

# **INVITATION TO BID**

## **ITB-04-010/2016**

**Renovation of Benghazi Kidney Center Building  
Stabilization Facility for Libya  
Libya**



**United Nations Development Programme**

October, 2016

## Section 1. Letter of Invitation

UNDP, Libya  
October 25, 2016

### Renovation of Benghazi Kidney Center Building

Dear Sir/Madam,

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 3a – Schedule of Requirements and Technical Specifications
- Section 3b – Related Services
- Section 4 – Bid Submission Form
- Section 5 – Documents Establishing the Eligibility and Qualifications of the Bidder and Joint Venture
- Section 6 – Technical Bid Form
- Section 7 – Price Schedule Form including Bill of Quantities (BOQs)
- Section 8 – Form for Performance Security
- Section 9 – Model Contract to be signed
- Section 10 – General Terms and Conditions for Civil Work

Your offer, comprising of a Technical Bid and Price Schedule, together in a sealed envelope, should be submitted in accordance with Section 2, latest by **15<sup>th</sup> November 2016 by 1400 hrs**

The bidders are required to conduct the physical site visit for complete understanding of Scope of Work prior sending the formal bid to UNDP. It is recommended to conduct a site visit before the pre-bid meeting scheduled on **07<sup>th</sup> November 2016 at 11:00 hrs Tunis Time**, for the better understanding of the required work and to raise the queries for consideration/clarification during the site visit, and/or pre-bid meeting.

An organized site visit is also arranged on **03<sup>rd</sup> November 2016 at 11:00 hrs (Libya Time)**

**Focal Person: Eng. Mohamed Shembesh**  
**Phone number: 00 218 9110 11012**

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,



Ermira Basha

Operations and HR Specialist, UNDP Libya

## Section 2: Instruction to Bidders<sup>1</sup>

### 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.

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<sup>1</sup> 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](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/](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 endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Bid, unless UNDP deems that such an extension is justified and necessary.

#### **11. Amendment of Bid**

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

### **C. PREPARATION OF BID**

#### **12. Cost**

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

#### **13. Language**

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

#### **14. Bid Submission Form**

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

#### **15. Technical Bid Format and Content**

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

- 15.1 Expertise of Firm/Organization – this section should provide details regarding management structure of the organization, organizational capability/resources, and experience of organization/firm, the list of projects/contracts (both completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the ITB, manufacturing

capacity of plant if Bidder is a manufacturer, authorization from the manufacturer of the goods if Bidder is not a manufacturer, and proof of financial stability and adequacy of resources to complete the delivery of goods and provision of related services required by the ITB (see ITB Clause 18 and DS No. 26 for further details). The same shall apply to any other entity participating in the ITB as a Joint Venture or Consortium.

- 15.2 Technical Specifications and Implementation Plan – this section should demonstrate the Bidder’s response to the Schedule of Requirements and Technical Specifications by identifying the specific components proposed; how each of the requirements shall be met point by point; providing a detailed specification and description of the goods required, plans and drawings where needed; the essential performance characteristics, identifying the works/portions of the work that will be subcontracted; a list of the major subcontractors, and demonstrating how the bid meets or exceeds the requirements, while ensuring appropriateness of the bid to the local conditions and the rest of the project operating environment during the entire life of the goods provided. Details of technical bid must be laid out and supported by an Implementation Timetable, including Transportation and Delivery Schedule where needed, that is within the duration of the contract as specified in the **Data Sheet** (DS noS. 29 and 30).

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

- a) A statement of whether any import or export licences are required in respect of the goods to be purchased or services to be rendered, including any restrictions in the country of origin, use or dual use nature of the goods or services, including any disposition to end users;
- b) Confirmation that the Bidder has obtained license of this nature in the past, and have an expectation of obtaining all the necessary licenses, should their bid be rendered the most responsive; and
- c) Complete documentation, information and declaration of any goods classified or may be classified as “Dangerous Goods”.

- 15.3 Management Structure and Key Personnel – This section should include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the technical bid, clearly defining their roles and responsibilities. CVs should establish competence and demonstrate qualifications in areas relevant to the requirements of this ITB.

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

- 15.4 Where the **Data Sheet** requires the submission of the Bid Security, the Bid Security shall be included along with the Technical Bid. The Bid Security may be forfeited by UNDP, and reject the Bid, in the

event of any or any combination of the following conditions:

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

## 16. Price Schedule

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

## 17. Currencies

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

- 17.1 UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bid; and
- 17.2 In the event that the Bid found to be the most responsive to the ITB requirement is quoted in another currency different from the preferred currency as per **Data Sheet** (DS no. 15), then UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.

## 18. Documents Establishing the Eligibility and Qualifications of the Bidder

18.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided under Section 5, Bidder Information Forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfactions. These include, but are not limited to the following:

- a) That, in the case of a Bidder offering to supply goods under the Contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination;
- b) That the Bidder has the financial, technical, and production capability necessary to perform the Contract; and

- c) That, to the best of the Bidder's knowledge, it is not included in the UN 1267 List or the UN Ineligibility List, nor in any and all of UNDP's list of suspended and removed vendors.

18.2 Bids submitted by two (2) or more Bidders shall all be rejected by UNDP if they are found to have 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 labeled as required, the Bidder shall assume the responsibility for the misplacement or premature opening of Bid due to improper sealing and labeling by the Bidder.

- 23.2 Bidders must submit their Bid in the manner specified in the **Data Sheet** (DS nos. 22 and 23). When the Bid is expected to be in transit for more than 24 hours, the Bidder must ensure that sufficient lead time has been provided in order to comply with UNDP's deadline for submission. UNDP shall indicate for its record that the official date and time of receiving the Bid is the 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 initialed by the Bidder or person(s) duly authorized to commit the Bidder on every page. The authorization shall be communicated through a document evidencing such authorization issued by the highest official of the firm, or a Power of Attorney, accompanying the Bid.
- 23.4 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder accepts the General Contract Terms and Conditions of UNDP as attached hereto as Section 11.

**24. Deadline for Submission of Bid and Late Bids**

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

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

**25. Withdrawal, Substitution, and Modification of Bid**

- 25.1 Bidders are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of its Bid to the requirements of the ITB, keeping in mind that material deficiencies in providing information requested by UNDP, or lack clarity in the description of goods and related services to be provided, may result in the rejection of the Bid. The Bidder shall assume any responsibility regarding erroneous interpretations or conclusions made by the Bidder in the course of understanding the ITB out of the set of information furnished by UNDP.
- 25.2 A Bidder may withdraw, substitute or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 23, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid must accompany the respective written notice. All notices must be received by UNDP prior to the deadline for submission and submitted in accordance with ITB Clause 23 (except that withdrawal notices do not require copies). The respective envelopes

shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION".

25.3 Bid requested to be withdrawn shall be returned unopened to the Bidders.

25.4 No Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bid and the expiration of the period of Bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.

## **26. Bid Opening**

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

The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submission, for which the Bid shall be returned unopened to the Bidder.

## **27. Confidentiality**

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

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

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

## **E. EVALUATION OF BID**

### **28. Preliminary Examination of Bid**

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

### **29. Evaluation of Bid**

29.1 UNDP shall examine the Bid to confirm that all terms and conditions under the UNDP General Terms and Conditions and Special Conditions have been accepted by the Bidder without any deviation or reservation.

29.2 The evaluation team shall review and evaluate the Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the **Data Sheet** (DS No. 25). Absolutely no changes may be made by UNDP in the criteria after all Bids have been received.

29.1 UNDP reserves the right to undertake a post-qualification exercise, aimed at determining, to its satisfaction the validity of the information provided by the Bidder. Such post-qualification shall be fully documented and, among those that may be listed in the **Data Sheet** (DS No.33), may include, but need not be limited to, all or any combination of the following :

- a) Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted;
- b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;
- c) Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder;
- d) Inquiry and reference checking with other previous clients on the quality of performance on on-going or previous contracts completed;
- e) Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder;
- f) Testing and sampling of completed goods similar to the requirements of UNDP, where available; and
- g) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.

### **30. Clarification of Bid**

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

UNDP's request for clarification and the Bidder's response shall be in writing. Notwithstanding the written communication, no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Bid, in accordance with ITB Clause 35.

Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bid.

### **31. Responsiveness of Bid**

UNDP's determination of a Bid's responsiveness will be based on the contents of the Bid itself.

A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the ITB without material deviation, reservation, or omission.

If a Bid is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

### **32. Nonconformities, Repairable 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/](http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/))

### **34. Award Criteria**

Prior to expiration of the period of Bid validity, UNDP shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification, and has offered the lowest price (See DS No. 32).

### **35. Right to Vary Requirements at the Time of Award**

At the time of award of Contract, UNDP reserves the right to vary the quantity of the goods and/or related services, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

### **36. Contract Signature**

Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP.

Failure of the successful Bidder to comply with the requirement of ITB Section F.3 and this provision shall constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security if any, and on which event, UNDP may award the Contract to the Bidder with the second highest rated Bid, or call for new Bid.

### **37. Performance Security**

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

### **38. Bank Guarantee for Advanced Payment**

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

### **39. Vendor Protest**

UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a purchase order or contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <http://www.undp.org/procurement/protest.shtml>

## Instructions to Bidders

### DATA SHEET

DS No.	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
1		Project Title:	Stabilization Facility for Libya
2		Title of Goods/Services/Work Required:	Renovation of Benghazi Kidney Center Building
3		Country:	Libya
4		Minimum Qualifying Criteria	Please refer to ITB Clauses 9.1 & 9.2; Instructions to Bidders, Data Sheet: F.34
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
6	C.20	Conditions for Submitting Alternative Bid	<input checked="" type="checkbox"/> Shall not be considered
6b		A Site visit shall be held on:	<p>The bidders are required to conduct the physical site visit for complete understanding of Scope of Work prior sending the formal bid to UNDP. It is recommended to conduct a site visit before the pre-bid meeting scheduled on <b>07<sup>th</sup> November 2016 at 11:00 hrs Tunis Time</b>, for the better understanding of the required work and to raise the queries for consideration/clarification during the site visit, and/or pre-bid meeting.</p> <p>An organized site visit is also arranged on <b>03<sup>rd</sup> November 2016 at 11:00 hrs (Libya Time)</b></p> <p><b>Focal Person: Eng. Mohamed Shembesh</b>  <b>Phone number: 00 218 9110 11012</b></p>

7	C.22	A pre-Bid conference will be held on:	<p>Time: 11:00 hrs Tunis Time Date: 11/7/2016</p> <p>A <b>skype pre-bid meeting</b> will be arranged; interested parties should send a request along with skype ID to below email address before 1000 hrs on 11/7/2016:</p> <p><b>Marceline Bahati</b>, Procurement Associate, UNDP - <b>Skype: marceline.bahati</b> <b>E-mail: marceline.bahati@undp.org</b></p> <p>Please feel free to raise the queries for clarification/consideration, identified during site visit</p>
8	C.21.1	Period of Bid Validity commencing on the submission date	<input checked="" type="checkbox"/> 120 days
9	B.9.5 C.15.4 b)	Bid Security	<input checked="" type="checkbox"/> Not Required
10	B.9.5	Acceptable forms of Bid Security <sup>2</sup>	<input checked="" type="checkbox"/> Not Required
11	B.9.5 C.15.4 a)	Validity of Bid Security	<input checked="" type="checkbox"/> Not Required
12		Advanced Payment upon signing of contract	<input checked="" type="checkbox"/> Not allowed
13		Liquidated Damages	<p><input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of 0.5% of contract for every day of delay, up to a maximum duration of 1 calendar month.</p> <p>Max. no. of days of delay: 1 calendar month</p>
14	F.37	Performance Security	<p><input checked="" type="checkbox"/> Required</p> <p>Amount: In lieu of Performance security, 10% of each milestone will be deducted during the life of the contract. By releasing final payment, UNDP will retain the total cumulative amount of 10% of Contract value.</p>

<sup>2</sup> Surety bonds or other instruments issued by non-bank Financial Institutions are least preferred by UNDP. Unless stated otherwise, they shall be considered unacceptable to UNDP.

			<p>This amount will be kept as Retention Defect Liability* money for the period of 12 months after Contract completion date.</p> <p>a. The proceeds of the Performance Security shall be payable to UNDP as a compensation for any loss resulting from the Contractor's failure to complete its obligations under the contract.</p> <p>e. Upon successful completion of Defect Liability Period of 12 months and upon issuance of final completion certificate, UNDP will release retention money to the Bidder</p> <p><i>* Retention Defect Liability is instrument to cover any defects that are discovered or arised in the normal course of usage within 12 months after the works/goods have been put into the service</i></p>
15	C.17 C.17.2	Preferred Currency of Bid and Method for Currency conversion	<input checked="" type="checkbox"/> United States Dollars (US\$) <p><i>In case of two currencies are involved, conversion will be made as per the UN operational exchange rate</i></p> <p><i>Reference date for determining UN Operational Exchange Rate : UN exchange rate on last day of submission of bid</i></p>
16	B.10.1	Deadline for submitting requests for clarifications/questions	Five (05) days before the submission date.
17	B.10.1	Contact Details for submitting clarifications/questions <sup>3</sup>	Please refer all queries to: <a href="mailto:procurement.ly@undp.org">procurement.ly@undp.org</a>
18	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, and Posting on the website <sup>4</sup> <a href="http://www.ly.undp.org">www.ly.undp.org</a>

<sup>3</sup> 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.

<sup>4</sup> Posting on the website shall be supplemented by directly transmitting the communication to the prospective offerors.

19	D.23.3	No. of copies of Bid that must be submitted	Please refer to DS 23.1 and D.23.2 (electronic submission)  Or one copy via courier/hand delivery
20	D.23.1 b) D.23.2 D.24	Bid submission address	UNDP Libya, based at Tunis – Tunisia. Residence les Ambassadeurs Bloc A, 4th floor, Cite les Pins lac II Tunis, Tunisia Attention: Procurement Unit -ITB-04-10/2016  Or via electronic submission as per D.23.2
21	C.21.1 D.24	Deadline of Bid Submission	Date and Time: <b><u>November 15, 2016, 1400 hrs</u></b>
22	D.23.2	Manner of Submitting Bid	<input checked="" type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Electronic submission
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	<input checked="" type="checkbox"/> Official Address for e-submission: procurement.ly@undp.org <input checked="" type="checkbox"/> Format: PDF files only <input checked="" type="checkbox"/> Max. File Size per transmission: [5 MB] <input checked="" type="checkbox"/> Max. No. of transmission: [No Limit] <input checked="" type="checkbox"/> No. of copies to be transmitted: [Only 1 copy] <input checked="" type="checkbox"/> Mandatory subject of email:  <b><u>ITB – Renovation of Benghazi Kidney Center + Company Name</u></b>  <input checked="" type="checkbox"/> Time Zone to be Recognized: [Tunisia] <input checked="" type="checkbox"/> Other conditions:  J The technical and financial proposal should be sent in two different files. J Bidders may send as many e-mails as needed, considering that every file must not exceed 5MB J As an e-mail can take some time to arrive after it is sent, we advise all Bidders to send e-mail submissions well before the deadline. J Please be aware that bids emailed to UNDP will be rejected if they are received after the deadline for bid submission. Bidders are solely responsible for ensuring that any and all files sent to UNDP are

			<p>readable, that is, uncorrupted, in the indicated electronic format, and free from viruses and malware.</p> <p>J Bidders sent to the private email addresses of any procurement staff, will not be considered</p>
24	D.23.1 c)	Date, time and venue for opening of Bid	<p>Date and Time: <b><u>November 15th, 2016, 1400 hrs</u></b></p> <p>Venue: in front of committee formed by UNDP Venue: UNDP Libya, based at Tunis, Tunisia. Interested bidders must inform in advance for their participation in bid opening</p>
25		Evaluation method to be used in selecting the most responsive Bid	<p><input checked="" type="checkbox"/> Non-Discretionary “Pass/Fail” Criteria on the Technical Requirements; and</p> <p><input checked="" type="checkbox"/> Lowest price offer of technically qualified/responsive Bid</p>
26	C.15.1	<p>Required Documents that must be Submitted to Establish Qualification of Bidders (In “Certified True Copy” form only)</p> <p><i>[check all that apply, delete those that will not be required.]</i></p>	<p><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.</p> <p><input checked="" type="checkbox"/> Section 4: Bid Submission Form duly signed and stamped.</p> <p><input checked="" type="checkbox"/> Section 5: Documents Establishing the Eligibility and Qualifications of the Bidder</p> <hr/> <p><input checked="" type="checkbox"/> Section 6: Technical Bid Form.</p> <p><input checked="" type="checkbox"/> Section 7: Properly filled-in Priced BOQs in hard form as per the format with company stamp and signature;</p> <p><input checked="" type="checkbox"/> Implementation Timetable of the project/s; and well define work schedule as per the UNDP requirement;</p> <p><input checked="" type="checkbox"/> Statement that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;</p> <p><input checked="" type="checkbox"/> Statement of Satisfactory Performance from the top three Clients in terms of Contract Value executed during</p>

			<p>the past three years/list of previous contracts and projects related to similar nature</p> <p><input checked="" type="checkbox"/> A letter signed by UNDP appointment engineer, certifying that bidder visited the site, is required.</p> <p><input checked="" type="checkbox"/> All information regarding any past and current litigation during the last three (3) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.</p> <p><input checked="" type="checkbox"/> Last two years Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past two year; (2014-2015) or Bank statements. UNDP shall verify the financial capacity of the bidder and has the authority to seek references from concerned parties &amp; banks on the bidder' financial standing. UNDP might reject any bid if during the analysis quick ratio is less than 1 (one).</p> <p><input checked="" type="checkbox"/> Certificate of Registration of the business; including Articles of Incorporation, or equivalent document if Bidder is not a corporation. <u>Interested firms must have appropriate permission/registration from relevant Government body to operate in Country</u></p> <p><input checked="" type="checkbox"/> C.Vs of the project/ personnel including the qualification and experience of the Team Leader and all other personnel to be assigned;</p>
27		Other documents that may be Submitted to Establish Eligibility	As per the evaluation criteria mentioned under 32
28	C.15	Structure of the Technical Bid and List of Documents to be Submitted	<p>Technical bid should be prepared and documents submitted as per Section 2, Clause 15 (Instruction to Bidders) and as per Section 3a (Schedule of Requirements and Technical Specifications) and Section 3b (Related Services) and data listed under Section 6 Technical Bid Form;</p> <p>Please use the list of documents included into the set of Bid Documentation in order to determine the documents necessary for submission.</p>

29	C.15.2	Latest Expected date for commencement of Contract	<i>December 10, 2016</i>
30	C.15.2	Maximum Expected duration of contract	120 days
31		UNDP will award the contract to:	<input checked="" type="checkbox"/> One Bidder only considered technically qualified and offering lowest priced for the complete set of requirements
32	F.34	Criteria for Evaluation of Bid	<p>Please refer to section 25 of Data Sheet – “Evaluation method to be used in selecting the most responsive Bid”</p> <p><b><u>Bid Evaluation Criteria</u></b><sup>5</sup></p> <p><input checked="" type="checkbox"/> Minimum 3 years of experience in similar contracts.</p> <p><input checked="" type="checkbox"/> Compliance with Special and General Conditions specified by these Solicitation Documents. (bid submission form)</p> <p><input checked="" type="checkbox"/> List and value of similar projects performed for the last 3 years, plus client’s contact details who may be contacted for further information on those contracts. A minimum number of similar <b>3 contracts</b>, implemented over the past 3 years.</p> <p><input checked="" type="checkbox"/> Average annual turnover should be =&gt;\$175,000/- for the past 2 years</p> <p><input checked="" type="checkbox"/> Detailed implementation work plan starting from Contract signature to project completion and handover. The work plan must show detailed list of tasks, duration, and allocated resources per task.</p> <p><input checked="" type="checkbox"/> Qualification of Key personnel to be assigned to the contract. One Site Engineers with 3 years of civil engineering experience and three years’ diploma in civil engineering. One electrician with 03 years of experience and one plumber with 03 years of experience.</p> <p><input checked="" type="checkbox"/> The bidder must provide supporting documents to prove that below mentioned essential equipment to be</p>

<sup>5</sup> Pls. reconcile and ensure consistency with the contents of the Technical Specifications

			<p>made available for the Contract for each specific site/lot, which each bidder is applying for shall be:</p> <ol style="list-style-type: none"> <li>a. One Concrete mixture</li> <li>b. One concrete vibrator</li> <li>c. Two Dumping trucks</li> <li>d. One number of 10,000 liters water tank</li> <li>e. 10 kva generator to work continuously 8 hours</li> </ol> <p><b>Price Deviation:</b></p> <p><input checked="" type="checkbox"/> In case of any unbalanced pricing, if the difference in price is 25% or higher, comparing to market price value and UNDP estimated the cost, UNDP has the right to seek clarification from Offeror.</p>
33	E.29	Post qualification Actions	<input checked="" type="checkbox"/> Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity/previous clients that may have done business with the bidder, if required
34		Conditions for Determining Contract Effectivity	<input checked="" type="checkbox"/> UNDP's approval of plans, drawings, samples, etc. <input checked="" type="checkbox"/> UNDP's Handover of Site to Contractor <input checked="" type="checkbox"/> Contract signature of the civil works by both UNDP and Contractor;
35		Other Information Related to the ITB <sup>6</sup>	N/A

<sup>6</sup> 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

The Contractor is requested to perform the following services:

### Renovation of Benghazi Kidney Center Building

To perform the proposed services, the Contractor will work in close coordination and consultation with the technical team and UNDP Project Engineer.

The Contractor is required to perform/execute construction and supply and installation of all other requirements according to the Bill of Quantities, and Technical Specifications.

The Contractor shall visit the designated site to become familiar with the condition of the work areas, the vicinity and the free space available for doing the work and storage of materials required for the execution of work. It is the bidders' responsibility to do research about the terrain and geographical conditions of the site before submitting bids.

In general, the Contractor should become familiar with all prevailing conditions and circumstances which may affect the manner in which he will perform the work.

The prices proposed by the Contractor in the bill of quantities after the site visit shall be considered to include all that is required to carry out the work under the local conditions and the foreseeable and unforeseeable expenses which will be required to complete the work.

The Contractor shall implement the Project based on a detailed work plan which shall be approved by the Project Engineer. The contractor is expected to produce/perform works which conforms in quality/quantity and accuracy of detailed specification. The Contractor is to institute a quality control system to ensure adequate monitoring of the works progress at all times.

2. **TERMS OF DELIVERY** The renovation works to be executed is to be completed within 120 Calendar Days from the date of site handover.

## Section 3b: Related Services

S. No	QTY	Description/Specifications of Goods	Related Services	Contract Duration
Renovation of Benghazi Kidney Center Building	Lump Sum	As per BOQ	As per BOQ	120 days

Further to the Schedule of Requirements in the preceding Table, Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfillment of the requirements: *[check the condition that applies to this ITB, delete the entire row if condition is not applicable to the goods being procured]*

Delivery Term [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	N/A
Exact Address of Delivery/Installation Location	Alhawari medical complex, Jamal Abd Alnaser Street ALhaweri – Benghazi, Libya
Mode of Transport Preferred	<input type="checkbox"/> AIR <input checked="" type="checkbox"/> LAND <input type="checkbox"/> SEA <input type="checkbox"/> OTHER <i>Not applicable]</i>
UNDP Preferred Freight Forwarder, if any <sup>7</sup>	Not applicable
Distribution of shipping documents <i>(if using freight forwarder)</i>	Not applicable
Delivery Date	Not applicable
Customs, if needed, clearing shall be done by:	<input type="checkbox"/> UNDP <input checked="" type="checkbox"/> Supplier <input type="checkbox"/> Freight Forwarder
Ex-factory / Pre-shipment inspection	Not applicable
Inspection upon delivery	Not applicable
Installation Requirements	Not applicable
Testing Requirements	Not applicable
Scope of Training on Operation	Not applicable

<sup>7</sup>A factor of the Incoterms stipulated in the ITB. The use of a UNDP preferred courier may be considered for purposes of ensuring forwarder's familiarity with procedures and processing of documentary requirements applicable to UNDP when clearing with customs authority of the country of destination.

and Maintenance	
Commissioning	Not applicable
Technical Support Requirements	One Site Engineers with 3 years of civil engineering experience and three years' diploma in civil engineering, one Electrician with 03 years of experience and one Plumber with 03 years of experience.
Payment Terms ( <i>max. advanced payment is 20% of total price as per UNDP policy</i> )	<p><b>First Milestone*</b>: 18% of the contract amount - Upon completion of works not less than 20% of the agreed total contract amount as according to the unit rate of the agreed estimate, statement of works (actual work done as per joint assessment of work done by contractor and UNDP Engineer) certified by UNDP Project Manager.</p> <p><b>Second Milestone*</b><sup>8</sup>: 32% of the contract amount - Upon completion of works not less than 35% of the agreed total contract amount as according to the unit rate of the agreed estimate, statement of works (actual work done as per joint assessment of work done by contractor and UNDP Engineer) certified by UNDP Project Manager</p> <p><b>Third Milestone*</b>: 40% of the contract amount - Upon completion of works not less than 45% of the agreed total contract amount as according to the unit rate of the agreed estimate, statement of works (actual work done as per joint assessment of work done by contractor and UNDP Engineer) certified by UNDP Project Manager.</p> <p><b>Fourth Milestone: 10%</b> of the contract amount <b><u>kept as Retention money</u></b> will be released to Bidder after successful completion of Retention Defect Liability period of 12 months and upon issuance of final completion certificate.</p> <p><b><u>Retention Money</u></b></p> <p>) If, within 12 months after the goods/services have been put into service, any defects are discovered or arise in the normal course of usage, the Supplier shall remedy the defect either by replacement or by repair;</p> <p>) Upon successfully completion of Defect Liability period of 12 months and upon issuance of final completion certificate, UNDP will release the Bank Guarantee to the bidder. For further details, please refer to section 47 of general terms and conditions clause.</p>

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<sup>8</sup> \*Note: 10% of this milestone will be kept with UNDP as Retention money in order to cover defect liability during and 12 months after completion of contract

Conditions for Release of Payment	Payment within 30 days after the submission of invoice and certified actual work done measurement sheet, necessary test reports, inspection report and other supporting documents acceptable by the project as according to milestone
After-sale services required	N/A
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others <i>[pls. specify, including dialects, if needed]</i>

## Section 4: Bid Submission Form<sup>9</sup>

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

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Insert: Location

Insert: Date

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

Dear Sir/Madam:

We, the undersigned, hereby offer to supply the goods and related services required for [insert: title of goods and services required as per ITB] in accordance with your Invitation to Bid dated 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.

We remain,

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

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Contact Details: \_\_\_\_\_

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

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

### Bidder Information Form<sup>10</sup>

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		

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<sup>10</sup> 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)<sup>11</sup>

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): <a href="#">Click here to enter text.</a>		
1. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved. <a href="#">Click here to enter text.</a>		

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<sup>11</sup> 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]*

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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 Form<sup>12</sup>**

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**ITB-04-10/2016**

**Renovation of Benghazi Kidney Center**

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

**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.

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<sup>12</sup> *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:

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

## Section 7: Price Schedule Form<sup>13</sup>

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

1. All prices/rates quoted must be exclusive of all taxes, since the UNDP is exempt from taxes as detailed in Annex II, Conditions of Contract, Section, and Clause 18.
2. The rates shall be used for the price analyses and evaluation purposes or any other requirements during the project implementation and shall be fixed and firm for the duration of the contract and any claim for price adjustment will not be entertained. The prices shall be inclusive of all facilities, office running cost, communication, transportation, and company overheads ....etc.
3. The price of the items in the schedules (unless otherwise indicated) include: Supply of new and best quality materials approved by the supervisor engineer, manpower, instruments and installation, purchase or hire of machines and equipment used in the execution of the work and transport materials from stored areas and whatever necessary to provide best quality workmanship required for the respective works.
4. No new items shall be added unless otherwise expressly allowed for in the Schedules.
5. Offers are expected to reflect realistic prices. Any gross deviations from the prevailing market prices or unethical manipulations may cause the offeror to be disqualified. 8. UNDP has the right to increase or decrease for any item quantity or minor modifications to the structures for the same unit price in the BOQ or to omit any item / structure considered not necessary without any compensation to the contractor.
6. Any damage resulted from defect in execution by the Contractor on the executed works during the defects liability period (one year after Substantial completion of the work) should be repaired by the contractor and at his own expense and during a week after receiving a notice in writing from UNDP
7. the Contractor fails to deliver the services within the time period(s) stipulated by the contract, UNDP shall, without prejudice to its other remedies under the contract, invoke Section 5: Special Conditions, Liquidated Damages.
8. All electrical, sanitary and drinking water net installations should be tested and approved by the supervisor engineer upon completion of the works

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<sup>13</sup> *No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.*

**Bill of Quantity – ITB-04-10/2016, Benghazi Kidney Center**

<b>Renovation of Benghazi Kidney Center Building</b>					
	Bill of Quantity				
<b>ITEM NO</b>	<b>JOB DESCRIPTION</b>	<b>UNIT</b>	<b>Quantity(a)</b>	<b>Unit price in USD (b)</b>	<b>Amount(c)=(a)x(b)</b>
<b>1</b>	<b>Gneeral</b>				
	Clearing the building and working area and dumping the debris out of the city.	Item	1,00		
<b>2</b>	<b><u>Sanitary Sewege and Water Supply Work</u></b>	-	-		
-	Fittings such as taps, waste water outlet, internal overflows etc. and supporting brackets, incidental materials for fixing, unless otherwise measured separately.	Note	-		
-	Assembling, jointing together fixing components parts, and jointing to pipes including necessary coupling and for leaving perfectly clean and in perfect working order on completion.	Note	-		
-	Jointing and connecting of pipes to sanitary fittings.	Note	-		
-	Testing and commissioning of the installation.	Note	-		
-	Making good of the work disturbed.	Note	-		
-	Submitting samples for the approval of the Engineer.	Note	-		
-	Protecting the works.	Note	-		
-	Rate shall include for supplying and installation of sanitary fittings with all accessories	Note	-		
2,1	Supply and fix space saver close coupled toilet dual flush 6/4Ltr Cistern CapacityProduct Depth 650 mm Product Height 770 mm similar to Roca, Ideal ,Screwfix borand or an equivalant brand, approved by the Engineer. The rate includes soft close toilet seat stainless steel hinges ; and wc outlet connector and flexible hose pipe as Cobra complete with angle valve as Cobra	Item	8,00		
2,2	Supply and fix Eastern water closed wc suite for toliets similar to Roca or any equivalent product approved by the Enginee. The work include all accessories and finishing off the work according to specfications	Item	3,00		
2,3	Supply and fix shower tray white gloss with 760*760*35mm with shower trap chrome effect	Item	3,00		
2,4	Supply and fix hand wash sink wall-hung clokroom basin 1top holes of 450mm (W x D x H: 450 x 385 x 170mm)	Item	12,00		

2,5	Supply and fix Swirl bathroom basin mixer tap made from chrome with average flow rate of 5.12 Ltr/min	Item	12,00		
2,6	Supply and fix Swirl contract deck-mounted metal head bath shower mixer tap	Item	3,00		
	<b>Plumbing</b>				
2,7	Installation PPR pipes 3/4 inches all pipes shall be jointed and fixed and connected to sinks and toilets (Hidden into the walls or not hidden depends on the system status) * The rate includes all fittings which are not mentioned in the below items and accessories as well as water pressure test must be performed to achieve zero leakage. *the rate includes the necessity of replacing the main pipes from the main water supply if some pipes of 1.5 inch worn out.	Note			
	All fittings and pipe specials used in the plumbing installation shall be suitable and compatible with all respects to the pipe line to which fittings and specials are fixed.	Note			
	All sanitary fittings & fixtures shall be American Standards or approved equivalent.	Note			
	Rates for plumbing work shall include for:-				
	Complying with the relevant British or any other standard as given under the specifications and with the regulations of the Local Authority and or any other relevant authorities.	Note			
	Cutting and waste of pipes etc., and joining pipes.	Note			
	All specials such as elbows, bends, tees, junctions, plugs, reducers and similar pipe fittings except for valves which will be measured separately.	Note			
	Connecting pipes to sanitary fixtures and appliances.	Note			
	Casing to brick walls etc. and making good all works disturbed.	Note			
	Necessary screws, nails sockets, connection back nuts standard pipe fixing or supporting clips, saddles, brackets, holder bats, straps etc.	Note			
	Connecting of different types of pipes.	Note			
	Testing and disinfection after completion.	Note			
	Excavation, backfilling, disposal of surplus soil for items which were specifically mentioned.	Note			
	<b>Rates for sanitary fittings shall include for:-</b>				
	Fittings such as taps, waste water outlet, internal overflows etc. and supporting brackets, incidental materials for fixing, unless otherwise measured separately.	Note			

	Assembling, jointing together fixing components parts, and jointing to pipes including necessary coupling and for leaving perfectly clean and in perfect working order on completion.	Note			
	Jointing and connecting of pipes to sanitary fittings.	Note			
	Testing and commissioning of the installation.	Note			
	Making good of the work disturbed.	Note			
	Submitting samples for the approval of the Engineer.	Note			
	Protecting the works.	Note			
2.7.1	3/4 pipes of PPR (Red Sea brand is preferable or any equivalent brand) attached and not limited to the followings :	M	96,00		
2.7.2	Stop valve 20mm size	Item	5,00		
2.7.3	Socket end cap 20mm size	Item	7,00		
2.7.4	Female threaded brass adaptor coupling with nut of 32mm*3/4inch	Item	4,00		
2.7.5	Reducing tee 25*20mm	Item	8,00		
2.7.6	Reducing Elbow25*20mm	Item	5,00		
2.7.7	Coupling 20mm	Item	20,00		
2,8	Replacing the damaged sewage system and installing new pipes of UPVC with (3-4inches) (clean up all manholes and removing the sludge to dumping area) *Note: The entire sewage system shall checked. The followings itmes shall be included and not limited	M	25,00		
2.8.1	Elbow45 3inch diameter size	Item	5,00		
2.8.2	Sweep 45 Elbow 3inch size	Item	3,00		
2.8.3	Trap Elbow	Item	2,00		
2.8.4	Tee with door 3 inches size	Item	4,00		
2.8.5	Multi floor drain trap110*1125	Item	1,00		
2,9	Installation of water boiler (Ariston or Thermax an equivalent brand) 80 litre capacity (The rate includes the electric cable and plug in with socked and thermal switchers )	Item	3,00		
2.10.	Installation of two centrifugal pump water pump (SAER brand preferable ) with 7.5hp ,and 2900L/min and 10 m head(The rate includes the replacing the exsiting pumps and installion of new electrical switchers into control panel)	Item	2,00		
2,11	Installation of one water centrifugal pump (SAER or DAB brand preferable ) with 1hp ,0.6 -3 M3/h and 10 m head(The rate	Item	1,00		

	includes the replacing the existing pumps and installation of new automatic electrical switchers )				
<b>3</b>	<b><u>Aluminium work</u></b>	-	-		
3,1	Repairing the existing windows including the replacement of accessories for dialysis rooms ( replacing the damaged hinges, handles and replacing them with similar product)*Note: every room has one aluminium door and two windows Note: Door has 3 hinges one handle, window has 2 hinges one handle	Item	96,00		
3,2	Repairing the existing doors including the replacement of accessories for dialysis rooms ( replacing the damaged hinges, handles and replacing them with similar product)*Note: every room has one aluminium door and two windows Note: Door has 3 hinges one handle, window has 2 hinges one handle	Item	48,00		
3,3	Repairing the existing windows including the replacement of accessories of nurses room ( replacing the damaged hinges and handles and replacing with similar product)*Note: the rate includes the installation of new glasses the windows size are 800*700mm	M2	2,00		
3,4	Repairing the doors bathrooms including the replacement of accessories ( replacing the damaged hinges and handles and replacing with similar product)*Note: the rate includes the replacing the existing doors	M2	18,00		
3,5	Installation of glasses for the hall ways and the nurses rooms(The glass made up from glass and wires known as reinforced glasses )	M2	5,50		
<b>4</b>	<b><u>False Ceiling (Suspended Ceiling)</u></b>	-	-		
4,1	Supply and fix gypsum plaster board KNAUF or equally approved acoustic false heat proof ceiling panels on steel/aluminum branderings as per site engineers approval. Rate shall include for all the necessary fittings* Note: This item to cover the defects on ceiling	M2	80,00		
<b>5</b>	<b><u>Electrical Work</u></b>	-	-		
-	Unless otherwise stated, Rates in Bill of Quantities shall include all necessary materials Cables, conduits, PVC sunk box, bulbs, switches etc.) and labour required to complete the electrical installation to good working order.	Note	-		
-	Except where specifically stated, all costs associated with provision of all holes, openings, chases, ducts and other builders' work required for installation and make them good, shall be included in the rates.	Note	-		

-	Testing and commissioning of the electrical installation is to be carried out by the contractor and Cost of such testing and reports to be included in the rates unless otherwise mention separately.	Note	-		
-	All types of fittings, materials, painting and finishes shall be approved by the Engineer prior to installation.	Note	-		
-	All types of fittings, materials, painting and finishes shall be approved by the Engineer before installations by the Engineer prior to installation.	Note	-		
5,1	Supply and installation of flourescent lamp with all the fittings complete with 3*TL-D36 W (Philips or equivalent) and connect it and make it to working condition. Lamp must be suitable for indoor use including all other necessary accessories like terminal block etc. The accessories and fittings must be simillar or equal quality of thorn / Philips. Note: Carrier size 1200*600mm the carrier holds 3 lamps	Item	96,00		
5,2	Supply and installation of flourescent lamp fittings complete with 3*TL-D25 W (Philips or equivalent) and the Lamp must be suitable for indoor use including all other necessary accessories like terminal block etc. The accessories and fittings must be simillar or equal quality of thorn / Philips. Note: Carrier size 600*600mm the carrier holds 3 lamps	Item	30,00		
<b>6</b>	<b><u>Painting Work</u></b>				
	Rate of painting is including the preparation of surface cleaning down, smoothing, knotting, stepping etc. protection of floors and fitting, covering all wooden frames and skirting with tapes to prevent them from paints , the rate includes scrapping off the cracked and dmamaged paints	Note			
	Paint shall be from approved colour with approved manufacturer by UNDP Engineer.	Note			
6,1	Internal wall paint for the damaged wall and the repaired precast panels with putty past, one coat of primer and two coat of emulsion paint approved by UNDP engineer similar to JOTUN, DELUX, Maxmeyer, Superlatex or any equivalent product. (The painting area icludes the hallways, in patient rooms, main rooms for paticents , staircase, 3 toilets and shower rooms)	M2	1 400,00		
	<b>Total</b>			\$	
				-	

Company Stamp and Signature: -----

Official E-mails of the Company: -----

Date: -----

## Section 8: FORM FOR BID SECURITY

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

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To: UNDP  
*[Insert contact information as provided in Data Sheet]*

WHEREAS *[name and address of Contractor]* (hereinafter called “the Bidder”) has submitted a Bid to UNDP dated [Click here to enter a date.](#) , to deliver goods and execute related services for *[indicate ITB title]* (hereinafter called “the Bid”):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security in the event that the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Bid after the date of the opening of the Bid;
- c) Fails to comply with UNDP’s variation of requirement, as per ITB Section F.3; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such this Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Bid is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid until 30 days after the date of validity of the bids.

### **SIGNATURE AND SEAL OF THE GUARANTOR BANK**

Date .....

Name of Bank .....

Address .....

## Section 9: FORM FOR PERFORMANCE SECURITY<sup>14</sup>

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

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To: UNDP  
*[Insert contact information as provided in Data Sheet]*

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

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

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

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of *[amount of guarantee] [in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid until a date 30 days from the date of issue by UNDP of a certificate of satisfactory performance and full completion of services by the Contractor.

### **SIGNATURE AND SEAL OF THE GUARANTOR BANK**

Date .....

Name of Bank .....

Address .....

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<sup>14</sup> If the RFP requires the submission of a Performance Security, which shall be made a condition to the signing and effectivity of the contract, the Performance Security that the Bidder's Bank will issue shall use the contents of this template

## Section 10: Form for Advanced Payment Guarantee<sup>15</sup>

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

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\_\_\_\_\_ [Bank's Name, and Address of Issuing Branch or Office]

**Beneficiary:** \_\_\_\_\_ [Name and Address of UNDP]

**Date:** \_\_\_\_\_ ++++++

**ADVANCE PAYMENT GUARANTEE No.:** \_\_\_\_\_

We have been informed that [name of Company] (hereinafter called "the Contractor") has entered into Contract No. [reference number of the contract] dated [insert: date] with you, for the provision of [brief description of ITB requirements] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of [amount in words] ([amount in figures]) is to be made against an advance payment guarantee.

At the request of the Contractor, we [name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [amount in words] ([amount in figures])<sup>16</sup> upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation under the Contract because the Contractor has used the advance payment for purposes other than toward providing the goods and related services under the Contract.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Contractor on its account number \_\_\_\_\_ at [name and address of Bank].

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor as indicated in copies of certified monthly statements which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of the monthly payment certificate indicating that the Consultants have made full repayment of the amount of the advance payment, or on the \_\_ day of \_\_\_\_\_, 2\_\_, 20\_\_ whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

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<sup>15</sup> This Guarantee shall be required if the Contractor will require advanced payment of more than 20% of the contract amount, or if the absolute amount of the advanced payment required will exceed the amount of USD 30,000, or its equivalent if the price offer is not in USD, using the exchange rate stated in the Data Sheet. The Contractor's Bank must issue the Guarantee using the contents of this template.

<sup>16</sup> The Guarantor Bank shall insert an amount representing the amount of the advanced payment and denominated either in the currency/ies of the advanced payment as specified in the Contract.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

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*[signature(s)]*

*Note: All italicized text is for indicative purposes only to assist in preparing this form and shall be deleted from the final product.*

**Section 10: Model Contract to be signed**



**MODEL CONTRACT FOR WORKS**

Dear Sir/Madam,

Ref.: \_\_\_\_\_/ \_\_\_\_\_/ \_\_\_\_\_ **[INSERT PROJECT NUMBER AND TITLE]**

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

**1. Contract Documents**

1.1 This Contract is subject to the UNDP General Conditions for Civil Works, **[INSERT REVISION NUMBER AND DATE FROM THE CONTRACTS DOCUMENTS LIBRARY]**, attached hereto as Annex I. The provisions of such Annex shall control the interpretation of this Contract and in no way shall be deemed to have been derogated by the contents of this letter and any other Annexes, unless otherwise expressly stated under section 4 of this letter, entitled "Special Conditions".

1.2 The Contractor and UNDP also agree to be bound by the provisions contained in the following documents, which shall take precedence over one another in case of conflict in the following order:

a) this letter;

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

c) The Contractor's Tender \_\_\_\_\_ **[IF THE CONTRACT IS ON THE BASIS OF UNIT PRICE, INSERT: including the Priced Bill of Quantities]** [ref....., dated .....], as clarified by the agreed minutes of the negotiation meeting<sup>13</sup> [dated.....], not attached hereto but known to and in the possession of both parties.

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

to the subject of this Contract.

\_\_\_\_\_ **[INSERT NAME AND ADDRESS OF THE CONTRACTOR]**

**2. Obligations of the Contractor**

- 2.1 The Contractor shall commence work within 7 **[INSERT NUMBER OF DAYS]** days from the date on which he shall have been given access to the Site and received the notice to commence from the Engineer, and shall perform and substantially complete the Works by..././.... **[INSERT DATE]**, in accordance with the Contract. The Contractor shall provide all materials, supplies, labor and other services necessary to that end.
- 2.2 The Contractor shall submit to the Engineer the Programme of Work referred to in Clause 13 of the General Conditions by .././.... **[INSERT DATE]**.
- 2.3 The Contractor represents and warrants the accuracy of any information or data provided to UNDP for the purpose of entering into this Contract, as well as the quality of the Works foreseen under this Contract in accordance with the highest industrial and professional standards.

**3. Price and Payment<sup>14</sup>**

**OPTION 1 (FIXED PRICE)**

3.1 In full consideration of the complete and satisfactory performance of the Works under this Contract,  
UNDP shall pay the Contractor a fixed contract price of \_\_\_\_\_

**CURRENCY & AMOUNT IN FIGURES AND WORDS].**

**[INSERT**

The price of this Contract is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the Contractor in the performance of the Contract.

3.2 Invoices shall be submitted by the Contractor to the Engineer upon achievement of the corresponding milestones and for the following amounts:

MILESTONE <sup>15</sup>	<u>AMOUNT</u>	<u>DATE</u>
Upon signature of Contract	.....	.././....
.....	.....	.././....
Upon substantial completion of Works	.....	.././....
Upon final completion of Works	.....	.././....

---

**OPTION 2 (COST REIMBURSEMENT)**

**3. Price and payment**

3.1 The total estimated price of the Contract is contained in the Bill of Quantities and amounts to \_\_\_\_\_ **[INSERT CURRENCY & AMOUNT IN FIGURES AND WORDS].**

3.2 The final price of the Contract will be determined on the basis of the actual quantities of work and materials utilized in the complete and satisfactory performance of the Works as certified by the Engineer and the unit prices contained in the Contractor's financial proposal. Such unit prices are fixed and are not subject to any variation whatsoever.

3.3 If the Contractor foresees that the final price of the Contract may exceed the total estimated price contained in 3.1 above, he shall so inform the Engineer without delay,

in order for UNDP to decide, at its discretion, to increase the estimated price of the Contract as a result of a larger quantity of work/material or to reduce the quantity of work to be performed or materials to be used. UNDP shall not be responsible for payment of any amount in excess of that stipulated in 3.1 above unless this latter amount has been increased by means of a written amendment of this Contract in accordance with its paragraph 8 below.

- 3.4 The Contractor shall submit an invoice for \_\_\_\_\_ **[INSERT AMOUNT AND CURRENCY OF THE ADVANCE PAYMENT IN FIGURES & WORDS]** upon signature of this Contract by both parties, invoices for the work performed and materials utilized Every \_\_\_\_\_ **[INSERT PERIOD OF TIME OR MILESTONES]** and a final invoice within 30 days from the issuance of the Certificate of Substantial Completion by the Engineer.<sup>16</sup>

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

3. @ UNDP shall effect payment of the invoices after receipt of the certificate of payment issued by the Engineer, approving the amount contained in the invoice. The Engineer may make corrections to that amount, in which case UNDP may effect payment for the amount so corrected. The Engineer may also withhold invoices if the work is not performed at any time in accordance with the terms of the Contract or if the necessary insurance policies or performance security are not valid and/or in order. The Engineer shall process the invoices submitted by the Contractor within 15 days of their receipt.

3. @ Payments effected by UNDP to the Contractor shall be deemed neither to relieve the Contractor of its obligations under this Contract nor as acceptance by UNDP of the Contractor's performance of the Works.

3. @ Payment of the final invoice shall be effected by UNDP after issuance of the Certificate of Final Completion by the Engineer.

**4. Special conditions<sup>17</sup>**

4.1 The advance payment to be made upon signature of the contract by both parties is contingent upon receipt and acceptance by UNDP of a bank guarantee <sup>18</sup>for the full amount of the advance payment issued by a Bank and in a form acceptable to UNDP.<sup>19</sup>

4.2 The amounts of the payments referred to under section 3.6 above shall be subject to a deduction of

\_\_\_\_\_ **[INSERT PERCENTAGE OF TOTAL CONTRACT PRICE THAT THE ADVANCE REPRESENTS]** % (... percent) of the amount accepted for payment until the cumulative amount of the deductions so effected shall equal the amount of the advance payment.<sup>20</sup> Should the cumulative amount of the deductions so made be lower than the amount of the advance payment after the date of substantial completion of the Works, UNDP may deduct the amount equal

to the difference between the advance payment and the cumulative deductions from the payments due after substantial completion or may recover such amount from the bank guarantee referred to in

4.1 Above.

4.3 The Performance **[SELECT BOND/GUARANTEE]** referred to in Clause 10 of the General Conditions shall be submitted by the Contractor for an **[INSERT -** amount of \_\_\_\_\_

**PERCENTAGE OF THE TOTAL]**