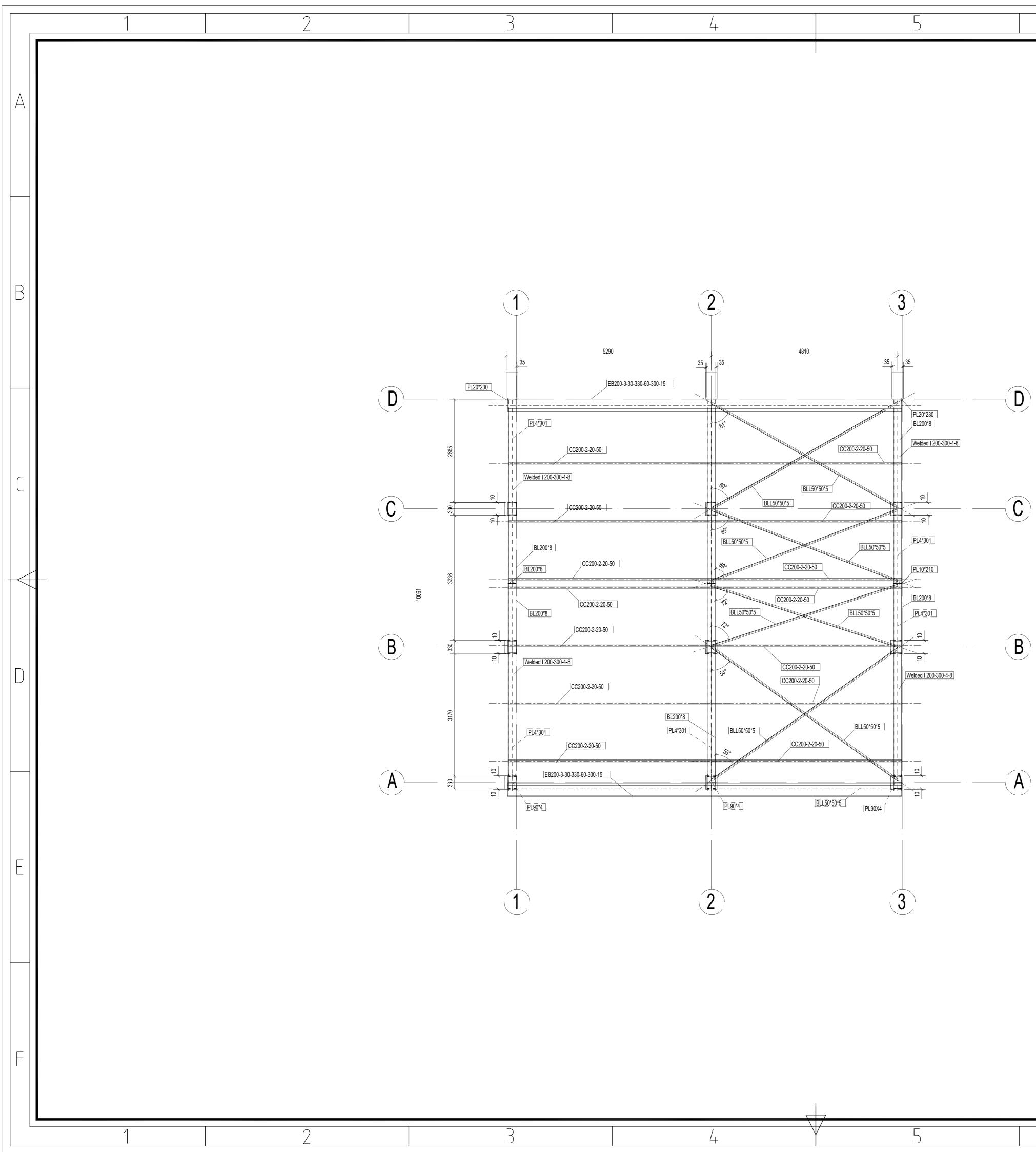
4	5	6

<u></u>		7		
	/			
4	V	5	6)



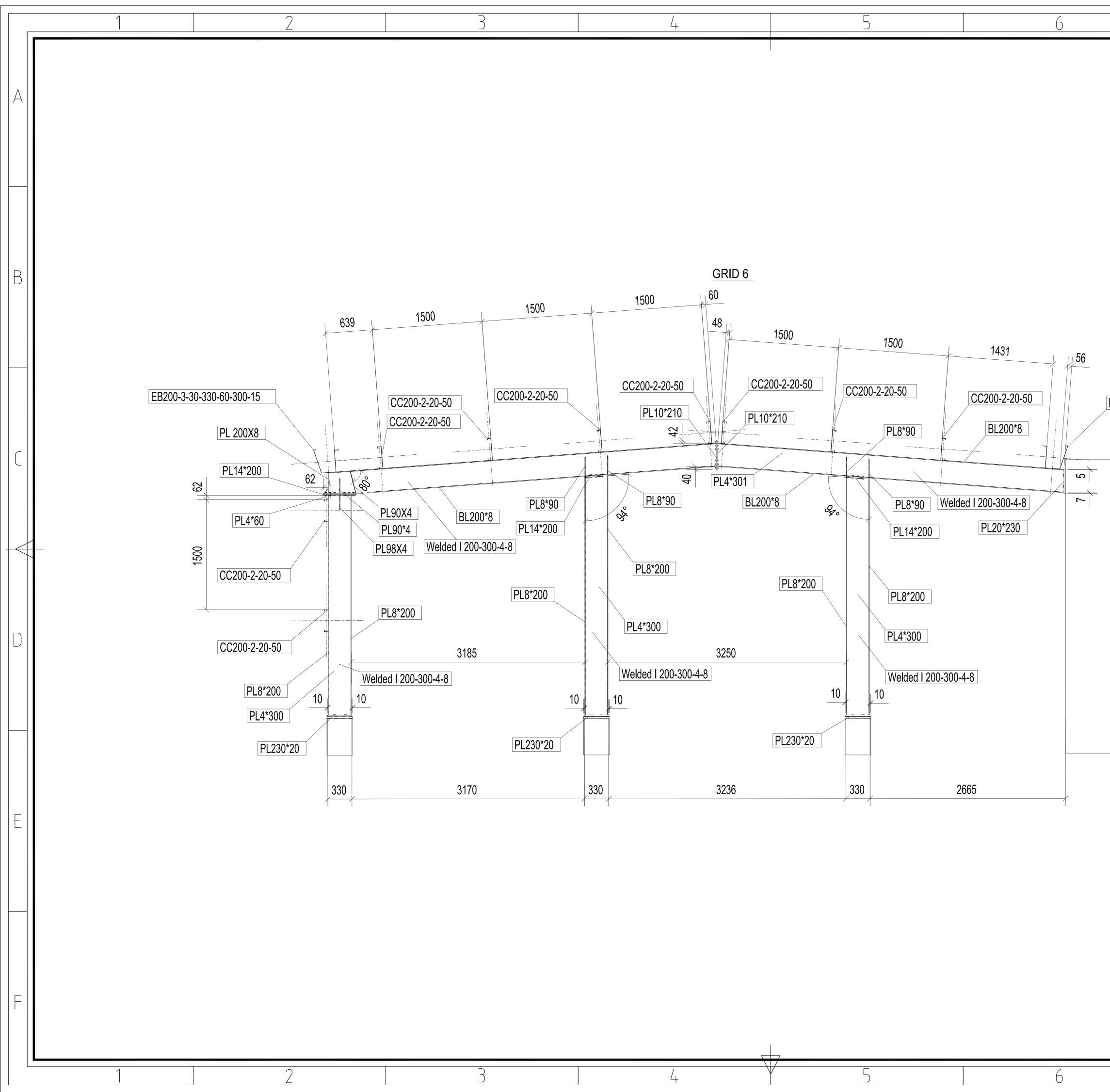
4	5	6

7	8	
	General Notes: All Dimensions Are In Millimeter Unless Noted Otherwise	A
	 1- The actual dimensions must be checked before construction to modify structural drawing according it by design engineer 2- When the construction start a Geo tecnique engineer must give design engineer whole report.to check the foundations drawing and when any given information changed the design study must be modified 	
	 <u>Concrete Notes:</u> 1- All Structural Concrete Shall Have Minimum 28 Days Cylindrical Compressive Strength 20 N/mm2 2- All Bar Reinforcement Shall Conform To ASTM 615 With The Minimum Yield Stress Of 400 N/mm2 For High Yield Deformed Bars (Designated 'T') 3- The Minimum Cement Content For All Structure 100 march Shall Bar 250 K / w With 	В
	Structural Concrete Shall Be 350 Kg/m With a Maximum Water Cement Ratio Of 0.45 <u>Steel Notes:</u> 1– All Structural Steel Are S240 With Minimum Yield Stress Of 240 N/mm 2– All Bolts are GR8.8	
	A1 A2 Blast Wall	
	Project: Installation Of Security Mitigation Measures at UN Hub , Julia Hall at Al Safir ,Homs Owner: UNITED NATIONS	D
	DEVELOPMENT PROGRAM UNDEP Scale: Study: over HEAD PROTECTION 1/50 Sheet Name: 23/3/2015 Sheet Number: Sheet Number: Sheet Number: S-2-1 Sheet Number:	E
	Studied By: Consulting Office For Architectural And Structural Engineering Checked By:	
	Consulting Office For Architectural And Structural Engineering	F
7	<u>Dr.eng.Moaid Subh</u> Damascus - Mashroa Domar Tarasat - Block 15 - No.1/10 E:mail: dr-subh@scs-net.org Tel : 3161884-fax : 3160774 / Web : subh-engineering.com لك تَحول ال يوحت هذه مَراشرالا (®) بناجب راعشرارا ربتعت تَوَيبيرجت مَيغالو	



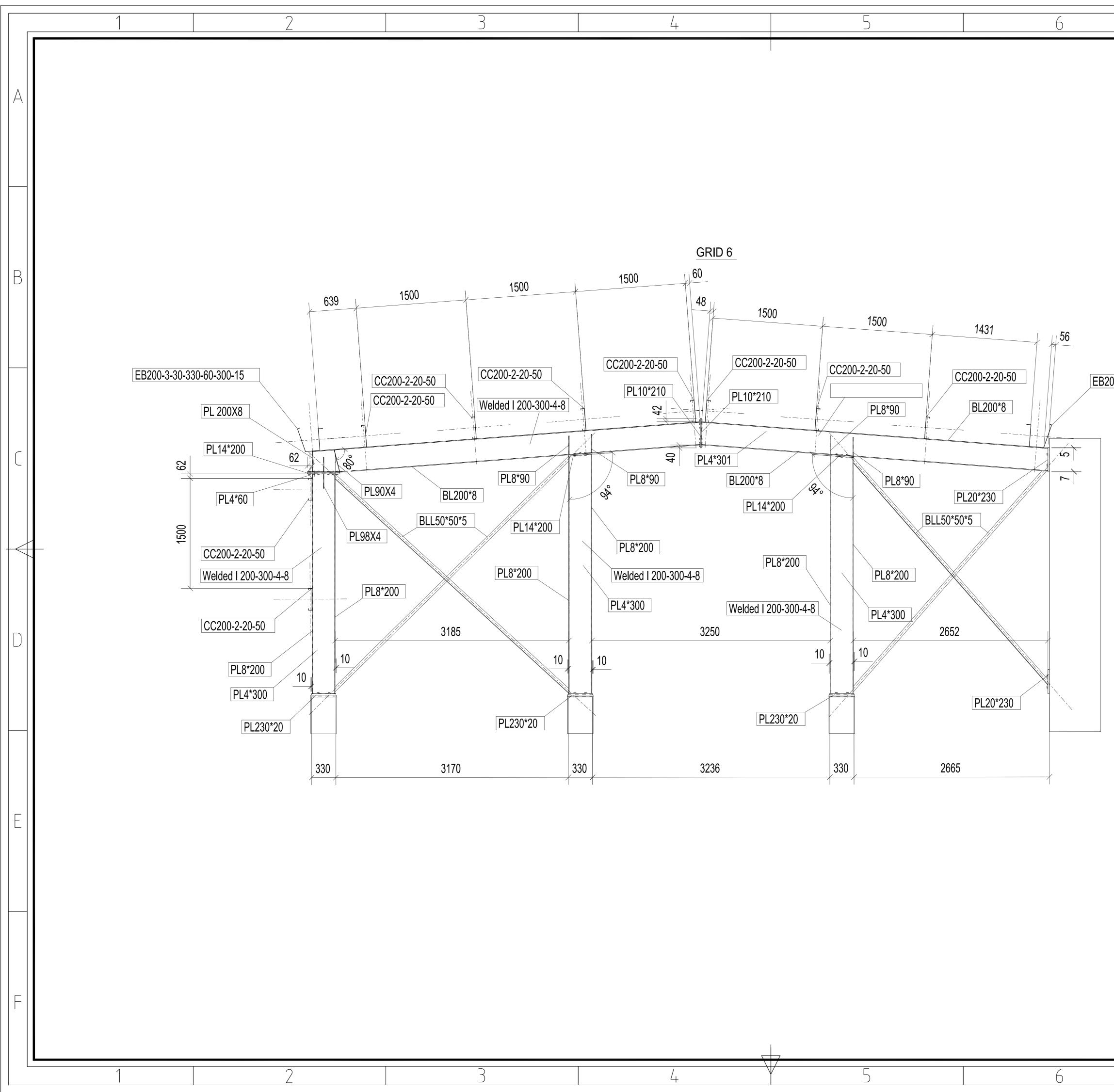
4	5	6

7	8
	General Notes: All Dimensions Are In Millimeter Unless Noted Otherwise
	 1- The actual dimensions must be checked before construction to modify structural drawing according it by design engineer 2- When the construction start a Geo tecnique engineer must give design engineer whole report.to check the foundations drawing and when any given information changed the design study must be modified
	 <u>Concrete Notes:</u> 1- All Structural Concrete Shall Have Minimum 28 Days Cylindrical Compressive Strength 20 N/mm2 2- All Bar Reinforcement Shall Conform To ASTM 615 With The Minimum Yield Stress Of 400 N/mm2 For High Yield Deformed Bars (Designated 'T') 3- The Minimum Cement Content For All Structural Concrete Shall Be 350 Kg/m With a Maximum Water Cement Ratio Of 0.45
	1- All Structural Steel Are S240 With Minimum Yield Stress Of 240 N/mm 2- All Bolts are GR8.8
	A1
	Project: Installation Of Security Mitigation Measures at UN Hub , Julia Hall at Al Safir ,Homs Owner: Structural 16-3-2015 UNITED NATIONS DEVELOPMENT PROGRAM
	Scale:Study: OVER HEAD PROTECTION1/50Sheet Name:Date:Sheet Name:23/3/2015Top PlaneSheet Number:S-2-2
	Studied By: Consulting Office For Architectural And Structural Engineering Checked By:
	Consulting Office For Architectural And Structural Engineering Image: Consulting Office For Architectural Engin
7	لك مَحول ال يوحت هذه مَراش الله (®) بن اجب راعش لا ربتعت مَيبيرجت مَيغالو



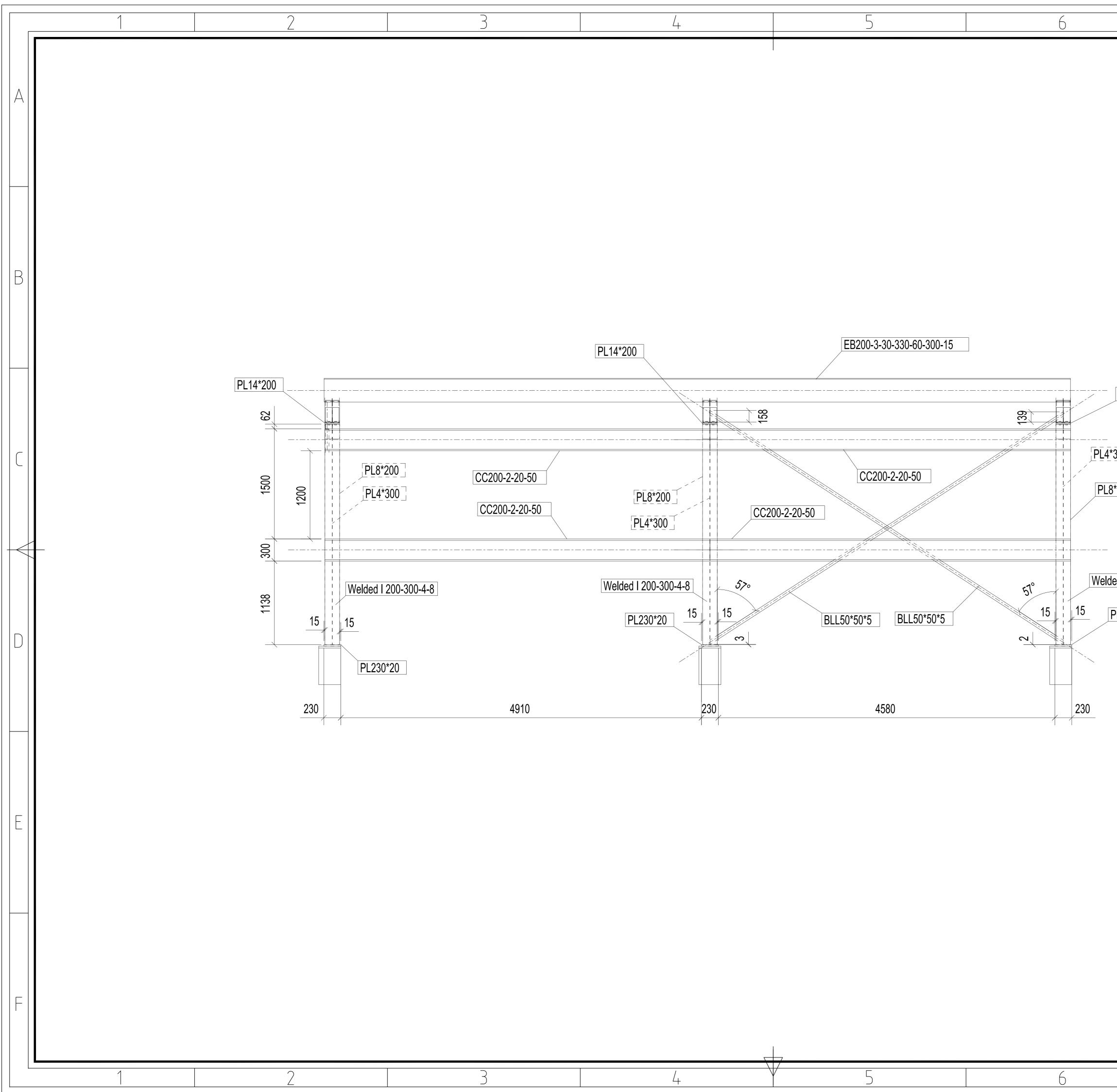
4	5	6

7	8	
	General Notes: All Dimensions Are In Millimeter Unless Noted Otherwise	A
	 The actual dimensions must be checked before construction to modify structural drawing according it by design engineer When the construction start a Geo tecnique engineer must give design engineer whole report.to check the foundations drawing and when any given information changed the design study must be modified 	
	 <u>Concrete Notes:</u> 1- All Structural Concrete Shall Have Minimum 28 Days Cylindrical Compressive Strength 20 N/mm2 2- All Bar Reinforcement Shall Conform To ASTM 615 With The Minimum Yield Stress Of 400 N/mm2 For High Yield Deformed Bars (Designated 'T') 3- The Minimum Cement Content For All 	В
B200-3-30-330-60-300-15	Structural Concrete Shall Be 350 Kg/m With a Maximum Water Cement Ratio Of 0.45 <u>Steel Notes:</u> 1– All Structural Steel Are S240 With Minimum Yield Stress Of 240 N/mm 2– All Bolts are GR8.8	
	A1	
	Project: Installation Of Security Mitigation	D
	Measures at UN Hub , Julia Hall at Al Safir ,Homs Owner: Structural UNITED NATIONS DEVELOPMENT PROGRAM	
	Scale: Study: OVER HEAD PROTECTION 1/25 Sheet Name: 23/3/2015 Sheet Name: Sheet Number: Terminal Frame S-2-3 Sheet Name	E
	Studied By: Consulting Office For Architectural And Structural Engineering Checked By:	
	Consulting Office For Architectural And Structural Engineering Dr.eng.Moaid Subh Damascus - Mashroa Domar Target Mashroa Domar	F
7	Tarasat - Block 15 - No.1/10 E:mail: dr-subh@scs-net.org Tel : 3161884 - fax : 3160774 / Web : subh-engineering.com يە قرول ال يورت هذه قراش إل (®) بن اجب راع ش ل ا ربت عت قي بيرجت قي غ الو	3

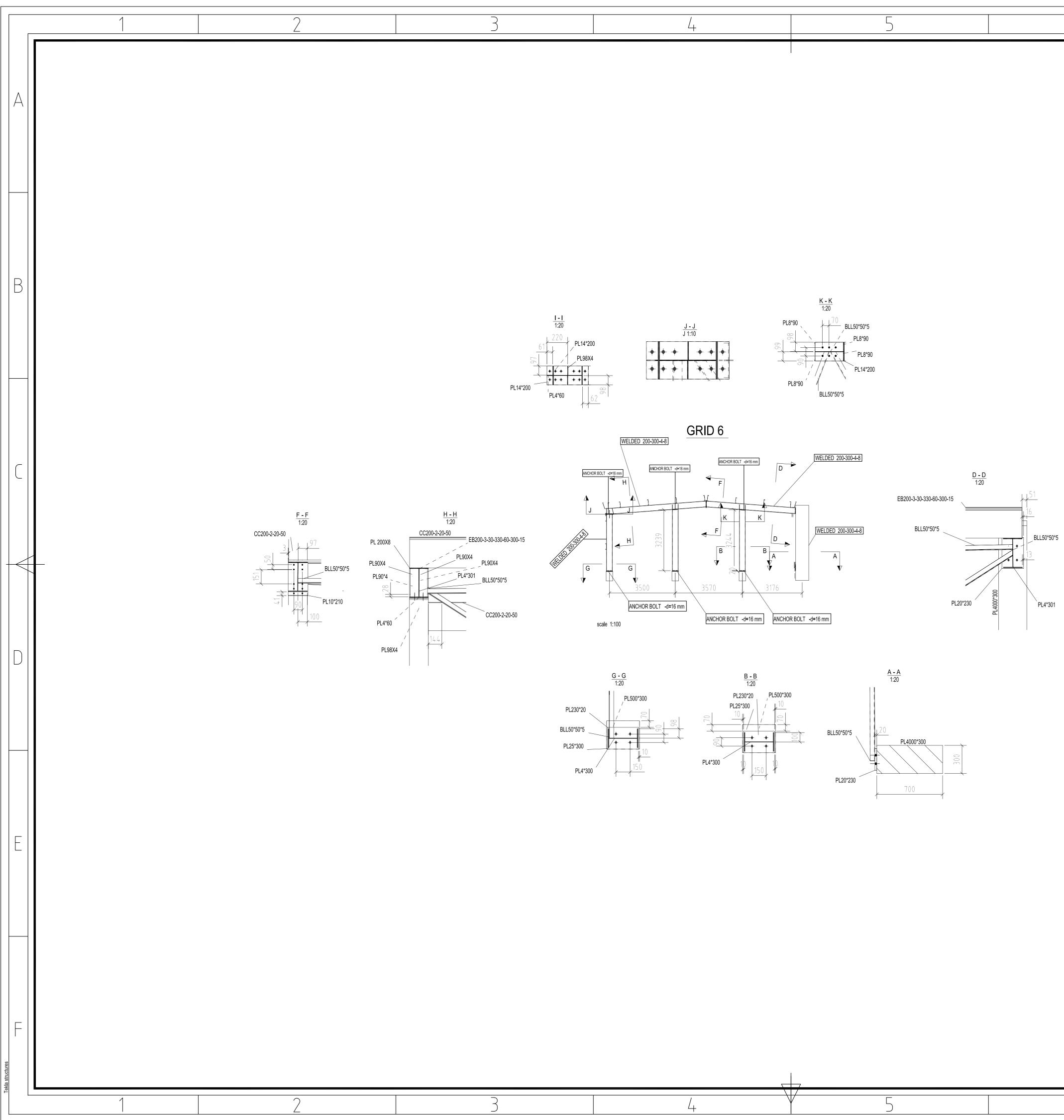


4	5	6

7	8
	General Notes:
	All Dimensions Are In Millimeter Unless Noted Otherwise
	1- The actual dimensions must be checked before construction to modify structural drawing according it by design engineer
	2- When the construction start a Geo tecnique engineer must give design engineer whole report.to check the foundations drawing and when any given information changed the design study must be modfied
	Concrete Notes: 1- All Structural Concrete Shall Have
	Minimum 28 Days Cylindrical Compressive Strength 20 N/mm2 2- All Bar Reinforcement Shall Conform To ASTM 615 With The Minimum Yield Stress Of 400 N/mm2 For High Yield Deformed Bars (Designated 'T')
	3– The Minimum Cement Content For All Structural Concrete Shall Be 350 Kg/m With a Maximum Water Cement Ratio Of 0.45
0-3-30-330-60-300-15	Steel Notes: 1- All Structural Steel Are S240 With Minimum Yield Stress Of 240 N/mm 2- All Bolts are GR8.8
	A1 Blast Wall
	Project: Installation Of Security Mitigation Measures at UN Hub , Julia Hall at Al Safir ,Homs
	Owner: Structural UNITED NATIONS UNITED PROGRAM
	Scale: Study: OVER HEAD PROTECTION 1/25 Sheet Name:
	23/3/2015 Terminal Frame Sheet Number: 5-2-4
	Studied By: Consulting Office For Architectural And Structural Engineering
	Checked By:
	Consulting Office For Architectural And Structural Engineering
	Damascus - Mashroa Domar Tarasat - Block 15 - No.1/10 Tel : 3161884 - fax : 3160774 E:mail: dr-subh@scs-net.org /Web : subh-engineering.com
7	لى قَرْحُول ال يوري فَدْه قَرَاشَ الله (®) بنا چَب راعِشْ لا ريسَعَت قَيَّب يَرِجت قَيَ غَالَيو



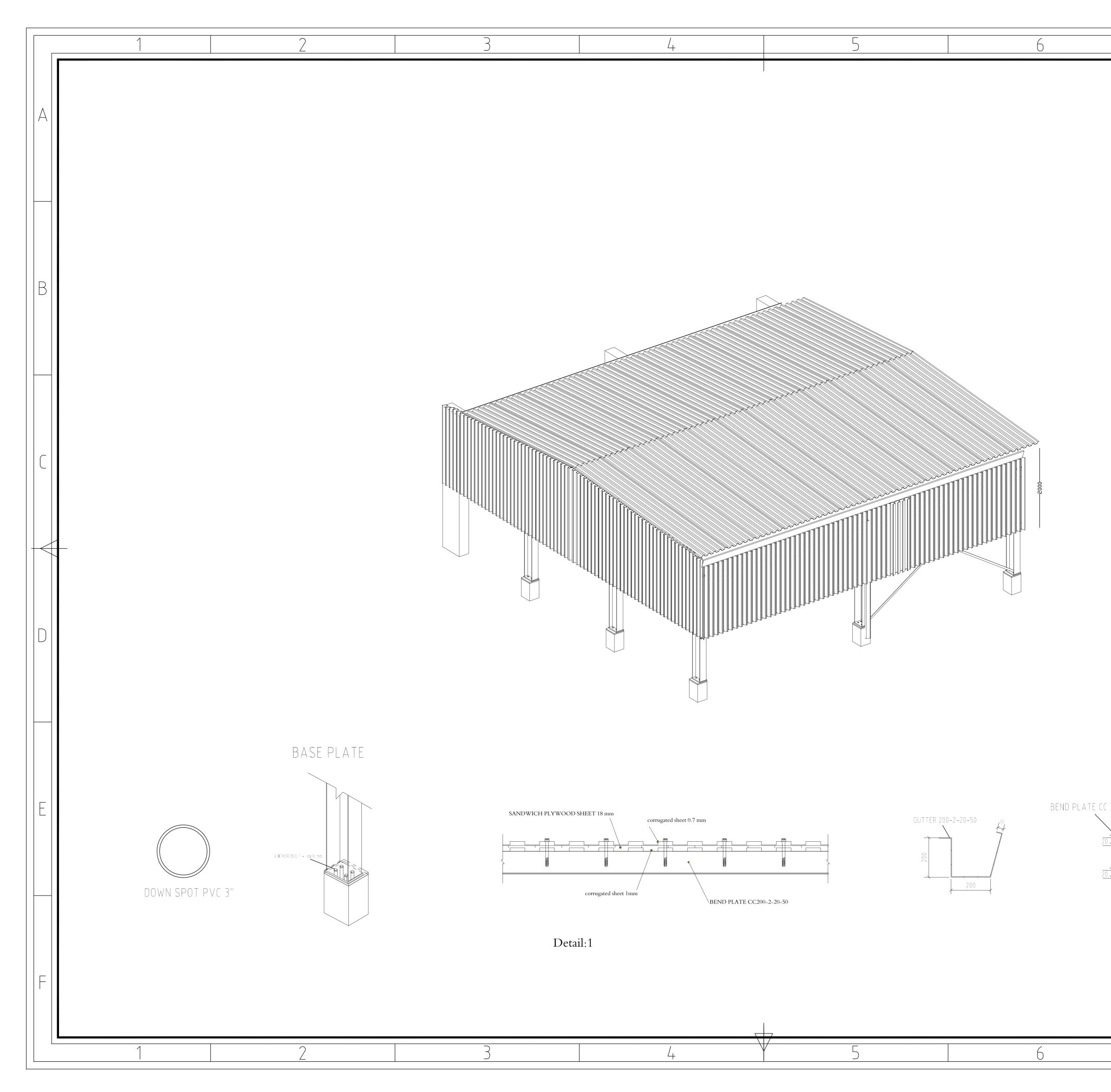
	7	8
		General Notes: All Dimensions Are In Millimeter Unless Noted
		Otherwise
		 1- The actual dimensions must be checked before construction to modify structural drawing according it by design engineer 2- When the construction start a Geo tecnique engineer must give design engineer whole report to check the foundations drawing and when any given information changed
		the design study must be modfied Concrete Notes: 1- All Structural Concrete Shall Have Minimum 28 Days Cylindrical Compressive Strength 20 N/mm2 2- All Bar Reinforcement Shall Conform To ASTM 615 With The Minimum Yield Stress Of 400 N/mm2 For High Yield Deformed Bars (Designated 'T') 3- The Minimum Cement Content For All
		Structural Concrete Shall Be 350 Kg/m With a Maximum Water Cement Ratio Of 0.45 <u>Steel Notes:</u> 1- All Structural Steel Are S240 With Minimum Yield Stress Of 240 N/mm
rL14*200		2- All Bolts are GR8.8
0		
00		A1
1 200-300-4-8		Blast Wall
230*20		Project: Installation Of Security Mitigation Measures at UN Hub , Julia Hall at
		Al Safir ,Homs Owner: UNITED NATIONS DEVELOPMENT PROGRAM UN
		Scale: 1/25 Date: Study: over head protection Sheet Name:
		23/3/2015 Side Elevation Sheet Number: S-2-5
		Studied By: Consulting Office For Architectural And Structural Engineering
		Checked By:
		Consulting Office For Architectural And Structural Engineering Dr.eng.Moaid Subh Damascus - Mashroa Domar Tarasat - Block 15 - No.1/10 E:mail: dr-subh@scs-net.org
	7	توان ال يوجت فذه قراش ال (®) بن اچب راعش ال ربت عت قي بيرجت قي غالو



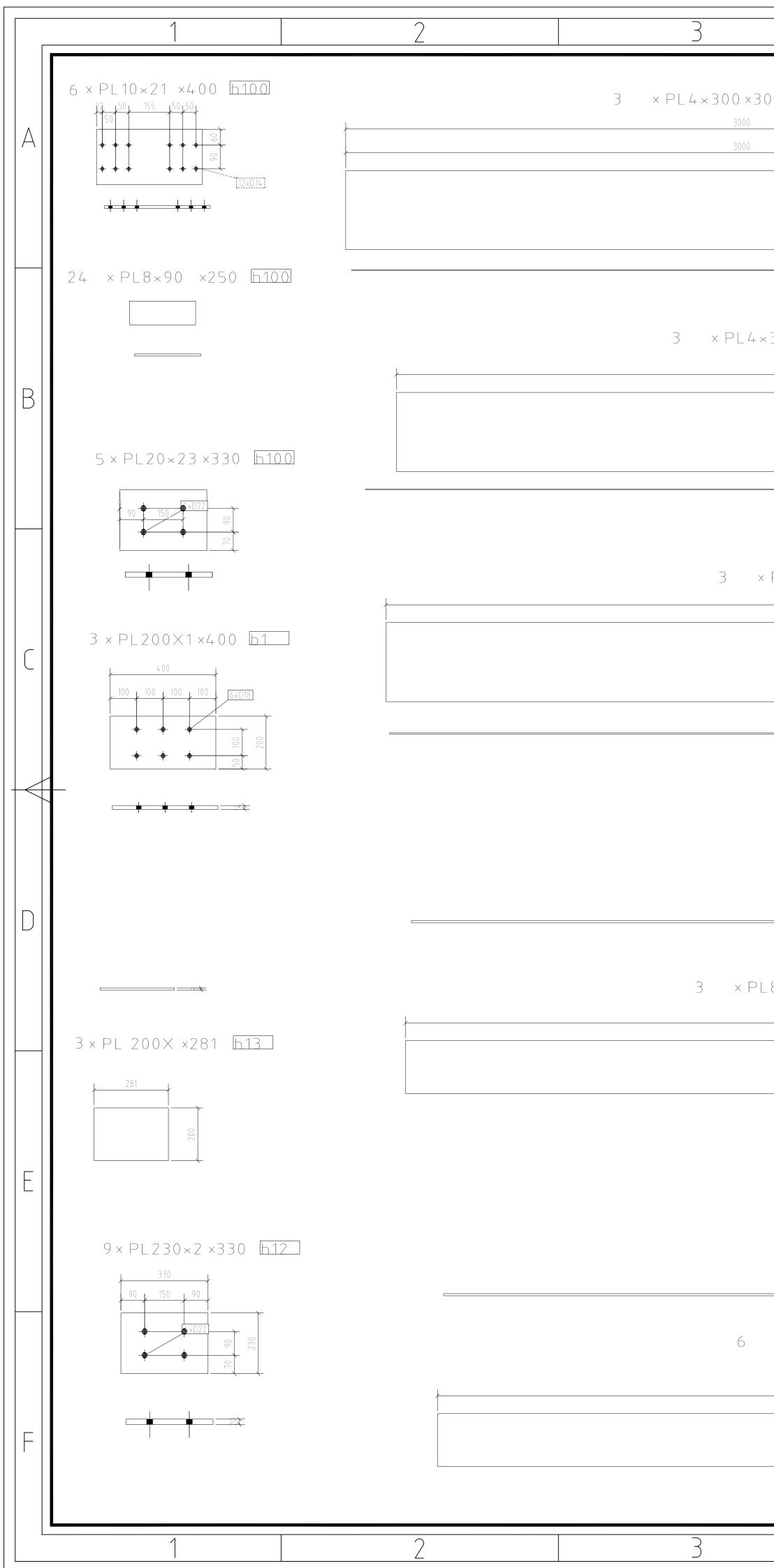
4	5	6

		7	
4	Y	5	6

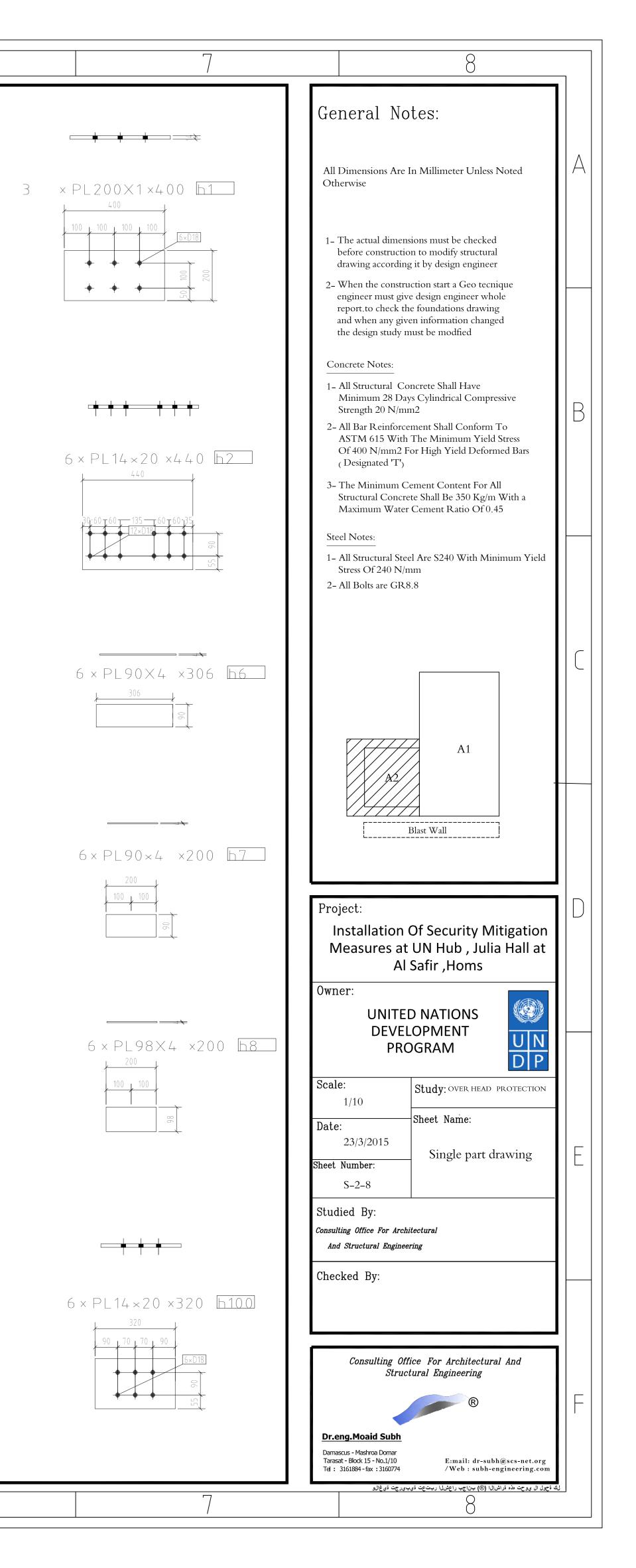
7	8
	General Notes:
	All Dimensions Are In Millimeter Unless Noted Otherwise
	 1- The actual dimensions must be checked before construction to modify structural drawing according it by design engineer 2- When the construction start a Geo tecnique engineer must give design engineer whole report to check the foundations drawing and when any given information changed the design study must be modified
	Concrete Notes: 1- All Structural Concrete Shall Have Minimum 28 Days Cylindrical Compressive Strength 20 N/mm2 2- All Bar Reinforcement Shall Conform To ASTM 615 With The Minimum Yield Stress Of 400 N/mm2 For High Yield Deformed Bars (Designated 'T') 3- The Minimum Cement Content For All Structural Concrete Shall Be 350 Kg/m With a Maximum Water Cement Ratio Of 0.45 Steel Notes:
	Steel Notes: 1- All Structural Steel Are S240 With Minimum Yield Stress Of 240 N/mm 2- All Bolts are GR8.8
	A1 A2 Blast Wall Blast Wall Project: Installation Of Security Mitigation Measures at UN Hub , Julia Hall at Al Safir ,Homs
	Owner: UNITED NATIONS DEVELOPMENT PROGRAM UNITED NATIONS UNDEVELOPMENT PROGRAM Scale: Study: OVER HEAD PROTECTION 1/50 Date: Sheet Name: 23/3/2015 Terminal frame with sections Sheet Number: Sheet Name S-2-6 E
	Studied By: Consulting Office For Architectural And Structural Engineering Checked By: Consulting Office For Architectural And Structural Engineering
7	ک Dr.eng.Moaid Subh Damascus - Mashroa Domar Tarasat - Block 15 - No.1/10 Tel : 3161884 - fax : 3160774 له فترول ال يوريت هذه فراشرال (۱۱) بن اي ب راعشرل اربت عت قي ب ير ريت قي غالو ا



Concernal Notes: A 1. The hald hence we want to find all lines of the state o	7	8	
Otherwise A In The canal distribution must be detected being scoreling for freed angles of the free scalar groups and the freed according for freed angles of the freed according for the Gase angles of the Gase and Jones for Hall according for the Gase and Jones for Hall according for the Gase and Jones for Hall according for the Gase and Gase according for the Gase Stangla 5. Normal B Image: A free of the Gase according for the Gase and Gase according for the Gase according to the Canada for the Gase according for the Gase according for the Gase according for the Gase acco		General Notes:	
Solar 2: 2005 00 View of the constraint at a close straight rand Solar per gives independent share, of the degra mice prive independ			А
Concerns Start Algan agent which mixed and according of which we are involved concerns Normal Concerns Norma Concerns Concerns Norma Concerns Norma Concerns Norma Concerns Norma Concerns		before construction to modify structural	
1: All Sourced Concerned Skill Pro- Warrend Division Viet Conference on State Strength 20 Normal B 2: All Division Viet Conference Skill Pro- dom Norman Concerned Skill Pro- dom Norman Concerned Skill Pro- Part Marking Concerned Skill Pro- dom Norman B 3: Bit Character Control First Strength Concerned Skill Pro- dom Norman Concerned Skill Pro- Marking Concerned Skill Pro- Skill Pro- Marking Concerned Skill Pro- Part Skill		engineer must give design engineer whole report.to check the foundations drawing and when any given information changed	
Maximum Water Content Ratio Of 0.45 Security Note: 103 Stream Model Ares 5249 With Minimum Yold 2 Al Data are GB/8 Project: Installation Of Security Mitigation Measures at UN Hub, Julia Hall at Al Safir, Homs Owner: UNITED NATIONS Owner: UNITED NATIONS Delte: 25:52015 Scale: Studied Dr: 25:52015 Scale: Studied Dr: Studied Dr: Checked By: Checked By: Checked By:		 1- All Structural Concrete Shall Have Minimum 28 Days Cylindrical Compressive Strength 20 N/mm2 2- All Bar Reinforcement Shall Conform To ASTM 615 With The Minimum Yield Stress Of 400 N/mm2 For High Yield Deformed Bars (Designated 'T') 3- The Minimum Cement Content For All 	В
200-2-20-50 Project: Installation Of Security Mitigation Measures at UN Hub, Julia Hall at Al Safir, Homs D 200-2-20-50 VINITED NATIONS DEVELOPMENT PROGRAM VINITED NATIONS DEVELOPMENT PROGRAM VINITED NATIONS DEVELOPMENT PROGRAM 200-2-20-50 State: Statet Number: S-2-7 Study: OVER HEAD PROTECTION Statet Number: S-2-7 Study: OVER HEAD PROTECTION Studied By: Committing office For Architectural And Structural Registering Checked By: Checked By: Checked By: Checked By: Checked By:		Maximum Water Cement Ratio Of 0.45 <u>Steel Notes:</u> 1– All Structural Steel Are S240 With Minimum Yield Stress Of 240 N/mm	
200-2-20-50 Project: Installation Of Security Mitigation Measures at UN Hub, Julia Hall at Al Safir, Homs D 200-2-20-50 VINITED NATIONS DEVELOPMENT PROGRAM VINITED NATIONS DEVELOPMENT PROGRAM VINITED NATIONS DEVELOPMENT PROGRAM 200-2-20-50 State: Statet Number: S-2-7 Study: OVER HEAD PROTECTION Statet Number: S-2-7 Study: OVER HEAD PROTECTION Studied By: Committing office For Architectural And Structural Registering Checked By: Checked By: Checked By: Checked By: Checked By:			
Installation Of Security Mitigation Measures at UN Hub , Julia Hall at Al Safir , Homs Owner: UNITED NATIONS DEVELOPMENT PROGRAM Scale: Study: over HEAD PROTECTION Date: 23/3/2015 Sheet Number: Sheet Name: S-2-7 Studied By: Consulting Office For Architectural Ad Structural Bigineering E Checked By: Checked By: Checked By: E Checked By: E Date: Structural Bigineering Checked By: E			
PROGRAM Study: over HEAD PROTECTION Scale: Study: over HEAD PROTECTION Date: 23/3/2015 Sheet Number: Sheet Name: S2-7 Studied By: Consulting Office For Architectural And Structural Engineering Checked By: Checked By: Freng.Moaid Subh Structural Engineering Daress: Structural Engineering Checked By: Email: dr-subbigises-met.org Tr: 310884-fw; 310074 Email: dr-subbigises-met.org		Installation Of Security Mitigation Measures at UN Hub , Julia Hall at Al Safir ,Homs Owner: UNITED NATIONS	D
23/3/2015 covering sheet plan Sheet Number: S-2-7 Studied By: Consulting Office For Architectural And Structural Engineering Checked By: Checked By: Consulting Office For Architectural And F Consulting Office For Architectural And Structural Engineering F Consulting Office For Architectural And F Structural Engineering F Generation Officie For Architectural And F Upper Structural Engineering F Damacus - Madro Donar Tarast - Madro Donar Tarast - Madro Donar Email: dr-subhig/ses-net.org Tarast - Madro Donar Email: dr-subhig/ses-net.org Tarast - Madro Donar Email: dr-subhig/ses-net.org		PROGRAM	
Consulting Office For Architectural And Structural Engineering Dr.eng.Moaid Subh Damascus - Mashroa Domar Tarasat - Block 15 - No.1/10 Tel : 3161884-fax : 3160774		Sheet Number: Covering sheet plan S-2-7 Studied By: Consulting Office For Architectural And Structural Engineering	E
Structural Engineering R Dr.eng.Moaid Subh Damascus - Mashroa Domar Tarasat - Block 15 - No.1/10 Tel : 3161884 - fax : 3160774 Structural Engineering R E:mail: dr-subh@scs-net.org /Web : subh-engineering.com			
Tel: 3161884-fax:3160774 /Web:subh-engineering.com		Structural Engineering R <u>Dr.eng.Moaid Subh</u> Damascus - Mashroa Domar	F
		Tel: 3161884-fax: 3160774 /Web: subh-engineering.com	



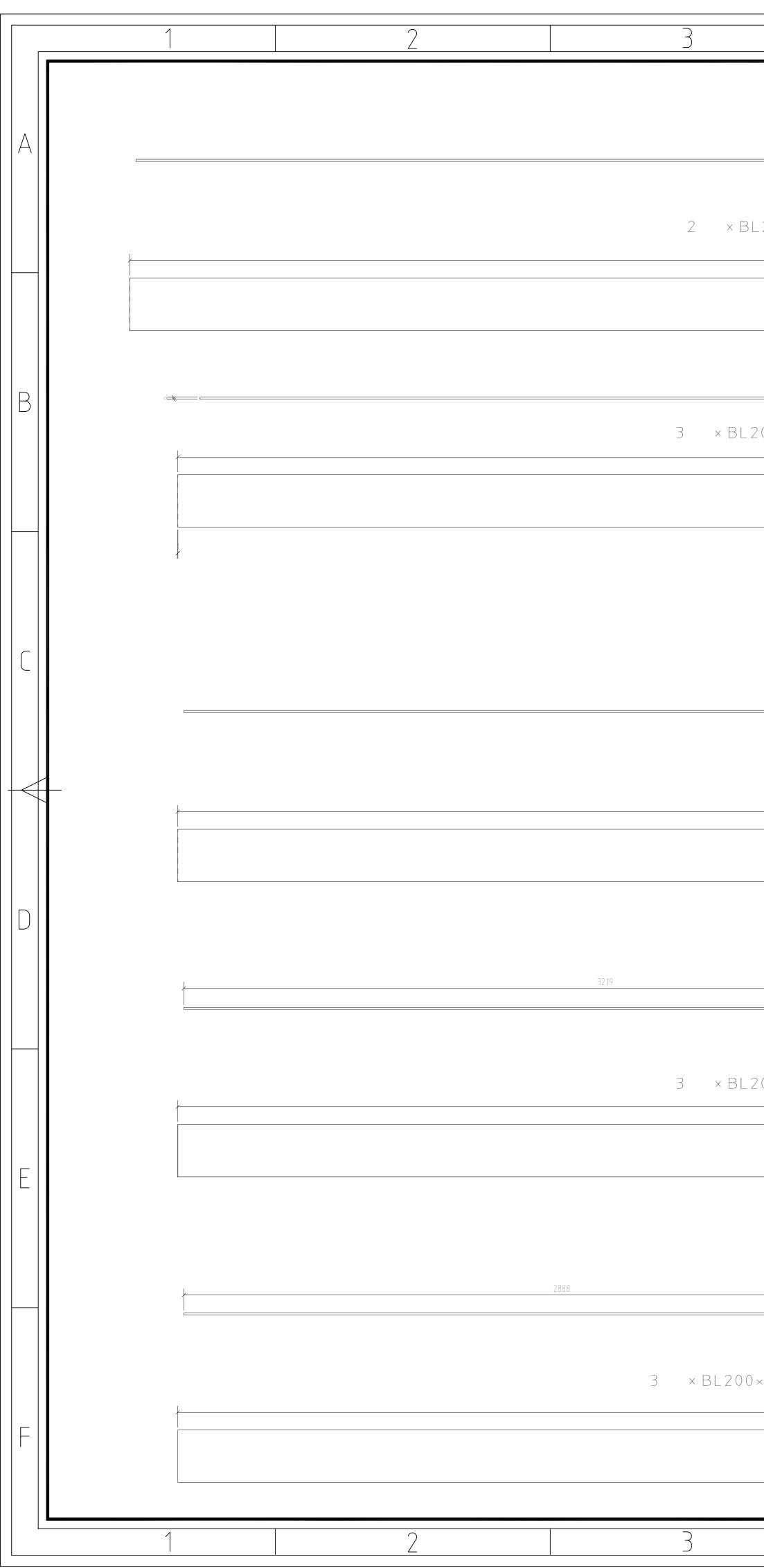
4		5		6
×3000 <u>h9</u>				
00 00		6 × P	L4×60 ×60 b	100
	000			
	 			
4 × 300 × 3262 h10 3262				
		300		
× PL4×300×3241h11				
		00 m		
PL8×200×3239h15 3239				
		500		
х PL8×200×3000 <u>Б14</u>				
3000		500		
4		5		6





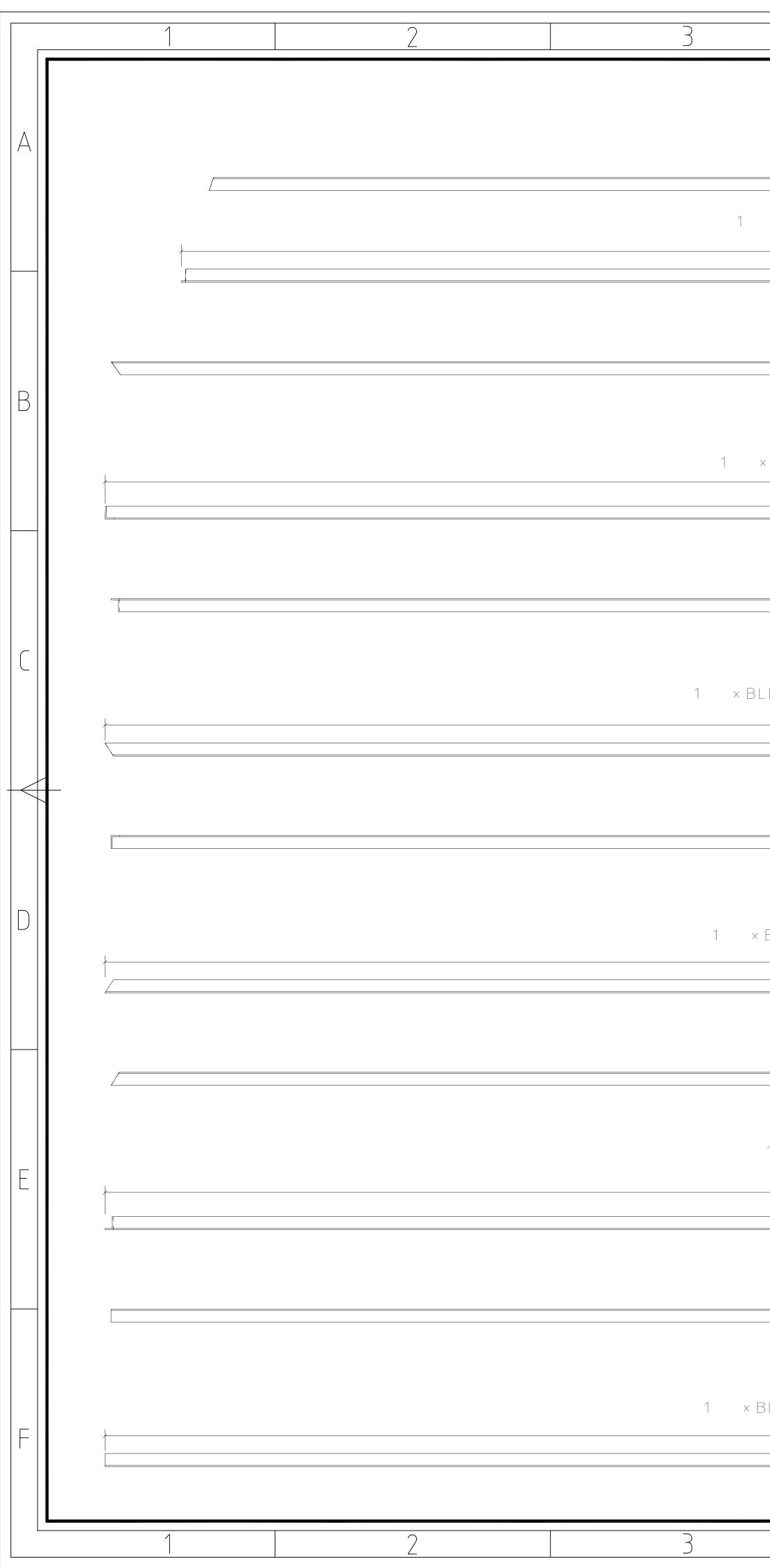
	4	5		6
				369
× PL4×301×5320[<u> </u>			369
5320				
5320		 		
4758 4758				
4758				
1750				
4758				
	<i></i>			
	500			
	50 50 50 50			
	500			
	 	5		6
I			1	

7	8]
	General Notes:	
	All Dimensions Are In Millimeter Unless Noted Otherwise	
	1- The actual dimensions must be checked before construction to modify structural drawing according it by design engineer	
	2- When the construction start a Geo tecnique engineer must give design engineer whole report.to check the foundations drawing and when any given information changed the design study must be modfied	_
	 <u>Concrete Notes:</u> 1- All Structural Concrete Shall Have Minimum 28 Days Cylindrical Compressive Strength 20 N/mm2 2- All Bar Reinforcement Shall Conform To ASTM 615 With The Minimum Yield Stress Of 400 N/mm2 For High Yield Deformed Bars (Designated 'T') 	
	 3- The Minimum Cement Content For All Structural Concrete Shall Be 350 Kg/m With a Maximum Water Cement Ratio Of 0.45 <u>Steel Notes:</u> 1- All Structural Steel Are S240 With Minimum Yield Stress Of 240 N/mm 2- All Bolts are GR8.8 	_
	A1	
	A2 Blast Wall	_
	Project: Installation Of Security Mitigation Measures at UN Hub , Julia Hall at Al Safir ,Homs	
	Owner: UNITED NATIONS DEVELOPMENT PROGRAM	_
	Scale: 1/10 Sheet Name:	
	23/3/2015 single part Sheet Number: single part S-2-9 Studied By: Consulting Office For Architecture!	
	Consulting Office For Architectural And Structural Engineering Checked By:	_
	Consulting Office For Architectural And Structural Engineering	
	Image: Construct of the system of the sys	
7	لىك ة حول ال ي و حت هذه قراش إلى (®) بن اجب راع ش ل اربت عت ةي بير جت ة ي غال و ل	



	4		5			6
		I				
3L200×8×5300) [6 19]]					
5300						
						500
_200×8 ×4736	520]				<u></u>	
4736						
					500	
						<u></u>
1 × BL20	0×8×5301 <u>621</u>					
	5301					
						200
		+ ⁷⁰ + ⁷⁰ +		1570		
						*
_200×8×4929[h22	<u>[6×D18]</u>				
4929		+ + +				500
		* * *				
			1848			
	_ + _+					
0×8×4736 <u>623</u> 4736	<u>6×D18</u>					
	+ + +				500	
	+ + +					
	4		5			6

7		8	
	General No	otes:	
	All Dimensions Are Otherwise	In Millimeter Unless Noted	
	before constructi drawing accordin	nsions must be checked on to modify structural ng it by design engineer	
	engineer must giv report.to check th	uction start a Geo tecnique ve design engineer whole he foundations drawing ven information changed must be modfied	
	Strength 20 N/m 2- All Bar Reinforc ASTM 615 With	ys Cylindrical Compressive	В
	3- The Minimum C Structural Concr Maximum Wate <u>Steel Notes:</u>	Cement Content For All ete Shall Be 350 Kg/m With a r Cement Ratio Of 0.45 eel Are S240 With Minimum Yield mm	
	2- All Bolts are GR	8.8	
		A1 Blast Wall	
	Project:		
	Measures at Al	Of Security Mitigation t UN Hub , Julia Hall at Safir ,Homs	
	DEVE	D NATIONS LOPMENT OGRAM	
	Scale: 1/10	Study: over head protection -Sheet Name:	
	Date: 23/3/2015 Sheet Number: S-2-10	single part	E
	Studied By: Consulting Office For Arch And Structural Engined		
	Checked By:		
		fice For Architectural And ctural Engineering ®	
	Dr.eng.Moaid Subh Damascus - Mashroa Domar Tarasat - Block 15 - No.1/10 Tel : 3161884 - fax : 3160774	E:mail: dr-subh@scs-net.org /Web : subh-engineering.com	
7	يرجت ڏيغالو	يك مَحول ال يوحت دده مَراش إلى (®) بناجب راعِشْل، ربتعت مَيب O	



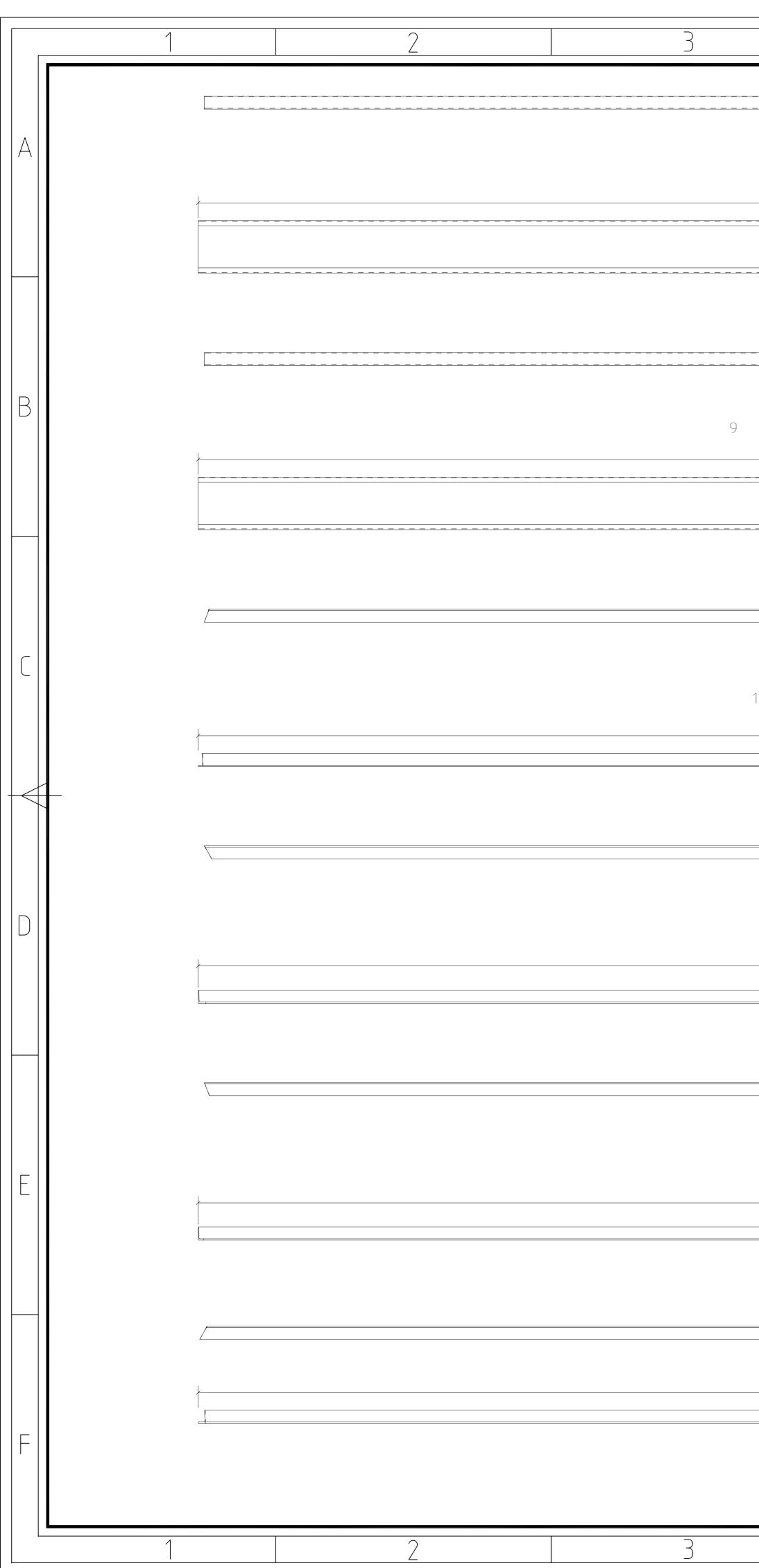
4	5	6		7	8
					General Notes:
					All Dimensions Are In Millimeter Unless Noted Otherwise
<pre> BLL50×5×5075h32 5075 </pre>					 The actual dimensions must be checked before construction to modify structural drawing according it by design engineer When the construction start a Geo tecnique engineer must give design engineer whole report.to check the foundations drawing and when any given information changed the design study must be modfied
LL50×5×5951 b33					 <u>Concrete Notes:</u> 1- All Structural Concrete Shall Have Minimum 28 Days Cylindrical Compressive Strength 20 N/mm2 2- All Bar Reinforcement Shall Conform To ASTM 615 With The Minimum Yield Stress Of 400 N/mm2 For High Yield Deformed Bars (Designated 'T')
5951					 3- The Minimum Cement Content For All Structural Concrete Shall Be 350 Kg/m With a Maximum Water Cement Ratio Of 0.45 Steel Notes:
					 1- All Structural Steel Are S240 With Minimum Yield Stress Of 240 N/mm 2- All Bolts are GR8.8
50×5×5753h34 5753					A1
					Blast Wall
L50×5×5766 <u>h35</u> 5766			_ /		Project: Installation Of Security Mitigation Measures at UN Hub , Julia Hall at
					Al Safir ,Homs Owner: UNITED NATIONS DEVELOPMENT
			20		DEVELOPINIENT PROGRAM DP Scale: Study: over head protection
× BLL50×5×5683 <u>h36</u> 5683					1/10Date:23/3/2015Sheet Number:S-2-11
					S=2=11 Studied By: Consulting Office For Architectural And Structural Engineering
					Checked By:
50×5×5638 <u>h37</u>					Consulting Office For Architectural And Structural Engineering
5638					Dr.eng.Moaid Subh Damascus - Mashroa Domar Tarasat - Block 15 - No.1/10 E:mail: dr-subh@scs-net.org
					Tarasat - Block 15 - No.1/10 E:mail: dr-subh@scs-net.org Tel: 3161884 - fax : 3160774 /Web: subh-engineering.com ده قال المرابع الم



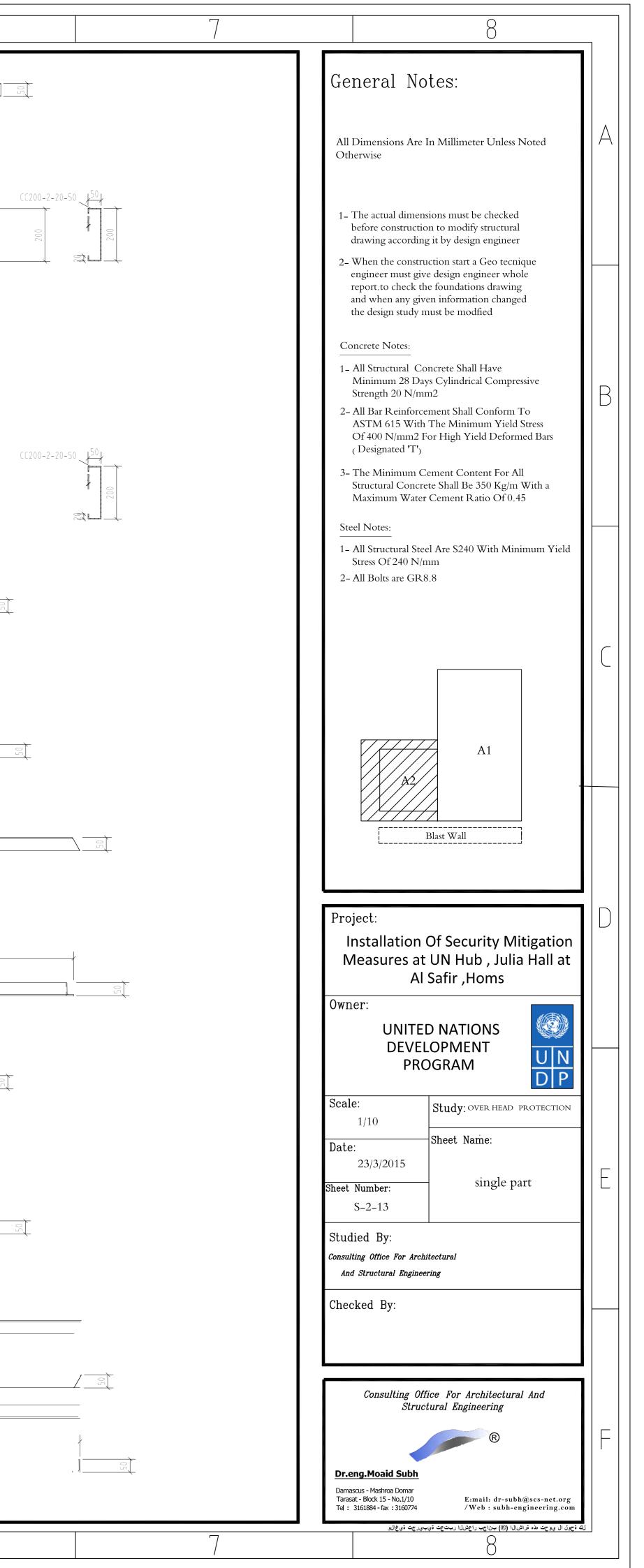
	4	5	6
S	SC.1/20		
	2 × EB200-2 ×1016 63		
	10150		320
LL50×5 × 5076	5076 <u>h30</u>		L
1 ×	BLL50×5×5921 <u>b31</u>		
· · · ·			

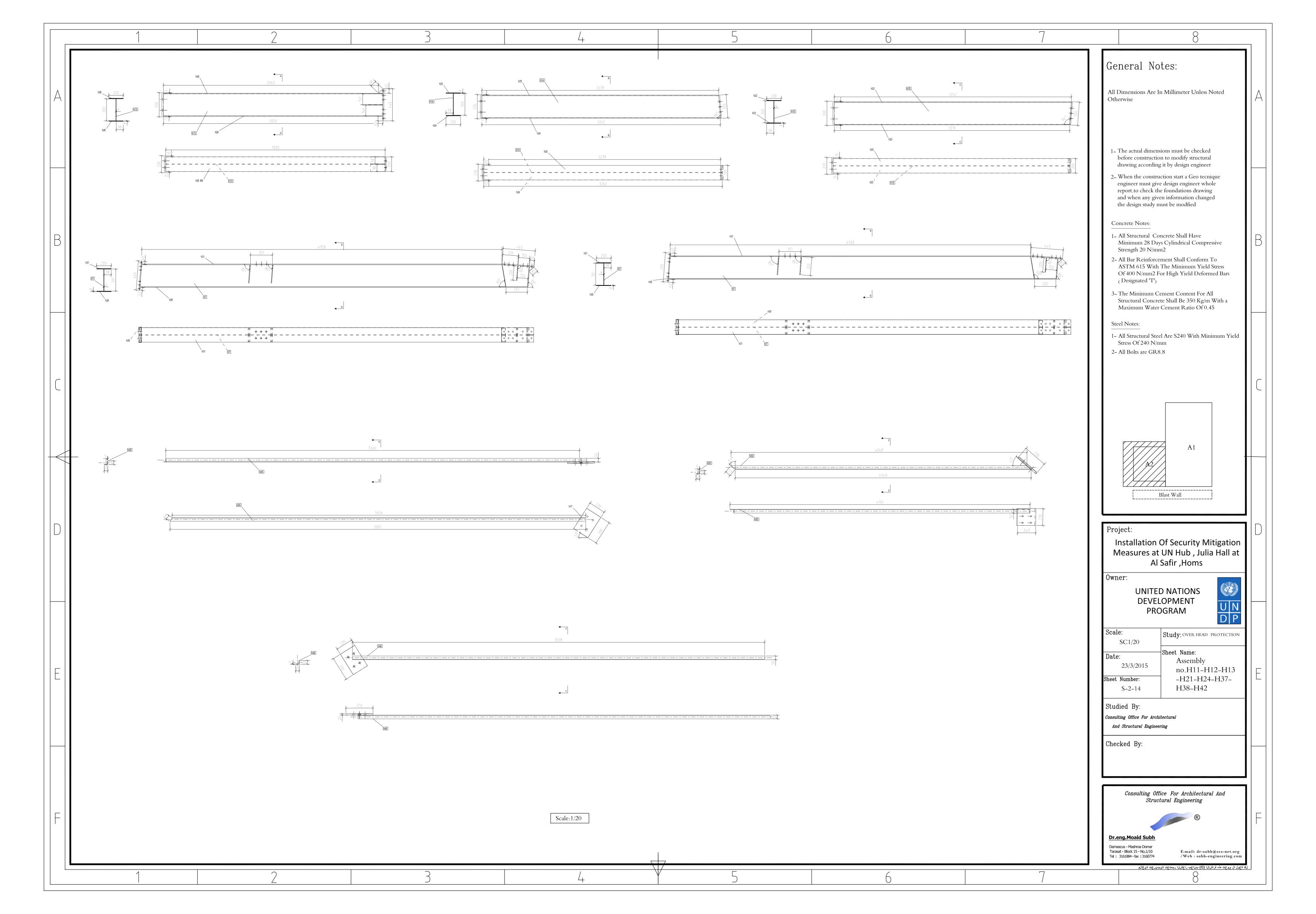
		7	
	T		
4	Ý	5	6

	General Notes:	
	All Dimensions Are In Millimeter Unless Noted Otherwise	/
	1– The actual dimensions must be checked before construction to modify structural drawing according it by design engineer	
	2- When the construction start a Geo tecnique engineer must give design engineer whole report to check the foundations drawing and when any given information changed the design study must be modfied	
320	 <u>Concrete Notes:</u> 1- All Structural Concrete Shall Have Minimum 28 Days Cylindrical Compressive Strength 20 N/mm2 2- All Bar Reinforcement Shall Conform To ASTM 615 With The Minimum Yield Stress Of 400 N/mm2 For High Yield Deformed Bars (Designated 'T') 	
	3– The Minimum Cement Content For All Structural Concrete Shall Be 350 Kg/m With a Maximum Water Cement Ratio Of 0.45	
	Steel Notes: 1- All Structural Steel Are S240 With Minimum Yield Stress Of 240 N/mm 2- All Bolts are GR8.8	
	A1 A2 Blast Wall	
	Project: Installation Of Security Mitigation Measures at UN Hub , Julia Hall at	
	Al Safir ,Homs Owner: UNITED NATIONS DEVELOPMENT PROGRAM	
	Scale: 1/10 Study: over head protection	
	Date:Sheet Name:23/3/2015single partSheet Number:\$-2-12	
	Studied By: Consulting Office For Architectural And Structural Engineering	
	Checked By:	
	Consulting Office For Architectural And Structural Engineering ®	
	Dr.eng.Moaid Subh Damascus - Mashroa Domar	

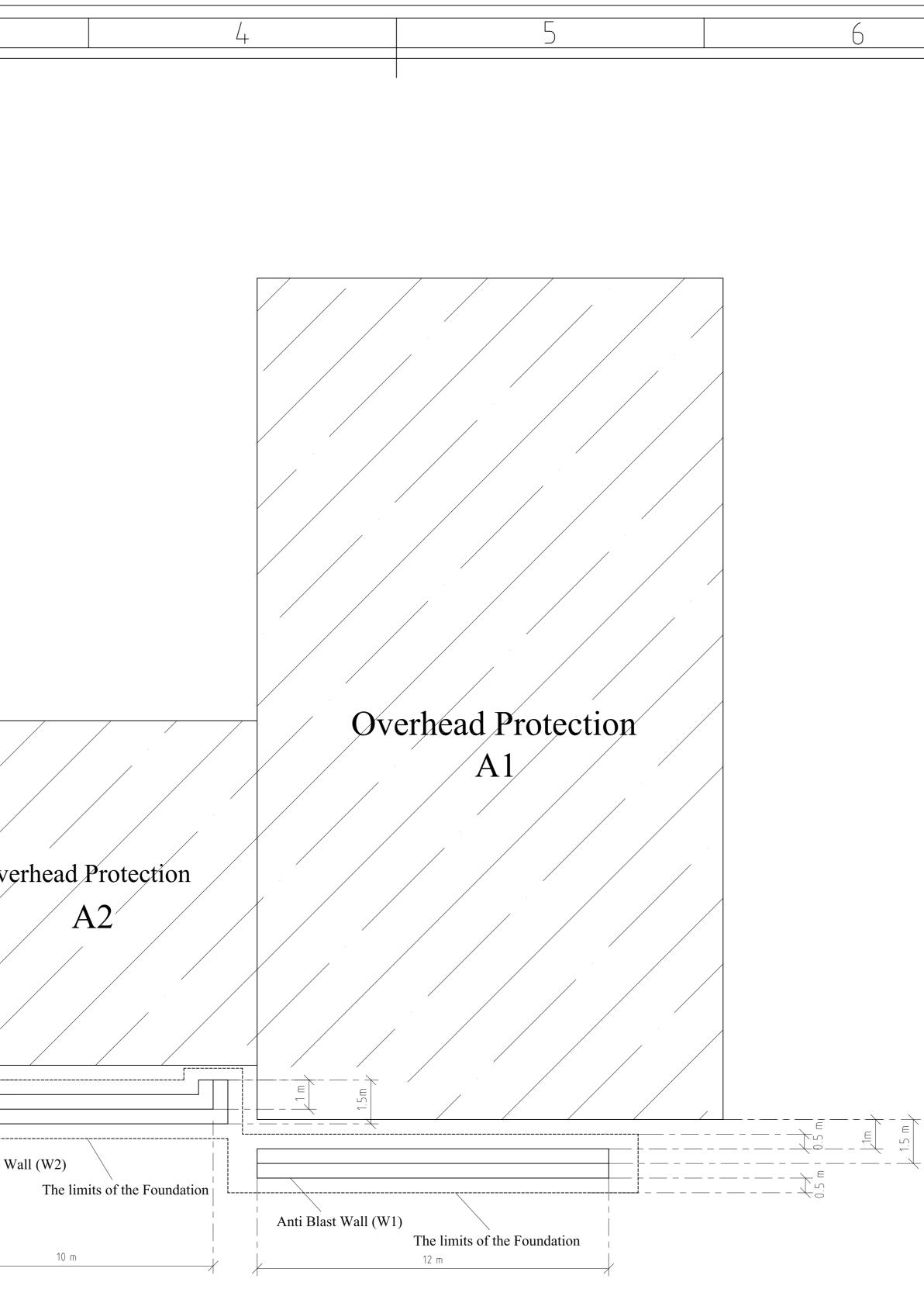


	4	5	6
9 x (5240 5240		
× CC200)-3 ×4910 <u>h25</u>	 	
	4910	 	 500
1 × BL	L50×5×5167 <u>h26</u> 5167		
1	× BLL50×5×5539h27		
1 × [3LL50×5×5166 <u>Б28</u> ₅₁₆₆		
1x	BLL50×5×5563h29		
	5563		
	4	5	6





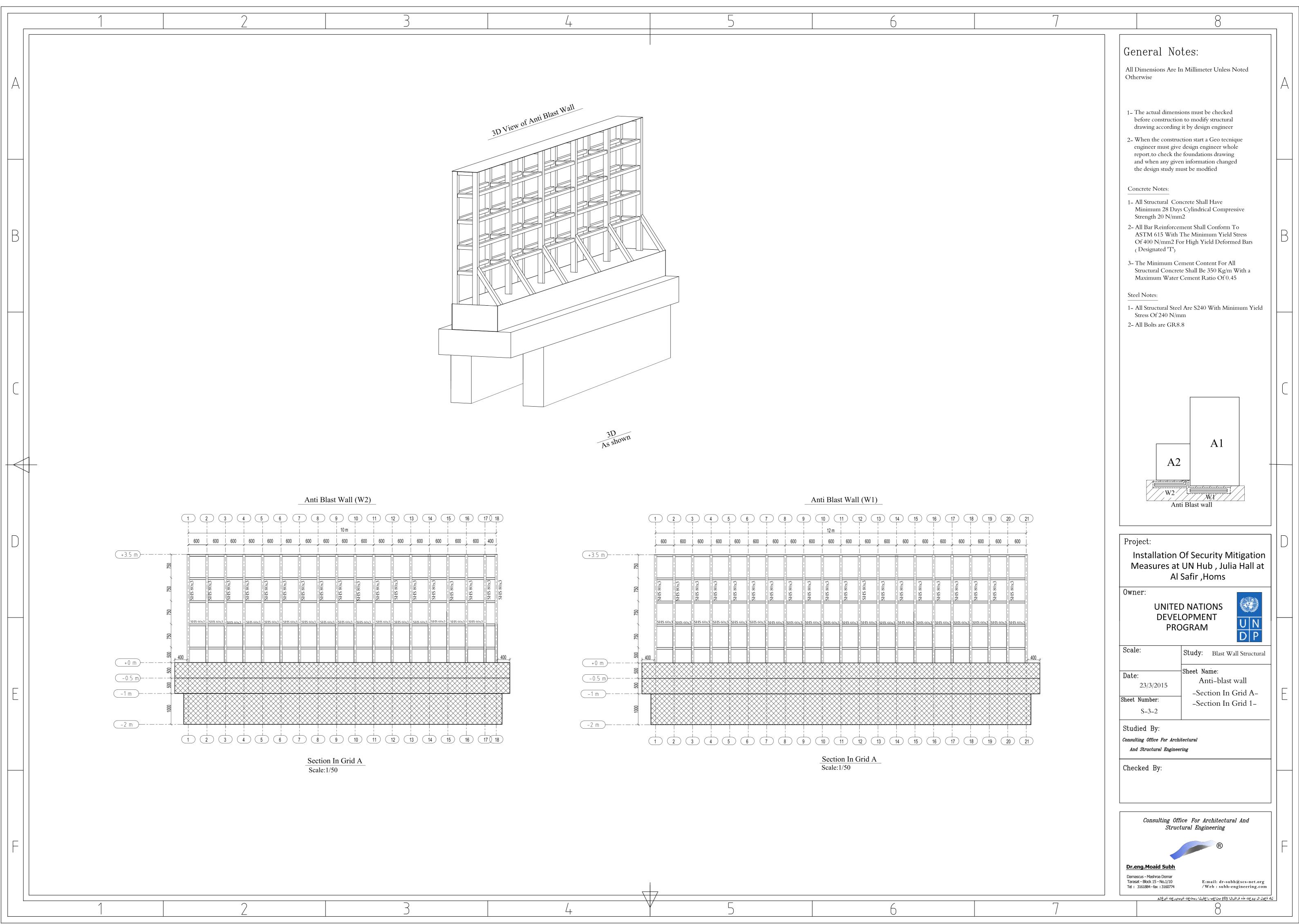
	1	2		3
A				
B				
		The limits of $e^{i\theta}$	the existing building	Ov
E				Anti Blast V
		L		\mathbf{z}



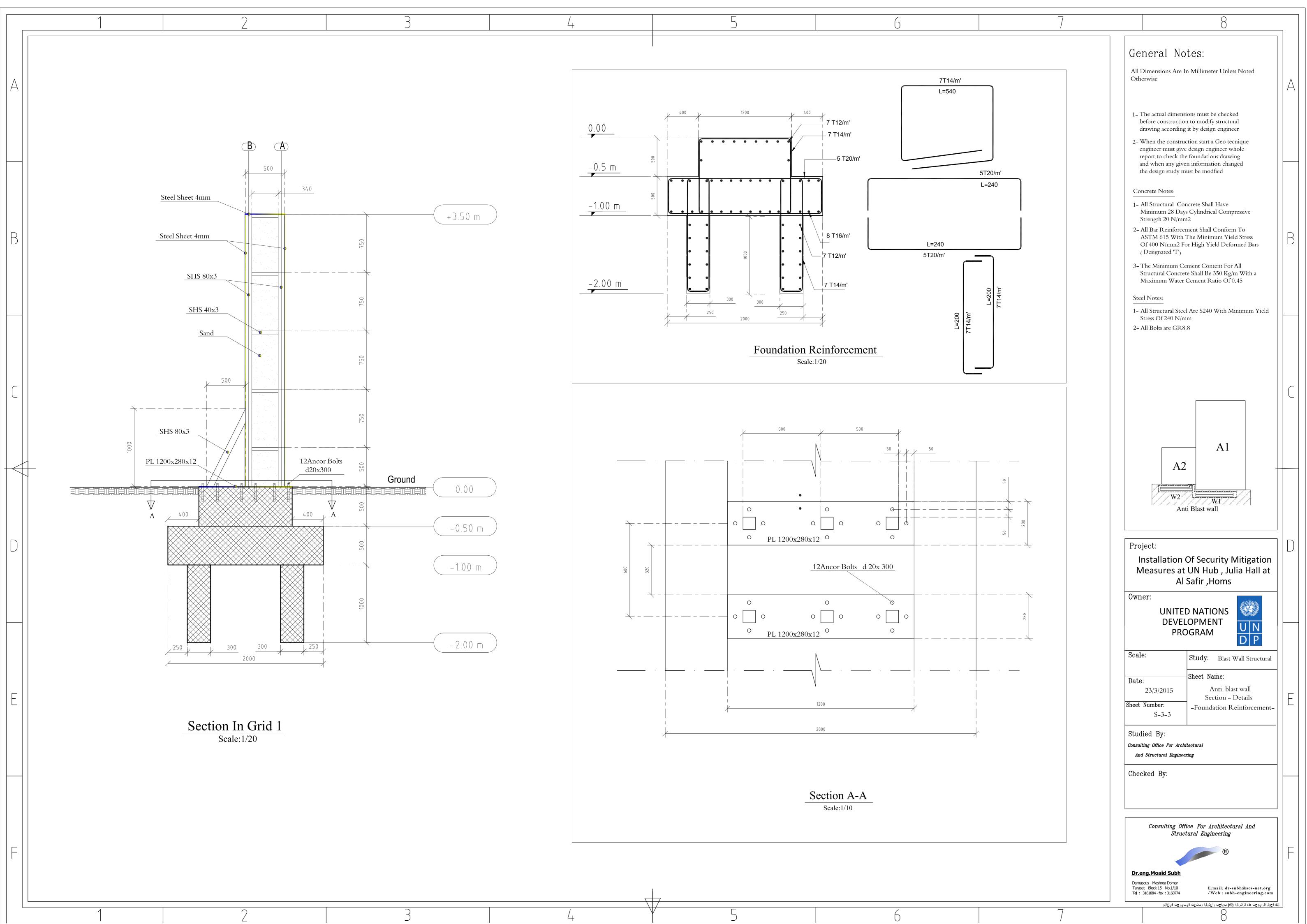
Scale:1/100

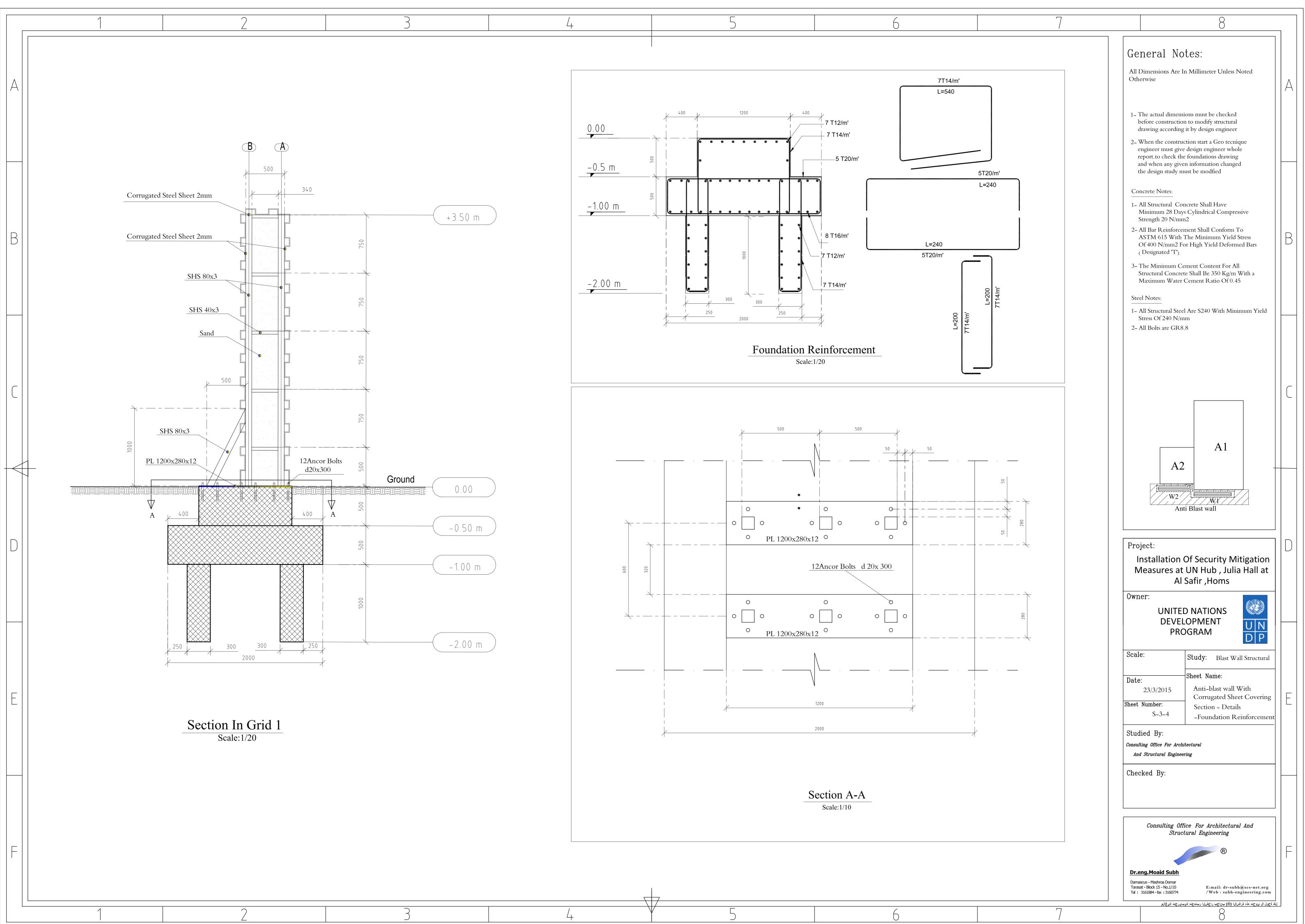
$\overline{\nabla}$		7	
	$\langle /$		
4	γ	5	6

7	8	
	General Notes: All Dimensions Are In Millimeter Unless Noted Otherwise	
	1- The actual dimensions must be checked	7
	 2- When the construction start a Geo tecnique engineer must give design engineer whole report.to check the foundations drawing 	
	 and when any given information changed the design study must be modified <u>Concrete Notes:</u> All Structural Concrete Shall Have Minimum 28 Days Cylindrical Compressive Strength 20 N/mm2 2- All Bar Reinforcement Shall Conform To ASTM 615 With The Minimum Yield Stress Of 400 N/mm2 For High Yield Deformed Bars (Designated 'T') The Minimum Cement Content For All Structural Concrete Shall Be 350 Kg/m With a Maximum Water Cement Ratio Of 0.45 	3
	2- All Bolts are GR8.8 A1 A2	_
	Project: Installation Of Security Mitigation Measures at UN Hub , Julia Hall at Al Safir ,Homs)
D Sh	DEVELOPMENT PROGRAM	
	Checked By: Consulting Office For Architectural And Structural Engineering Dr.eng.Moaid Subh	
	Damascus - Mashroa Domar Tarasat - Block 15 - No.1/10 E:mail: dr-subh@scs-net.org Tel : 3161884 - fax : 3160774 / Web : subh-engineering.com ل الله قرول ال يوريت وذه قراش الرا (®) بن اچب راعش ل اربت عت قي بيرچت قي غالو	



4	5	6





End of the document