

INVITATION TO BID

**Implementation of Roof Repair Works for the United Nations Office in Sri Lanka
 (ITB/UN/CO/Roof Repair/2016)**

The United Nations Office Country Office complex located at 202-204 Bauddhaloka Mawatha Colombo 07 in Sri Lanka currently houses several UN Agencies within the UN Compound. Over the years the number of UN agencies occupying the premises has grown and several building expansion projects were concluded additional office spaces were added. Over the last several years, the condition of the roof of the UN Compound has seen deterioration and is currently in need of substantial roof repair works spanning the entire building structure.

Although the entire roof structure will need complete overhaul, the UN agencies concerned have decided to undertake this roof repair refurbishment in stages over a period of time. Currently, stage 2 is expected to undertake the roof repair works of priority area 2 and each subsequent stages and priority areas will be done independent to each other through multiple tendering processes. This solicitation process involves stage 2 and priority area 2 and to this effect, the United Nations Development Programme in Sri Lanka invites eligible national civil works contractors specializing in roof repair works to submit Bids for the following.

Lot No.	Description of Requirement	Pre-Bid Meeting/Site Inspection
1	Implementation of Roof Repair Works; Priority Area 2 for the United Nations Office Country Office compound in Sri Lanka	27 th July 2016 2.00pm UN Country Office Compound

The UNDP will **NOT** accept partial bids within the LOT and the implementation must be in full. Any partial bids received will be rejected. The Technical Drawings and Bill of Quantity (BOQ) and all solicitation bid documents will be made available for download free of charge from www.lk.undp.org (operations > procurement) from 24th July– 05th Aug. 2016. All bids must be clearly marked with the “**ITB/UN/CO/Roof Repair/2016**” on the top left corner of the envelope. A pre-bid meeting has been arranged to include a site inspection visit as per indicated date at the below address and bidders are encouraged to participate.

The **deadline** for submission of the bids is 02.00pm 05th August 2016 Sri Lankan time and all bids must be sealed and delivered to the addresses below. **All late** offers will be rejected and returned to the bidder unopened.

Head of Procurement/Administration

United Nations Development Programme
 202-204, Bauddhaloka Mawatha
 Colombo 07
 Sri Lanka.

UNDP reserves the right to accept or reject any bid. The procurement process will be governed by the rules and regulations of the United Nations Development Programme (UNDP)

INVITATION TO BID

**Implement Civil Construction Works
ITB/UN/CO/Roof Repair/2016
SRI LANKA**



United Nations Development Programme
July, 2016

Section 1. Letter of Invitation

SRI LANKA
July 24, 2016

ITB/UN/CO/Roof Repair/2016

Dear M/s Bidder,

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 Bid Security *[delete if not required]*
- Section 9 – Form for Performance Security *[delete if not required]*
- Section 10 – Form for Advanced Payment Guarantee *[delete if not required]*
- Section 11 – Contract to be signed, including 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 whether your organization wishes to submit a bid or not to the following address:

United Nations Development Programme
Head of Procurement/Administration
Procurement.lk@undp.org

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,

Rohana Dissanayake, Head of Procurement

Section 2: Instruction to Bidders¹

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.
- l) *“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.

¹ Note: this Section 2 - Instructions to Bidders shall not be modified in any way. Any necessary changes to address specific country and project information shall be introduced only through the Data Sheet.

- 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 http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/ 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: <http://web.ng.undp.org/procurement/undp-supplier-code-of-conduct.pdf>

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 endeavour 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 any 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 not 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 Conference, or issued/posted as an amendment in the form of a Supplemental Information to the ITB.

D. SUBMISSION AND OPENING OF BID

23. Submission

23.1 The Technical Bid and the Price Schedule must be submitted together and sealed together 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 labelled as required, the Bidder shall assume the responsibility for the misplacement or premature opening of Bid due to improper sealing and labelling 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 actual 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 initialled 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 non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. 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 exceeds 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 SHEET²

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:	ITB/UN/CO/Roof Repair/2016
2		Title of Goods/Services/Work Required:	Roof Repair/CIVIL WORKS
3		Country:	SRI LANKA
4	C.13	Language of the Bid:	<input checked="" type="checkbox"/> English
5	C.20	Conditions for Submitting Bid for Parts or sub-parts of the Total Requirements	<input checked="" type="checkbox"/> Not allowed Partial Bids within each LOT is not permitted
6	C.20	Conditions for Submitting Alternative Bid	<input checked="" type="checkbox"/> Shall not be considered
7	C.22	A pre-Bid conference will be held on:	Time: 02.00pm Date: 7/27/2016 Venue: UN Conference Hall, 202-204 Bauddhaloka Mawatha, Colombo 07 The UNDP focal point for the arrangement is: Mr. Purapathi Galloluwe – Premises Manager Address: 202-204 Bauddhaloka Mawatha, Colombo 07 Telephone: 2 580 691 ext 1804 E-mail: purapathi.galloluwe@undp.org
8	C.21.1	Period of Bid Validity commencing on the submission date.	<input checked="" type="checkbox"/> 120 days

² 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 3rd column may be modified by the user. If the information does not apply, the 3rd column must state "n/a" but must not be deleted.

9	B.9.5 C.15.4 b)	Bid Security	<input checked="" type="checkbox"/> Not Required
10		Advanced Payment upon signing of contract	<input checked="" type="checkbox"/> Allowed up to a maximum of 20% of contract ³ <input type="checkbox"/> Not Allowed
11		Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per week of delay: 0.5% Max. no. of weeks of delay :20 weeks
12	F.37	Performance Security Retention Bond	<input checked="" type="checkbox"/> Not Required Amount :10% of Bid Amount Form: Bank Guarantee <input checked="" type="checkbox"/> Not Required Amount; 5% of contract Amount Period: 12 months from contract completion
13	C.17 C.17.2	Preferred Currency of Bid and Method for Currency conversion	<input checked="" type="checkbox"/> Sri Lankan Rupees (LKR)
14	B.10.1	Deadline for submitting requests for clarifications/ questions	2.00pm 05 th Aug. 2016
15	B.10.1	Contact Details for submitting clarifications/questions ⁴	Focal Person in UNDP: Mr. Purapathi Galloluwe Address:202-204 Bauddhaloka Mawatha, Colombo 07, Sri Lanka Tel No. : 2 580 691 ext 1804 E-mail address dedicated for this purpose: purapathi.galloluwe@undp.org
16	B.11.1	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	<input checked="" type="checkbox"/> Direct communication to prospective Bidders by email or fax
17	D.23.3	No. of copies of Bid that must be submitted	Original : 01 (ONE) Copies : 01 (ONE)

³ 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

⁴ 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.

18	D.23.1 b) D.23.2 D.24	Bid submission address	Attention: Head of Procurement & Administration United Nations Development Programme 202-204 Bauddhaloka Mawatha Colombo 07 Sri Lanka
19	C.21.1 D.24	Deadline of Bid Submission	Date and Time : August 5, 2016 2:00 PM
20	D.23.2	Manner of Submitting Bid	<input checked="" type="checkbox"/> Courier/Hand Delivery
21	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	N/app
22	D.23.1 c)	Date, time and venue for opening of Bid	Date and Time: August 5, 2016 2:30 PM Venue : UNDP, 202-204 Bauddhaloka Mawatha, Colombo 07, Sri Lanka
23		Evaluation method to be used in selecting the most responsive Bid	<input checked="" type="checkbox"/> Non-Discretionary “Pass/Fail” Criteria on the Technical Requirements; and <input checked="" type="checkbox"/> Lowest price offer of technically qualified/responsive Bid
24	C.15.1	Required Documents that must be Submitted to Establish Qualification of Bidders (In “Certified True Copy” form only) <i>[check all that apply, delete those that will not be required.]</i>	<input checked="" type="checkbox"/> Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured <input type="checkbox"/> Members of the Governing Board and their Designations duly certified by the Corporate Secretary, or its equivalent document if Bidder is not a corporation <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder <input type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation <input type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any <input type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor’s Report for the past years; <i>[3 years]</i>

			<input checked="" type="checkbox"/> Evidences to have the adequate bank credit facilities. <input checked="" type="checkbox"/> Evidences to have the sufficient manpower competent to perform the project. <input checked="" type="checkbox"/> Evidences to have the required machineries to perform the project. <input type="checkbox"/> Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value the past 3 years <input checked="" type="checkbox"/> List of Bank References (Name of Bank, Location, Contact Person and Contact Details)
25	C.15	Structure of the Technical Bid and List of Documents to be Submitted	<i>N/app</i>
26	C.15.2	Latest Expected date for commencement of Contract	<i>August 12, 2016</i>
27	C.15.2	Maximum Expected duration of contract	TBD
28		UNDP will award the contract to:	One Bidder
29	F.34	Criteria for the Award and Evaluation of Bid	<u>Award Criteria</u> <input checked="" type="checkbox"/> Non-discretionary “Pass” or “Fail” rating on the detailed contents of the Schedule of Requirements and Technical Specifications <input checked="" type="checkbox"/> Compliance on the following qualification requirements : <u>Bid Evaluation Criteria⁵</u> <input checked="" type="checkbox"/> Minimum no. of years of experience: <i>[03 years];</i> <input type="checkbox"/> Minimum no. of construction projects in similar nature undertaken within last Five years: <i>[03 projects];</i> <input type="checkbox"/> Minimum no. of construction projects in similar money volume of undertaken within last five years: <i>[02 projects];</i> <input checked="" type="checkbox"/> Full compliance of Bid to the Technical Requirements;
30	E.29	Post qualification Actions	<input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial

⁵ Pls. reconcile and ensure consistency with the contents of the Technical Specifications

			documents submitted; <input checked="" type="checkbox"/> Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; <input checked="" type="checkbox"/> Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder; <input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed; <input type="checkbox"/> Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder; <input type="checkbox"/> Testing and sampling of completed goods similar to the requirements of UNDP, where available; and <input type="checkbox"/> Others <i>[click here to specify]</i>
31		Conditions for Determining Contract Effectivity	<input type="checkbox"/> UNDP's receipt of Performance Bond <input type="checkbox"/> UNDP's approval of plans, drawings, samples, etc. <input type="checkbox"/> Others <i>[click here to specify]</i> .
32		Other Information Related to the ITB ⁶	UNDP is VAT Exempt and the BOQ must exclude VAT

⁶ Where the information is available in the web, a URL for the information may simply be provided.

Section 3a: Schedule of Requirements and Technical Specifications

- * please refer to the attached:**
 - a) Tender BOQ**
 - b) Scope of works**
 - d) Pricing preambles**

Section 4: Bid Submission Form⁷

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

Sri Lanka
7/1/2016

To: Rohana Dissanayake, Head of Procurement

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 *Insert: bid date*. 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.

⁷ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.

We remain,

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 Form⁸

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 <i>[insert Bidder's legal name]</i>		
2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i>		
3. Actual or intended Country/ies of Registration/Operation: <i>[insert actual or intended Country of Registration]</i>		
4. Year of Registration in its Location: <i>[insert Bidder's year of registration]</i>		
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: <i>[insert Bidder's legal address in country of registration]</i>		
9. Value and Description of Top three (3) 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: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List ? <input type="checkbox"/> YES or <input type="checkbox"/> NO		

⁸ 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:

- ☐ 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)⁹

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: <i>[insert Bidder's legal name]</i>		
2. JV's Party legal name: <i>[insert JV's Party legal name]</i>		
3. JV's Party Country of Registration: <i>[insert JV's Party country of registration]</i>		
4. Year of Registration: <i>[insert Party's year of registration]</i>		
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: <i>[insert Party's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any): Click 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.		

⁹ 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.

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]*

- ☐ All eligibility document requirements listed in the Data Sheet
- ☐ 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 Form¹⁰

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.

1.1 Brief Description of Bidder as an Entity: 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.

1.2. Financial Capacity: 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.

1.3. Track Record and Experiences: 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.

¹⁰ 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.

2.1. Scope of Supply: 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.

Item 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

2.2. Technical Quality Assurance Mechanisms: 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.

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

2.4. Subcontracting: 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.

2.5. Risks / Mitigation Measures: 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.

2.6 Implementation Timelines: 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.

2.8. Anti-Corruption Strategy (Optional): 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.

2.9 Statement of Full Disclosure: 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

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

3.2 Staff Time Allocation: 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).

3.3 Qualifications of Key Personnel. 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:		
Nationality:		
Contact information:		
Countries of Relevant Work Experience:		
Language Skills:		
Education and other Qualifications:		
Summary of Experience: <i>Highlight experience in the region and on similar projects.</i>		
Relevant Experience (From most recent):		
Period: From – To	Name of activity/ Project/ funding organisation, if applicable:	Job Title and Activities undertaken/Description of actual role performed:
<i>e.g. June 2010-January 2011</i>		
<i>Etc.</i>		
<i>Etc.</i>		
References (minimum of 3):	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	
Declaration:		
<p>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 disqualification, before or during my engagement.</p> <p>_____</p> <p>_____</p> <p>Signature of the Nominated Team Leader/Member Date Signed</p>		

Section 7: Price Schedule Form¹¹

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.

A. Cost Breakdown per Deliverable Items*

No.	Deliverables <i>[list them as referred to in the ITB]</i>	Expected Date of Delivery/Completion	Percentage of Total Price	Price (Lump Sum, All Inclusive)
1	Deliverable 1		[Percentage (weight) of each deliverable over the total price for the payment purposes, as per ITB]	
2	Deliverable 2			
3			
	Total		100%	

* This shall be the basis of payment tranches

B. Cost Breakdown by Cost Component:

The Bidders are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed for additional set of goods and/or related services.

¹¹ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.

Deliverables and Sub-Components	(a) Quantity	Country of Origin	(b) Unit Price	(c)=(a)x(b) Total Cost of Goods	Brief Description of Related Services	(d) Cost of Related Services	(c) + (d) Total Price
I. Deliverable 1							
Sub-Component 1							
Sub-Component 2							
Sub-Component 3							
II. Deliverable 2							
Sub-Component 1							
Sub-Component 2							
Sub-Component 3							
III. Other Related Costs							
GRAND TOTAL PRICE							

Section 11: Contract



**[PLEASE ATTACH HERETO THE .PDF VERSION OF THE CONTRACT THAT
WILL BE USED AND THE GENERAL TERMS AND CONDITIONS]**

PRICING PREAMBLES

GENERALLY

Provision has been made for the total of each page to be collected at the end of each bill of these Bills of Quantities.

The Contractor should allow against the items or in the prices for everything contained in these Bills of Quantities which has a monetary value.

Lump sums shall not be given where unit rates are applicable.

Payment against any item in the Bill of Quantities will be made only if such item has actually been carried out by the contractor. If the Contractor intends to execute any alternative method of construction, the Engineer's prior approval thereof shall be obtained prior to execution of such work in order to ensure payment against the relevant item.

Unit rates may be used reciprocally in the settlement of accounts unless conflict between them occurs. The Contractor is, therefore, to ensure that identical items occurring in separate bills are not priced at different rates unless this is his deliberate intention.

The Contractor shall check against the summaries that each copy of the Bills of Quantities is complete in the number of pages and in the reproduction of each page.

The Contractor's prices and extension shall be entered in water proofing.

Unit rates and extensions shall be given in **Sri Lankan Rupees** to a maximum of two significant places of decimals.

The various documents collectively referred to herein as the Bills of Quantities jointly constitute the Bill of Quantities referred to in the Conditions of Contract.

These Bills of Quantities have been measured generally in accordance with the principles laid down in the Method of Measurement of Building Works (First Revision) **SLS 573: 1999 published by Sri Lanka Standard Institution** (as here below defined) and rates shall include for everything required for complete sections of work in accordance with the specifications and drawings.

In the Bills of Quantities, if any materials/ fittings are described by using a trade name, it is only for the purpose of indicating the minimum level of quality and standard required. The Bidder may use any other material/ fittings, which are considered as equivalent in quality and standard to those specified therein subject to the approval of the "Engineer".

Items in the preambles section of these Bills of Quantities are deemed to qualify and to form part of every description of measured work to which they refer including composite descriptions

No amendment which has not been authorized in writing by the Engineer shall be made to these Bills of Quantities.

The Contractor shall not use these Bills of Quantities as a construction programmer or for the purposes of ordering materials or arranging sub-contracts. The references for these activities shall be the drawings, specification and instructions issued by the Engineer.

These pricing preambles are a standard and comprehensive set and hence may exceed the requirements of this particular project.

Format for Descriptions

In addition to common abbreviations the following have been adopted:

M	–	meter	m ²	–	square meter
M ³	–	cubic meter	mm	-	mille meter
Nr	–	number	t	-	tone
Kg	–	kilograms	h	–	hour
CP	–	Code of Practice	BS	–	British Standard
BOQ	-	Bills of Quantities			

Every description shall read as if the phrase “and the like” were incorporated into it.

Where specific classifications have been given but are deemed to include other categories of work only the classified item shall be given in descriptions.

“Prices also to include”; items under this heading fall into two categories :

- a) Those which are deemed to be included in descriptions and therefore, in prices.
- b) Those for which the Contractor shall allow in his prices.

“Approved”, “Directed”, “Selected” and similar expressions shall relate to the Engineer’s decision.

“Falls”, “Slopes”, and “Weathered”: inclined from the horizontal in one plane.

“Cross Falls”, “Cross Slopes”, “Cross weathered”: inclination from the horizontal in more than one plane.

Prices also deemed to include

Rates shall be comprehensive and include for the following:

- a) All obligations imposed by the Contract.
- b) Complying in every respect with the requirements and the considerations of the specifications and drawings.
- c) All considerations arising from the definitions incorporated into each preamble section.
- d) Labour for fixing and all associated costs.
- e) Materials and goods and all associated costs.

- f) Fitting and / or fixing materials and goods in any position, hoisting to any height.
- g) Use of scaffolding, plant, equipment and tools.
- h) Allow for protection of finished surfaces/fittings etc. of all work sections.
- i) Any additional labours usually associated with measured items.
- j) Testing of electrical installations and Mega testing by and independent authority acceptable to the consultant.
- k) All overheads profits, local taxes, security and monitoring fees unless otherwise described separately.

All measurements are net and the rates shall include for all laps (except for steel reinforcement where the quantity of laps is included in the BOQ quantity), waste, working space and trade or traditional allowances.

The pricing of materials shall take account of the following:

Pricing Preambles, Drawings and Specifications shall apply reciprocally between sections of the works unless otherwise described.

- a) Materials shall be of the best quality available unless otherwise described.
- b) All materials shall be transported, handled, stored and fixed in accordance with the printed instructions or recommendations of their manufacture or suppliers.
- c) Protection of completed work, all casings and temporary coverings and making good and clearing away upon completion.

Building paper, damp proof membrane, quilts and all non-rigid sheet materials shall include cutting or forming holes and notching and the extra labour of turning up at edges and the like.

Duct shall include draw wires.

Holes, mortices, pockets, grooves, chases and the like and items described as “built in” and “cast in” shall include making in its fullest sense and through, around, into over and up to the items concerned.

Items described as “cut” shall include general making good similarly.

Where the word “allow” is used the cost of the items shall be the responsibility of the Contractor.

The Contractor shall obtain from all sub-contractors (weather nominated or otherwise) their requirements for all recesses, chases, holes and the like in order that they may be built in or formed as the work proceeds. No additional charges shall be allowed for cutting recesses, chases and holes and the like after the construction of the works.

In the event of their being any discrepancies between details on drawings, descriptions in specifications and descriptions in the Bills of Quantities then the rates and pricing shall be

deemed to relate to the documents order of precedence set out in the Form of Agreement.

The amounts set against any Provisional Sums for supply of materials shall be the net CIF amount adjusted for all discounts and customs duty. The amounts set against any items of profit shall include for all costs in connection with letters of credit, bank charges, interest charges and insurance after the materials come under the control of the Contractor.

The Contractor should leave the whole of the works ready for immediate occupation to the satisfaction of the Engineer including the following:

- a) Cleaning and touching the buildings both inside and out, leaving all surfaces free of cracks, blemishes or splashes.**
- b) Easing, oiling and adjusting and making good of finishes to all fittings, doors, windows, ironmongery and the like.**
- c) Cleaning and polishing all marble glass, anodized aluminium and sanitary ware, including the removal of all protective coverings, paint splashes and the like. Replacements of all or any chipped, cracked or broken items.**
- d) Balancing of air conditioning installations where applicable.**
- e) Removal of temporary sheds, worker toilets etc rubbish, debris or excess spoil from the site area and raking over and cleaning all unused parts of the site area.**

Sub – Contractors

Sub-contractors, whether nominated or not, are to be let on a current form of sub-contract designed for use in conjunction with the General Conditions of Contract amended as necessary to incorporate the appropriate provisions of the main Conditions of Contract.

The Contractor should ascertain from sub-contractors and suppliers before the work is put in hand particulars of positions in which chases, holes, mortices and the like will be required to be formed or left. No claim for the extra costs of cutting away work already built due to the Contractor's failure to ascertain these particulars will be admitted.

Any local sub-contractors which the Contractor proposes to use for the works are subject to the approval of the Engineer and Employer.

The Contractor shall provide for approval a list of sub-contractors who will be employed on the works with their qualifications.

If the Contractor is refused permission to use any of his proposed sub-contractors then the work shall be sub-let at no extra cost to an approved sub-contractor.

Any sub-contractor who has not been approved by the Engineer shall not be used in connection

with the carrying out or the works.

Prime Cost Sums in Unit Rates

Certain rates within the Bills of Quantities will include Prime Cost Sums. The material specification and fixing details will be specified. The Contractor is to include against each heading the necessary uplifts and additions required to give his final rate. This rate will then be carried to the relative places within the Bills of Quantities.

These prime cost sums are subject to alteration and no additional claim will be allowed for the varying of these items.

SECTION: DEMOLITION

Contractor is required to refer relevant ICTAD conditions on demolition work and also to inspect the site, drawings and BOQ thoroughly to understand the nature of demolition involved. Contractor is expected to use electrical and mechanical tools for demolition work and should avoid excessive vibration and noise. Contractor should use maximum care as not to damage the adjacent areas / structures / elements while demolition of the required members.

All re-usable items to be handover to the client and no material is allowed to take away from site, unless approved by the engineer.

DEMOLITION AND REMOVING

Rates for Demolition shall include demolishing, dismantling and removing etc. with the minimum damage to the material in the process of dismantling, temporary supporting and protecting existing work and adjacent properties against damage, dust and weather and stacking all serviceable materials as directed and disposal of debris from site including spraying water periodically to reduce the amount of dust.

All serviceable materials in demolished structures shall be the property of the Client.
Necessary approvals to be taken from suitable authority prior to disposal of demolished parts.

STRUCTURAL STEEL WORKS

Rates for Structural Steel Work shall include shop fabrication work including cutting, drilling, bolting, riveting, welding, grinding, marking, delivering, unloading, hoisting, erecting and fixing in position.

Rate shall include for two coats of matt oil paint after treating with a coat of anticorrosive paint to all exposed faces of trusses, angles, irons and channels.

All bolt holes to be machine drilled.

Steel shall normally be welded by the metal area process conforming to B.S.5135. Other methods shall be subject to the approval of the authorities.

Unless otherwise specified all structural steel shall be Grade 43A.

Structural steel shall conform to BS 4360.

ROOF COVERING, ROOF PLUMBING & CARPENTRY

Bidders are requested to refer Bill of Quantities, General Notes, Pricing Preambles, Drawings, Specifications, Conditions of contract and other relevant documents prior to pricing of this section of work.

Zinc Alum Roofing

Colour bonded zinc aluminum High tensile sheet minimum coating mass 150 g/m², base steel section shall be not less than 0.42mm thick and total coated thickness not less than 0.47mm for roof work fixed to "C" channel purlin frame work using 12x 55mm self drill thread forming hexogen washer head screw with neoprene washer. Fasteners shall be fixed on each rib on purlins at top, bottom and laps of sheets, and on every other rib on intermediate purlins. The rate shall includes standard Flashings, Ridge capping, Gable capping, side capping shall be provided in materials and finished to match above sheeting specifications and the total coated thickness of of flashing and capping material shall be not less than 0,60mm.

Noise Insulation

Supply and lay 3mm thick polyethylene foam heat insulation with double side aluminum foil on purlins using proper fixing arrangement. Insulation sheets to be butt jointed and the joints to be sealed with self adhesive aluminium tape

All cutting, notching, drilling, sinking, trimming jointing, splayed edges and the like including hoisting, fixing in position complete with all nails spikes screws and priming to joints of ends.

All straight and square cutting and waste.

The C channel purlins to be lapped using nut & bolt joints, with 10mm steel plate

Zinc alum sheet should be fixed using galvanized self threaded high tensile screws with rubber washers.

Zinc Alum sheet should be cut using cutting plier, grinder should not be used

Rates for Roof Plumbing shall include solder, rivets, screws, nails, clips, straps, straight cutting and waste for patterns mould or templates and for all hoisting and fixing complete

CEILING FINISHES

The Bidders are requested to refer General Notes, Pricing Preambles, Drawings, Specifications, Conditions of Contract, Special Conditions of Contract and all other relevant documents prior to pricing of the following items.

The bidder shall submit shop drawings pattern layout for suspended ceiling etc for approval prior to commencement of work.

The rates for suspended ceiling tiles and panels and the like shall include for chamfering all cut edges; vertical bulkheads and cutting around light fittings, grills and diffusers or the like are also deemed to be included.

PAINTING & DECORATION

The Bidders are requested to refer Bill of Quantities, General Notes, Pricing Preambles, Drawings, Conditions of Contract, and all other relevant documents prior to pricing of the following items

External painting (master pallet) shall be exterior quality, weather shield, texture base paint in an approved manufacture (C.I.C or equivalent) and color to suit with the environment, climate and location of this project.

Rate for painting shall include for painting to door and window reveals.

Rates for Painting shall include preparation of surfaces, cleaning down, smoothing, knotting, stopping etc., protection of floors and fittings, removing and replacing door and window furniture and cleaning doors and windows upon completion.

ELECTRICAL SYSTEM

NOTES

The tenderers are advised to refer the "General Notes, Specification and Pricing Preamble Notes" prior to pricing of this section of work.

Rate shall include for necessary chasings, trenching, conduits, cables, cable trays, fittings and clips, cutting holes and chases in brick work/ block work/ concrete work complete with all necessary accessories such as sockets, connections, cable glands and boxes, hardware clips, soldering and jointing materials etc., for proper installing and laying of cables.

The tenderer shall submit the following information on the items/equipment quoted for together with the tender.

- a. Make
- b. model No.
- c. technical data
- d. country of manufacture
- e. delivery period
- f. lead time for manufacturing.
- g. port of shipping
- h. CIF value of each item in foreign currency.
- j. Optional items and their additional cost. (additional cost to be submitted separately)
- k. Schedule of items to be carried out by others connected to installation of generators/transformers/Electrical panels such as some builders work and electrical connection.
- l. Details of all special features
- m. Schedule attached to specification.

All underground cables directly buried in ground/run in trenches to be properly laid and covered with cable tiles/trench covers. Rate for underground cables shall include for all necessary excavation, sand layers, concrete tiles, warning strips and back filling with approved quality earth properly compacted, hot dipped galvanized brackets for trenches, accessories, etc as applicable filling with approved quality earth properly compacted, hot dipped galvanized brackets for trenches, accessories...etc as applicable. Excavation, sand layers, concrete tiles, warning strips and back filling with approved quality earth properly compacted, hot dipped galvanized brackets for trenches, accessories...etc as applicable. filling with approved quality earth properly compacted, hot dipped galvanized brackets for trenches, accessories...etc as applicable.

Rate for all electrical panels shall include for supply and installation of all necessary MCCBs, MCBS, EFRs, ELCBs, auxiliary contacts, Voltmeters, ammeters, Digital analyser , kWh meters, indicator lamps, selector switches, copper bus bars, inter locks, aligning and grounding of the panel, inter connectors, internal wiring connections to switch gear, steel channels and necessary hardware fixing insulating materials, all in fully enclosed metal clad panels and distribution boards completed as shown in drawing. They shall comply with the specifications and I.E.E. regulations and be complete to working order to the approval local authorities.

Rate shall include for supply, installation, maintaining, testing and commissioning of the system for power and lighting according to drawings and specifications to working order.

All materials, equipment wiring shall confirm to local codes, specifications, standards/latest I.E.E. regulations (BS 7671) and Ceylon Electricity Board requirements.

All electrical equipment such as MCB, MCCB, RCCB etc. shall be of approved makes as per the specifications.

All cables for equipments, panel and units designated to function under fire condition to be in fire rated cables and suitable conducting and rates for such items shall include accordingly.



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BOQ-SUMMARY SHEET

PROJECT TITLE	RENOVATION OF ROOF OF BUILDING IN THE UN COMPOUND
PROJECT NO	
PROJECT LOCATION	UN COMPOUND,COLOMBO 07
DISTRICT	COLOMBO

BILL NO.	DESCRIPTION	AMOUNT (SLRs.)	AMOUNT (SLRs.)
1	PRELIMINARIES		179,000.00
2	BUILDING 6		
3	BUILDING 7		
4	BUILDING 8		
	Sub Total 1 (Total of 2 to 4)		
	Discounted Amount% for Sub Total 1 (if any)		
	Sub Total 2 [(1+Sub Total 1) - Discount]		
	Add - 10% of Physical Contingencies of Total		
	Estimated Amount (Sub Total 2+ contingencies)		

Bid amount in words(Excluding VAT):SLRs

.....

VAT registration No.(If available):

Signature And Seal;.....

Name Of Bidder:.....

Address:...

Date:.....

Item NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
A	<u>PRELIMINARIES</u>				
A1	Provisional Sum for providing a Performance Security				10,000.00
A2	Provisional Sum for Insurance of Works, Machinery & Equipment, Plant, Materials, third party persons & property and Employer's personnel & property at site as per				10,000.00
A3	Provisional Sum for Insurance against accidents and injury to Contractor's personnel as per the contract				8,000.00
A4	Allow lump sum for constructing maintaining, dismantling and removal on completion of the works, including necessary furniture and fittings, and furnishing other facilities		Item		15,000.00
A5	Allow lump sum for providing and maintaining a first aid box and regular supply of medicine, linen etc.		Item		5,000.00
A6	Allow lump sum for all cost in connection with preparing samples for testing, making arrangements for testing of materials, goods etc., as stipulated in the specification, obtaining test reports and submitting the same to the Engineer		Item		6,000.00
A7	Allow lump sum for providing all necessary safety measures to workmen at site conforming to the latest industrial safety regulations and as directed by the Engineer.		Item		5,000.00
A8	Allow sum for shifting, arranging and covering internal office furniture and internal properties during the construction time and re-arrange every thing as earlier or directed by Engineer/client. Contractor should take the responsibility for any damages happened during the shifting time and damage properties should be rectified or replaced by contractor as directed by Engineer / Client. Rates shall include for		P.sum		120,000.00
A9	Allow lump sum for demobilisation, removal of all rubbish & debris and clearing up site on completion, leaving all in good order and hand over.		Item		20,000.00
	Sub Total Carried to Grand Summary			SLRs	<u>179,000.00</u>

BILL OF QUANTITY FOR BUILDING No-06

Item NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
6B	ROOF COVERING, ROOF PLUMBING & CARPENTRY				
	GROUND FLOOR				
6B.1	Roof removing tiles or asbestos sheet and timber frame work including purlins and reapers, stacking serviceable materials and clearing debris away from the buildings/ as directed by Engineer or client.	m ²	45.00		
6B.2	Supply and fix colour bonded zinc alum profile roofing sheet (minimum base metal thickness of 0.4mm) and minimum thickness of 0.47mm, laid on existing purlings with joints to be properly connected with an adequate side lap to ensure water tightness along the entire length and complete to working order. Rate shall including ridge gap and cable gap alos.	m2	45.00		
6B.3	Supply and fixing 2"x1" class 1 timber rafters for replacing of decayed existing timber including two coat	m	56		
6B.4	Supply and fixing 4"x2" class 1 timber rafters for replacing of decayed existing timber including two coat of clear wood preservative for roof work.Rate shall include scaffolding and transport.	m	50		
6B.5	Supply and fixing 4"x3" class 1timber Struts for walkway roof structure, including forming necessary Timber joints at both ends and 2' Timber bearer provided	m	30		
6B.6	Supply and fixing 3mm thick double side aluminium foil polythene foam heat insulation. Rate shall include for	m2	45.00		
6B.7	Supply and fixing 50mm double side Laminated Glass Wool Sound Insulation laid over heat insulation layer in	m2	45.00		
6B.8	Removing and stacking gutter, eaves, from roofs for annex building in ground floor	m	32.00		
6B.9	Removing and stacking of 4 " GI pipes/ 100mm square type Zn/Al Down pipes which is available at site,Rate shall include for removing all fittings and stacking serviceable materials and clearing debries away from the buildings/ as directed by Engineer or client.	m	36.00		
6B.10	Supply and fixing of valance board of size 10" x 3/4" in class 1 treated Timber including painting	L.m	32.00		
6B.11	Supply and fix proprietary coated zinc alum gutter (minimum base metal thickness of sheet 0.4mm and minimum total thickness 0.47mm) complete with end caps, running joints etc. All joints to be properly connected with an adequate side laps not less than 225mm length and with sealant to ensure water tightness along the entire length of the gutter and including angle iron gutter brackets 25mm x 25mm x 3mm at 450mm centers with an adequate slope as directed and including application of two coats of each anticorrosive paint and enamel paint to all steel surfaces to match the gutter fix	L.m	32.00		

6B.12	Supply and fix proprietary coated zinc alum square down pipe (minimum base metal thickness of sheet 0.40mm and minimum total thickness 0.47mm) complete with necessary socket , elbow & bend. All joints to be properly connected and with sealant to ensure water tightness along the entire length. Down pipe brackets @	L.m	36.00		
	TOTAL FOR ROOF & ROOF PLUMBING CARRIED TO SUMMARY			SLRs	_____
6C	CEILING FINISHES				
	GROUND FLOOR				
6C.1	Removing existing damaged eaves ceiling and fabrication of class 1 timber frame work and fixing of super flex sheets and painting.	m2	32.00		
6C.2	Removing of existing 2"x2" decayed timber and replacing with 2"x2" class 1 timber with two coat of clear wood preservative. Rate shall include scaffolding	m2	40.00		
	TOTAL FOR CEILING FINISHES CARRIED TO SUMMARY			SLRs	_____
6D	PAINTING & DECORATION				
	Internal Painting				
6D.1	Painting Walls with Emulsion paint, Two coats including preparing surface of old work. (CIC or Equivalent.)as per the manufacture instruction. Colour should approved by employer.	m ²	165.00		
	External Painting				
6D.2	Painting walls with weather shield paint Two coat including wire brushing and sand papering of old work. (CIC or Equivalent.)as per the manufacture instruction. Colour should approved by employer.	m ²	100.00		
	Enamel Painting				
6D.3	Painting doors, windows and frames Two coats of Enamel paint, including washing and cleaning the surface. (CIC or Equivalent.)as per the manufacture instruction. Colour should approved by employer.	m ²	24.00		
6D.4	Painting new woodwork, with primer, undercoat and Two coats of enamel paint. (CIC or Equivalent.)for roof frame work	m ²	Item		
	TOTAL FOR PAINTING & DECORATION CARRIED TO SUMMA			SLRs.	_____
6E	ELECTRICAL SYSTEM				
6E.1	Provision for rectification and rearrangement of wiring works where ever necessary or as directed by Engineer or client.Rate shall include for all necessary fitting and arrangements except wires.	Item	1.00		

6E.2	Supplying and wiring 2 x 2.5mm ² (7/.029") PVC/PVC/Cu cable + 2.5mm ² (7/.029) earth wire to working order including conduit.	L.m	10.00		
6E.3	Supply and fixing of hood lamp for eaves and balcony	Nos	8.00		
	TOTAL FOR PAINTING & DECORATION CARRIED TO SUMMA			SLRs.	<u> </u>
6F	MISCELLANEOUS				
6F.2	Engaging skilled labour services in the trades of fitter, electrician, welder, mason, carpenter, bar bender, painter on day work basis.(consider 8 Hour Per day Person)	Per day	10.00		
6F.3	Providing Labour services in Un Skilled trades of any type of manual work on day work basis. (consider 8 Hour Per day Person)	Per day	10.00		
	TOTAL FOR MISCELLANEOUS CARRIED TO SUMMARY			SLRs.	<u> - </u>

	DESCRIPTION OF WORK.	AMOUNT (SLRs.)
6B	ROOF COVERING, ROOF PLUMBING & CARPENTRY	-
6C	CEILING FINISHES	-
6D	PAINTING & DECORATION	-
6E	ELECTRICAL SYSTEM	-
6F	MISCELLANEOUS	-
	TOTAL FOR CONSTRUCTION OF PUBLIC MARKET CARRIED TO GRAND SUMMARY	<u> - </u>

BILL OF QUANTITY FOR BUILDING No-07

Item NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
7B	ROOF COVERING, ROOF PLUMBING & CARPENTRY				
	UPPER FLOOR				
7B.1	Roof removing tiles or asbestos sheet and timber frame works including purlins and reapers, stacking serviceable materials and clearing debris away from the building or as directed by client or Engineer.	m	240.00		
7B.2	Removing and stacking gutter, eaves, from roofs for annex building in ground floor	m	45.00		
7B.3	Removing and stacking of 4 " GI pipes and 100mm square type Zn/Al Down pipes, Rate shall include for removing all fittings and stacking serviceable materials and clearing debris away from the buildings/ as directed by Engineer or client.	m	80.00		
7B.4	Supply and fix colour bonded zinc alum profile roofing sheet (minimum base metal thickness of 0.4mm) and minimum thickness of 0.47mm, laid on existing purlins with joints to be properly connected with an adequate side lap to ensure water tightness along the entire length and complete to working order. Rate shall including ridge cap and cable cap alos.	m2	240.00		
7B.5	150mm x 65mm x 20mm, 2mm thick galvanized iron 'C' Purlin. Joints to be bolted and joints should come on top of the cleat at maximum spacing of 1200mm. Rate shall include for cleaning and two coats of black anti	L.m	500.00		
7B.6	Supply and fixing 3mm thick double side aluminium foil polythene foam heat insulation. Rate shall include for 75mm x 75mm GI Wire Net basic weight / density 0.32 kg/m2 at purlin as per manufactures specification	m2	240.00		
7B.7	Supply and fixing 50mm double side Laminated Glass Wool Sound Insulation laid over heat insulation layer in	m2	45.00		
7B.8	Zinc alum Valley gutter of 3'-0" wide in 0.47mm thick sheets including 3/4" thk. Ginisapu timber boarding including wood preservative boarding.	L.m	10.00		
7B.9	Supply and fixing of valance board of size 10" x 3/4" in class 1 treated Timber including painting	L.m	50.00		
7B.10	Supply and fix proprietary coated zinc alum gutter (minimum base metal thickness of sheet 0.4mm and minimum total thickness 0.47mm) complete with end caps, running joints etc. All joints to be properly connected with an adequate side laps not less than 225mm length and with sealant to ensure water tightness along the entire length of the gutter and including angle iron gutter brackets 25mm x 25mm x 3mm at 450mm centers with an adequate slope as directed and including application of two coats of each anticorrosive paint and enamel paint to all steel surfaces to match the gutter fix	L.m	50.00		
7B.11	Supply and fix proprietary coated zinc alum square down pipe (minimum base metal thickness of sheet 0.40mm and minimum total thickness 0.47mm) complete with necessary socket , elbow & bend. All joints to be properly connected and with sealant to ensure water tightness along the entire length. Down pipe brackets @	L.m	80.00		
	TOTAL FOR ROOF & ROOF PLUMBING CARRIED TO SUMMARY			SLRs	

7C	<u>CEILING FINISHES</u>				
	<u>UPPER FLOOR</u>				
7C.1	Supply and installation of asbestos free (double coated mineral fibre/cementitious material) ceiling of 600mm x 600mm epoxy powder powder coated suspended to the roof frame work with hot dip galvanized " T " bars of 14mm x 38mm and wall angles of 19mm x 24mm suspended with 4mm dia. galvanized hanger rods as per the manufacture instructions. Rate shall include for all necessary fittings to complete work properly	m2	240.00		
7C.2	Removing existing damaged eaves ceiling and fabrication of class 1 timber frame work nd fixing of super flex sheets and painting.	m2	32.00		
7C.3	Removing of existing 2"x2" decayed timber and replacing with 2"x2" class 1 timber with two coat of clear wood preservative. Rate shall include scaffolding	m2	40.00		
	TOTAL FOR CEILING FINISHES CARRIED TO SUMMARY			SLRs	<u> </u>
7D	<u>PAINTING & DECORATION</u>				
	<u>Enamel Painting</u>				
7D.1	Applying one coat of Wood preservative, (clear) applied to existing roof timber frame work. (CIC or Equivalent.).	Item	1.00		
	TOTAL FOR PAINTING & DECORATION CARRIED TO SUMMARY			SLRs.	<u> </u>
7E	<u>ELECTRICAL SYSTEM</u>				
7E.1	Provision for rectification and rearrangement of wiring works where ever necessary or as directed by Engineer or client.Rate shall include for all necessary fitting and arrangements except wires.	Item	1.00		
7E.2	Supplying and wiring 2 x 2.5mm2 (7/.029") PVC/PVC/Cu cable + 2.5mm2 (7/.029) earth wire to working order excluding conduit.	L.m	10.00		
7E.3	Supplying and fixing 3/4" PVC conduit including clips.	L.m	10.00		
7E.4	Supplying and fixing 3/4" dia. PVC conduit bend	Nos	4.00		
7E.5	Removal and re-fixing of mounted type Recessed Fluorescent lamp fitting 600mm X 600mmcomple with polish aluminium double parabolic louvers with c/w 3X36W bulb (mounted type)	Nos	33.00		
7E.6	Removal and re-fixing of mounted type Recessed Fluorescent lamp fitting 300mm X 1200mmcomple with polish aluminium double parabolic louvers with c/w 2X36W bulb (mounted type)	Nos	10.00		
7E.7	Removing and refixing of smoke ditectors on same place and same manner.	Nos	5.00		
7E.8	Supply and fixing of hood lamp for eaves and balcony areas.	Nos	8.00		
7E.9	Removing and re-fixing of Inner diameter of 5" surface mounted down light with polished aluminium reflector of "Simy" Brand.	Nos	8.00		
	TOTAL FOR PAINTING & DECORATION CARRIED TO SUMMARY			SLRs.	<u> </u>
7F	<u>MISCELLANEOUS</u>				
7F.1	Removing and re-installation of available lightening system with available 25 x 3mm copper tape with necessary accessories . Rate shall include for all necessary fitting required for proper working conditions.	Item	1.00		

7F.2	Engaging skilled labour services in the trades of fitter, electrician, welder, mason, carpenter, bar bender, painter on day work basis.(consider 8 Hour Per day Person)	Per day	10		
7F.3	Providing Labour services in Un Skilled trades of any type of manual work on day work basis. (consider 8 Hour Per day Person)	Per day	10.00		
	TOTAL FOR MISCELLANEOUS CARRIED TO SUMMARY			SLRs.	-

	DESCRIPTION OF WORK.	AMOUNT (SLRs.)
7B	ROOF COVERING, ROOF PLUMBING & CARPENTRY	-
7C	CEILING FINISHES	-
7D	PAINTING & DECORATION	-
7E	ELECTRICAL SYSTEM	-
7F	MISCELLANEOUS	-
	TOTAL FOR CONSTRUCTION OF PUBLIC MARKET CARRIED TO GRAND SUMMARY	-

BILL OF QUANTITY FOR BUILDING No-08

Item NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
8B	ROOF COVERING, ROOF PLUMBING & CARPENTRY				
	UPPER FLOOR				
8B.1	Roof removing tiles or asbestos sheet and timber frame works including purlins and reapers, stacking serviceable materials and clearing debris away from the building or as directed by client or Engineer.	m	300.00		
8B.2	Removing and stacking gutter, eaves, from roofs for annex building in ground floor	m	34.00		
8B.3	Removing and stacking of 4 " GI pipes and 100mm square type Zn/Al Down pipes,Rate shall include for removing all fittings and stacking serviceable materials and clearing debris away from the buildings/ as directed by Engineer or client.	m	70.00		
8B.4	Supply and fix colour bonded zinc alum profile roofing sheet (minimum base metal thickness of 0.4mm) and minimum thickness of 0.47mm, laid on existing purlins with joints to be properly connected with an adequate side lap to ensure water tightness along the entire length and complete to working order. Rate shall including ridge gap and cable gap alos.	m2	300.00		
8B.5	150mm x 65mm x 20mm, 2mm thick galvanized iron 'C' Purlin. Joints to be bolted and joints should come on top of the cleat at maximum spacing of 1200mm. Rate shall include for cleaning and two coats of black anti corrosive painting.	L.m	460.00		
8B.6	Supply and fixing 3mm thick double side aluminium foil polythene foam heat insulation. Rate shall include for 75mm x 75mm GI Wire Net basic weight / density 0.32 kg/m2 at purlin as per manufactures specification	m2	300.00		
8B.7	Supply and fixing 50mm double side Laminated Glass Wool Sound Insulation laid over heat insulation layer in roof	m2	45.00		
8B.8	Zinc alum Valley gutter of 3'-0" wide in 0.47mm thick sheets including 3/4" thk. Ginisapu timber boarding including wood preservative boarding.	L.m	5.00		
8B.9	Supply and fixing of valance board of size 10" x 3/4" in class 1 treated Timber including painting	L.m	40.00		

8B.10	Supply and fix proprietary coated zinc alum gutter (minimum base metal thickness of sheet 0.4mm and minimum total thickness 0.47mm) complete with end caps, running joints etc. All joints to be properly connected with an adequate side laps not less than 225mm length and with sealant to ensure water tightness along the entire length of the gutter and including angle iron gutter brackets 25mm x 25mm x 3mm at 450mm centers with an adequate slope as directed and including application of two coats of each anticorrosive paint and enamel paint to all steel surfaces to match the gutter fix in position.(Inner size	L.m	40.00		
8B.11	Supply and fix proprietary coated zinc alum square down pipe (minimum base metal thickness of sheet 0.40mm and minimum total thickness 0.47mm) complete with necessary socket , elbow & bend. All joints to be properly connected and with sealant to ensure water tightness along the entire length. Down pipe brackets @ 1.0m c/c .	L.m	70.00		
	TOTAL FOR ROOF & ROOF PLUMBING CARRIED TO SUMMARY			SLRs	_____
8C	CEILING FINISHES				
	UPPER FLOOR				
8C.1	Supply and installation of asbestos free (double coated mineral fibre/cementenious material) ceiling of 600mm x 600mm epoxy powder powder coated suspended to the roof frame work with hot dip galvanized " T " bars of 14mm x 38mm and wall angles of 19mm x 24mm suspended with 4mm dia. galvanized hanger rods as per the manufacture instructions. Rate shall include for all necessary fittings to complete work properly.	m2	300.00		
8C.2	Removing existing damaged eaves ceiling and fabrication of class 1 timber frame work nd fixing of super flex sheets and painting.	m2	32.00		
8C.3	Removing of existing 2"x2" decayed timber and replacing with 2"x2" class 1 timber with two coat of clear wood preservative. Rate shall include scaffolding	m2	40.00		
	TOTAL FOR CEILLING FINISHES CARRIED TO SUMMARY			SLRs	_____
8D	PAINTING & DECORATION				
	Enamel Painting				
8D.1	Applying one coat of Wood preservative, (clear) applied to existing roof timber frame work. (CIC or	Item	1.00		
8D.2	Painting steel work with two coats of anti-corrosive paint with primer including removing corroded scale and wire brushing.(CIC or Equivalent.)	Item	1.00		

8D.3	Two coat of enamel painting for existing steel frame work. Rate shall include brushing, washing and cleaning existing surface properly. (CIC or Equivalent.) as per the manufacture instruction. Colour should approved by employer.	Item	1.00		
	TOTAL FOR PAINTING & DECORATION CARRIED TO SUMMA			SLRs.	_____
8E	ELECTRICAL SYSTEM				
8E.1	Provision for rectification and rearrangement of wiring works where ever necessary or as directed by Engineer or client. Rate shall include for all necessary fitting and arrangements except wires.	Item	1.00		
8E.2	Supplying and wiring 2 x 2.5mm ² (7/.029") PVC/PVC/Cu cable + 2.5mm ² (7/.029) earth wire to working order excluding conduit.	L.m	10.00		
8E.3	Supplying and fixing 3/4" PVC conduit including clips.	L.m	10.00		
8E.4	Supplying and fixing 3/4" dia. PVC conduit bend	Nos	4.00		
8E.5	Removal and re-fixing of mounted type Recessed Fluorescent lamp fitting 600mm X 600mm comple with polish aluminium double parabolic louvers with c/w 3X36W bulb (mounted type)	Nos	38.00		
8E.6	Removal and re-fixing of mounted type Recessed Fluorescent lamp fitting 300mm X 1200mm comple with polish aluminium double parabolic louvers with c/w 2X36W bulb (mounted type)	Nos	12.00		
8E.7	Removing and refixing of smoke ditectors on same place and same manner.	Nos	5.00		
8E.8	Supply and fixing of hood lamp for eaves and balcony areas.	Nos	6.00		
8E.9	Removing and re-fixing of Inner diameter of 5" surface mounted down light with polished aluminium reflector of "Simy" Brand.	Nos	6.00		
	TOTAL FOR PAINTING & DECORATION CARRIED TO SUMMA			SLRs.	_____
8F	MISCELLANEOUS				
8F.1	Removing and re-installation of available lightening system with available 25 x 3mm copper tape with necessary accessories . Rate shall include for all necessary fitting required for proper working	Item	1.00		
8F.2	Engaging skilled labour services in the trades of fitter, electrician, welder, mason, carpenter, bar bender, painter on day work basis.(consider 8 Hour Per day	Per day	10		
8F.3	Providing Labour services in Un Skilled trades of any type of manual work on day work basis. (consider 8 Hour Per day Person)	Per day	10.00		
	TOTAL FOR MISCELLANEOUS CARRIED TO SUMMARY			SLRs.	_____ -

	DESCRIPTION OF WORK.	AMOUNT (SLRs.)
8B	ROOF COVERING, ROOF PLUMBING & CARPENTRY	-
8C	CEILING FINISHES	-

8D	PAINING & DECORATION	-
8E	ELECTRICAL SYSTEM	-
8F	MISCELLANEOUS	-
TOTAL FOR CONSTRUCTION OF PUBLIC MARKET CARRIED TO GRAND SUMMARY		-