



## **INVITATION TO BID**

### **SECTION 1: LETTER OF INVITATION**

United Nations Development Programme, hereinafter referred to as UNDP hereby invites prospective bidders to submit a bid in accordance with the General Conditions of Contract and the Schedule of Requirements as set out in this Invitation to Bid (ITB) for the construction of Kassala pediatric unit, Kassala, Sudan

To enable you to submit a bid, please read the following attached documents carefully.

Section 1: This Letter of Invitation

Section 2: Instructions to Bidders

Section 3: Data Sheet

Section 4: Evaluation Criteria

Section 5: Schedule of Requirements

Section 6: Conditions of Contract and Contract Forms

Section 7: Bidding Forms

- Form A: Bid Confirmation Form
- Form B: Checklist
- Form C: Bid Submission
- Form D: Bidder Information
- Form E: Joint Venture/Consortium/Association Information
- Form F: Eligibility and Qualification
- Form G: Technical Bid
- Form H: Price Schedule
- Form I: Bid Security



If you are interested in submitting a bid in response to this ITB, please prepare your bid in accordance with the requirements and procedure as set out in this ITB and submit it by the deadline for submission of bids set out in this document and in the supplier portal.

Bidders who are interested to submit bids are encouraged to join the pre-bid meeting and site visits as per the following schedule.

**Pre-bid meeting**

**Time: 13: 00 PM (Khartoum Time)**

**Date: July 25, 2022**

Venue : Marawi Meeting Room, UNDP, P.O Box 913 Khartoum, Sudan

For the bidder who cannot join the meeting through Microsoft Team [Click here to join the meeting](#)

-

**Site visit**

**Date: from 26 to 27 July 2022**

**Time 10:00 AM**

Location: Plot # 1/5 Square : ALMADARES; belonging to the Kassala Health Citadel, near the already operational Saudi Maternity Hospital.

15.474951 N : 36,395021 E

15 28" 29.44" N 36 23 42.30" E

The UNDP focal point for the arrangement is:

**Liza Djerdjian** (Procurement Analyst) [liza.djerdjian@undp.org](mailto:liza.djerdjian@undp.org) and **Siham Mohammed** (Procurement Associate) [siham.mohammed@undp.org](mailto:siham.mohammed@undp.org)

Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the system. This will enable the system to send notifications in case of amendments of the tender requirements. Should you require further clarifications, kindly communicate using the messaging functionality in the system. Offers must be submitted directly in the system following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal. In case you have never registered before, follow the [Supplier Portal Registration Link](#) to register a profile in the system. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.



We look forward to receiving your bid.

Procurement Unit

UNDP Sudan



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## 1 Overview

### 1.1 General Information

<b>Title</b>	Construction of Kassala pediatric unit
<b>Amendment</b>	- Attaching the Pre-bid meeting minutes and the attendance sheet
<b>Description</b>	- Extending the closing date to the 8th of August 2022 2:00 PM Khartoum time - Extending the site visits for the 28th of July 2022
<b>Contact Point</b>	Liza Djierdjian
<b>Outcome</b>	
<b>E-Mail</b>	liza.djierdjian@undp.org
<b>Reference Number</b>	UNDP/SDN/ITB/22/024
<b>Beneficiary Country</b>	Sudan
<b>Introduction</b>	

Offers must be submitted directly in the system following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal. In case you have never registered before, follow the [https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&\\_adf.ctrl-state=azywmctp\\_1&\\_afrLoop=6329722925931702&\\_afrWindowMode=0&\\_afrWindowId=null&\\_afrFS=16&\\_afrMT=screen&\\_afrMFW=1042&\\_afrMFH=575&\\_afrMFDW=1280&\\_afrMFDH=720&\\_afrMFC=8&\\_afrMFCI=0&\\_afrMFM=0&\\_afrMFR=144&\\_afrMFG=0&\\_afrMFS=0&\\_afrMFO=0](https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715297&_adf.ctrl-state=azywmctp_1&_afrLoop=6329722925931702&_afrWindowMode=0&_afrWindowId=null&_afrFS=16&_afrMT=screen&_afrMFW=1042&_afrMFH=575&_afrMFDW=1280&_afrMFDH=720&_afrMFC=8&_afrMFCI=0&_afrMFM=0&_afrMFR=144&_afrMFG=0&_afrMFS=0&_afrMFO=0) to register a profile in the system. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration. Follow the instructions in the guide to search the tender, subscribe, and submit bid response.

### 1.2 Tender Timeline

<b>Preview Date</b>	
<b>Open Date</b>	27/07/22 12:09 PM
<b>Close Date</b>	08/08/22 12:00 PM
<b>Time Zone</b>	Coordinated Universal Time

### 1.3 Response Rules

*This negotiation is governed by all the rules displayed below.*

	Rule
<input type="checkbox"/>	Negotiation is restricted to invited suppliers



Rule	
<input type="checkbox"/>	Suppliers are allowed to provide multiple responses
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

#### 1.4 Terms

**Negotiation Currency** USD ()

#### Eligible Response Currencies

*Check the one currency in which you will enter your response.*

	Response Currency	Description	Price Precision
<input type="checkbox"/>	USD	Section 2_General Instructions to Bidders	2

#### 1.5 Attachments

File Name or URL	Type	Description
Attendance.pdf	File	
Minutes of the Pre-bid meeting	File	



## 2 Requirements

*\*Response is required*

### 2.1 Section 1. General Provisions

#### 1. General Instructions to Bidders

This solicitation process is governed by the General Instructions to Suppliers attached herewith and Bid Data Sheet and other information listed herewith. By submitting a bid response to this tender supplier confirms to have read, understood, and accepted such provisions.

Attachments:

File Name or URL	Type	Description
Section 2_General instructions	File	Section 2_General Instructions to Bidders

#### 2. Bid Data Sheet

Bid Data sheet contains information and instructions specific to this ITB. By submitting a bid you confirm to have read, understood, and accepted the provisions herewith attached.

Attachments:

File Name or URL	Type	Description
Bid Data Sheet.pdf	File	
Advanced Payment Guarantee For	File	
PSU_Solicitation_Performance G	File	
PSU_Award and Management of Co	File	

### 2.2 Section 2. Evaluation Criteria - Preliminary Examination

#### \*1. General Conditions of Contract

Do you accept the General Conditions of Contract (GTCs) as specified herewith.

Attachments:

File Name or URL	Type	Description
PSU_Award and Management of Co	File	

*Target: Confirm acceptance of GTCs*

#### \*2. Proposal Validity

Do you accept that your bid is valid as required in General Instructions and Bid Data Sheet?

*Target: Confirm Bid Validity as required*

#### \*3. Form A: Bid Confirmation

Please acknowledge interest to participate in this Tender by creating a draft bid response in the system.



This will allow you to receive notifications from the system in case of amendments.

If you do not submit a bid, UNDP would appreciate your feedback on the reasons. You can provide your feedback by completed the form A attached herewith and sending it via email to contact details specified for this tender in Bid Data Sheet.

Attachments:

File Name or URL	Type	Description
Form A Bid Confirmation Form.d	File	

**\*4. Form B: Checklist**

Please complete the returnable bidding forms in accordance with instructions and attach them as part of your bid response in the system. No alteration to the format of the forms shall be permitted and no substitution shall be accepted.

Please submit form B using the template attached herewith.

Attachments:

File Name or URL	Type	Description
FORM B Checklist.docx	File	

**\*5. Form C: Bid Submission**

Have you attached Bid Submission form as per template provided and duly signed by a legal representative of your company?

Please submit form C using the template attached herewith.

Attachments:

File Name or URL	Type	Description
Form C Bid Submission Form.doc	File	

*Target: Bid Submission form provided*

**\*6. Form D: Bidder Information**

Have you attached form D with information on the bidder using template herewith attached?

Attachments:

File Name or URL	Type	Description
Form D Bidder Information Form	File	

*Target: Bidder Information provided*

**\*7. Form E: Joint Venture/Consortium/Association Information**

Have you provided information on Joint Venture/Consortium/Association Information using the template and instructions attached?

Choose the applicable answer from options below.

Attachments:

File Name or URL	Type	Description
Form E Joint Venture-Consortiu	File	

**\*8. Form F: Eligibility and Qualifications Form**





Have you provided the information required to establish eligibility and qualifications as per form F using the template attached herewith?

Attach also supporting documentation as applicable.

Attachments:

File Name or URL	Type	Description
Form F Eligibility and Qualifi	File	

**\*9. Form G: Technical Bid**

Have you provided your technical offer using the template attached herewith .

§ The contractor must have experienced personnel to execute the works; the required experiences as follows: Please attach their CVs

#	DESCRIPTION	QTY
1	Project Manager P.M. (full time), 12 years' experience  B.Sc. Civil Engineer – Roads & Building Construction Experience – Project Management Training (PMP, Prince2 or equivalent) and must be a Senior Quantity Surveyor.	1
2	Project Coordinator P.C. (full time)  BSc. in architectural engineering, 10 years' experience, Professional in CAD drafting, Experience in construction of hospitals, and health facilities.	1

Attachments:

File Name or URL	Type	Description
Form G Format of Technical Bid	File	

Target: Technical Bid offered

**\*10. Form H: Price Schedule**

Have you provided **Price Schedule Form H** and **the following set of documents for at LEAST ONE LOT** using the template attached herewith?

- 1- Bill of Quantity
- 2- Breakdown of rates
- 3- List of manufactures

This ITB has 3 Lots as follows. The technical documents such as Drawings, BoQs, SoWs for each lot are attached herewith. Bidder who want to submit bid for more than ONE Lot, **they needs to fill and submit the full set of the required documents for each Lot.**

Lot-1 (Block A, B, C & F)



Lot-2 (Block D, E, & Exterior Improvement & Common Services)  
 Lot-3 (Block G, H & I)

Attachments:

File Name or URL	Type	Description
FORM H Price Schedule Form.doc	File	
Lot-1-Drawing-BoQ-SoW.zip	File	
Lot-2-Drawing-BoQ-SoW.zip	File	
Lot-3-Drawing-BoQ-SoW.zip	File	

**\*11. Form I: Bid Security**

Have you provided Bid Security as per the template herewith attached and instructions in the Tender document?

A scanned copy shall be attached with bid response in the system and original sent to the address specified in Bid Data Sheet.

- Bid security: USD 5000 per lot

Acceptable Forms of Bid Security (ONLY)

§ Bank Guarantee

§ Certified Check

§ Valid up to 90 days from the last day of bid submission

**Important Notes:**

Bid Security shall be issued in the name of the Resident Representative, UNDP Sudan.

The Original Bid Security, **must be submitted/ hand delivered**, before the bid closing date to the following address:

Procurement Unit

United Nations Development Programme (UNDP), House No. 7, Block No. 5, Gama'a Avenue - Khartoum, Sudan

Acceptable Forms of Bid Security:



**Notes:**

1. **Bank Guarantee or bid bond must be issued by a reputable bank. Insurance Company bonds/guarantees shall not be accepted; or**
2. **Personal check will not be accepted.**

**Minimum validity of bid security shall be valid for 90 days from deadline for submission (bid security with shorter validity will not be accepted)**

**Bidders Shall upload Scanned Copy of Bid Security as part of their Bid Submission.**

**If the Bidder produces a genuine copy of any of the Bid Security forms mentioned above, the bidder must make reference to the financial institution focal point to enable the Country Office to verify the genuineness and originality of the submitted bid security form and can request the immediate delivery of the original bid security form to the Country Office. If found invalid, ingenuine and/or not issued before the Deadline of Bid Submission, the CO shall disqualify the bidder from further evaluation.**

**Attachments:**

File Name or URL	Type	Description
FORM I Form of Bid Security.do	File	

**\*12. Legal Registration**

Bidder is a legally registered entity and all relevant information is provided.  
Upload scanned copies of legal registration documents according to options listed below and any other relevant document.

**I-1. Overall Assessment of Preliminary examination**

This is an internal criteria for evaluation team to assess and determine if the offer meets overall the criteria for this section based on information provided in their offer and any subsequent clarifications sought.

Insert 1 for "Pass" and 0 for "Fail"

**2.3 Section 3. Evaluation Criteria - Minimum eligibility**

**\*1. Sanctions List**

Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Section 2 Article 4.

*Target: Not suspended or ineligible*

**\*2. Bankruptcy**

Do you confirm that you have not declared bankruptcy or not involved in bankruptcy or receivership proceedings and there is no judgment or pending legal action against the company that could impair operations in the foreseeable future.

**\*3. Certificates and Licences**

Have you provided required certificate and licences. (registration certificate and **Valid registration certificate from the Organizing Council for Engineering Works Contractors (OCEWC); before signing**



**the contract.**

Select any of the options below as applicable and supporting documents.

- Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer.
- Official appointment as local representative, if bidder is submitting a bid on behalf of an entity located outside the country.
- Patent Registration Certificates, if any of technologies submitted in the bid is patented by the bidder.
- Export/Import Licenses, if applicable.

I-1. Overall Assessment of eligibility

This is an internal criteria for evaluation team to assess overall whether the offer meets the eligibility criteria. Insert 1 for "Pass" and 0 for "Fail"

**2.4 Section 4. Evaluation Criteria - Qualifications**

\*1. History of non-performing contracts

Provide history of non-performing contracts that did not occur as a result of contractor default within the last 3 years.

Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employer's decision was overruled by the dispute resolution mechanism.

\*2. Litigations

No consistent history of court/arbitral award decisions against the bidder for the last 3 years.

\*3. **Relevant Experience**

Indicate the number of years of relevant experience of the Company.

The company must have at least 5 years of relevant experience.

*Response attachments are optional.*

\*4. **Recent Experience**

Minimum 2 contracts of similar nature and complexity implemented over 10 years. Each contract value should be USD500,000. Contract in SDG will be converted to USD using the official UN exchange rate at the time of the contract signature.

For JV/Consortium/Association, all parties cumulatively should meet requirement.

Bidder must provide at least 2 copies contracts.

Bidders are required to submit three certificate of satisfactory performance from their clients

\*5. **Financial Standing - Turnover**

Minimum average annual turnover of USD 500,000 (or) equivalent to SDG in 3 years over the last 5 years period (the highest average turnover of any 3 years out of the 5 years combination shall be considered). Value in SDG will be converted to USD using the official UN exchange rate of each year.

(For JV/Consortium/Association, all Parties cumulatively should meet the requirement).

Bidders are required to attach the Audit report of the company to prove their financial capability for the chosen 3 years

I-1. **Overall Qualifications Criteria**



This is an internal criteria for evaluation team to asses and determine whether bidder meets overall the qualifications criteria.

Insert 1 for "Pass" and 0 for "Fail"

## **2.5 Section 5. Technical Evaluation Criteria**

### **\*1. Technical offer and specifications**

Goods/works/services offered in the bid are substantially compliant and do not contain any material deviation(s) from the minimum required as included in Section 5: Schedule of Requirements

*Response attachments are optional.*

### **\*2. Completion Time**

9 months per Lot

#### **I-1. Overall assessment of technical offer**

This is an internal criteria for evaluation team to assess and determine whether bidder meets the overall technical requirements.



### 3 Lines

Instructions Dear Bidder,

Please filled in the detailed BOQs attached for each Lot you desire to bid for, and here add the total/s  
 Bidders can submit for single or multiple lots but they have to submit full lines within the single lot

#### 3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
4-LOT 01							
4.1-Total Blocks A, B, C & F	72111100						
5-LOT 02							
5.1-Total of blocks D, E, & Exterior Improvement & Common Services	72111100						
6-LOT 03							
6.1-Total Blocks G, H, & I	72111100						