

Instruction to Bidders



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- Language of Bid: English
- Conditions for Submitting Bid for Parts or sub-parts of the Total Requirements: Not allowed
- Conditions for Submitting Alternative Bid: Shall be considered and based on below conditions:
 - Only if the offer meets the base case (i.e., what is originally required by UNDP in this ITB in terms of material quality which equivalent to the requirement).
 - UNDP shall only consider the alternative bid offered by the Bidder whose Bid for the base case was determined to be a responsive Bid that offers the total lowest price.
- Period of Bid Validity commencing on the submission date: 120 days after submission deadline



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- Advance payment upon signing of Contract: Not allow
- Preferred Currency of Bid and Method for Currency conversion: United States Dollars (US\$)
- Liquidated Damages: Will be imposed under the following conditions
 - Percentage of contract price per day of delay: **2%**
 - Max. no. of days of delay: **5 calendar days**
 - After which UNDP may terminate the contract
- Deadline for submitting request for clarification: 2 days before submission date. The details contact information for submission clarification:
 - Focal Person: Ms. Heng Dalis
 - Email Address: dalis.heng@undp.org and procurement.kh@undp.org



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- Manner of Disseminating Supplemental Information to ITB:
 - Procurement Notice Website:
http://procurement-notice.undp.org/view_notice.cfm?notice_id=46070
- No. of copies of Bid that must be submitted : 1 original & 1 copy (in PFD file store in CD or USB drives)
- UNDP will award the contract to: only one bidder
- Deadline for submission of bid: **17 May 2018 by 12:00 pm., local time. Late bid will be rejected.**
- Bid submission address: UNDP Cambodia, Registry Office (Building No. 5), No. 53, Pasteur Street, Boeung Keng Kang I, PO Box 877, Phnom Penh, Cambodia.
- Manner of Submitting Bid: Courier/Hand Delivery
- Bid opening date: 17 May 2018 at 2:00 pm, Cambodia time.




Required Documents that must be Submitted



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- Duly signed and completed Forms in Section 4, 5, and 6 including Detail of Projects in Hand/In Progress as per Form 1 and Implementation Timetable of the project as per Form 2.
- License: copy of valid business registration, valid patent certificate to operate in Cambodia and certification of incorporation;
- Company profile, which should not exceed 15 pages including brochures and product catalogues.
- List of previous contracts executed in the last three years; (Minimum two similar contracts executed and successfully implemented);
- Latest Financial Statement (Income Statement, Balance Sheet and Cashflow statement) including Auditor's Report for the last *two years*;
- C.Vs of the project personnel including the qualification and experience of the Team Leader, Site Manager and all other personnel to be assigned to the works;
- Sample of critical materials for Renovation and product catalogues
- All information regarding any past and current litigation during the last 2 years.







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Required Documents that must be Submitted

Properly filled-in Priced BOQs as per the format with company stamp and signature in Section 7 ([Annex 2](#)).

- Contractor shall check formula, any errors and measure all required items and quantities as per drawing and can propose its quantities based on its measurement
- The contract award is based on the total lump sum price proposal for the carrying out the whole of the works in conformity with the Drawings, specification and all conditions of contracts. There will be no adjustment to the contract sum for the fluctuation of labour cost, material costs or others.






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Schedule of Requirements (Section No 3 of the ITB)

Importation Points:

- Bidders shall submit complete details of specifications of all materials offered addressing the Bill of Quantity (BOQ) attached to the ITB. All documentation or brochures shall provide reference to the BOQ item number.
- Any design, the quality of materials and articles intended to be supplied for use on the Works are to be approved by the UNDP engineer prior to their use in the works
- **Payment term:**
 - **1st payment:** 50% of total contract amount will be paid up on completion of the following parts:
 - a. Server room located at 2nd floor
 - b. RC Office located at the 2nd floor
 - c. Two meeting rooms located at ground floor
 - d. Public rest rooms at ground floor
 - **2nd payment:** 40% of total contract amount will be paid up on completion of the whole renovation work.
 - **Retention amount:** 10% of total contract amount will be paid at the end of Defects Liability Period 12 months and upon final acceptance of works certified by UNDP engineer.



Schedule of Requirements (Section No 3 of the ITB)

Importation Points:

- Programme and Weekly Report: The contractor shall submit to the UNDP engineer the weekly report by every Thursday.
- Meeting: The Contractor will be required to attend the site meetings, progress meeting and all meetings requested by UNDP and/or UNDP engineer.

Minimum Qualification of Key personnel to be assigned to the contract:


The focal points who are assigned for contract execution should have the following minimum qualifications:

One Civil Engineer/Team Leader:


- At least Bachelor degree in architect or other related fields
- Minimum 4-year experience in managing Interior fitting-out works or related works

One Site Manager:

- At least Bachelor degree in architect or construction-related subject.
- Minimum 3- year experience in the industry as the site manager.
- Have Knowledge of construction material




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Schedule of Requirements (Section No 3 of the ITB)

• **Renovation timeline:**

No	Description	Target Due Date
1	Issuance of Invitation To Bid	3 May 2018
2	Bid Submission	17 May 2018
3	Evaluation of bid	30 May 2018
4	Issuance of Contract	4 June 2018
5	Construction Starts	18 June 2018
6	Completion of Renovation work	10 August 2018



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Criteria for the Award and Evaluation of Bid

Award Criteria


- Non-discretionary “Pass” or “Fail” rating on the detailed contents of the Schedule of Requirements and Technical Specifications
- Lowest price offered of technically qualified/responsive bid
- Compliance on the following qualification requirements:

Stage 1: Mandatory Pass/Fail Criteria

Bidders must meet all the following mandatory Pass/Fail criteria to qualify for Stage 2 of the bid evaluation:

Mandatory Pass/Fail Criteria	Compliance (Yes/No)
Bidder shall be based and has the business license operating its business in Cambodia.	
Acceptant of the timeline and commitment for completion based on the timetable specified in the schedule of requirement.	
Duly signed and completed Form in Section 4 (Bid Submission Form)	






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Criteria for the Award and Evaluation of Bid

Stage 2: Bid Evaluation Criteria

- At least 5 years of experience in providing architectural, engineer and construction service to other International Organizations and/or Commercial Companies in Cambodia.
- Quick ratio is not less than 1
- Minimum 2 similar scope of projects undertaken over the past 3 years
- Full compliance of Bid to the Technical Requirements in the Bill of Quantities (including workmanship and quality of material)
- Qualification of Key personnel to be assigned to the contract.
 - One Civil Engineer/Team Leader: at least Bachelor degree in architect or other related fields with minimum 4-year experience in managing interior fitting-out work or related works.
 - One Site Manager: at least Bachelor degree in architect or construction-related subjects with minimum 3-year experience as the site manager and have knowledge of construction material.
- Compliance with UNDP schedule of requirements (Section 3).
- Compliance with UNDP General’s Terms and Conditions for contract (Section 10).



Post qualification Actions

- Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team
- Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed Company
- Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder;
- Testing and sampling of completed goods similar to the requirements of UNDP, where available; and
- Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.



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Thank you 😊
Q & A

