

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference and Site Visit	<p>Will be Conducted</p> <p>The UNDP focal point for the arrangement is: Procurement Associate E-mail : procurement.tt@undp.org</p> <p>Site Visit</p> <p>Site inspections will be allowed. Potential Proposers can visit the sites on 22 October 2019, from 9 AM to 12PM. Potential proposers must contact the abovementioned focal person for site visits at least two (2) working days in advance. During the site inspections, the potential proposers are refrained from asking questions regarding the bidding process. All queries, both technical and administrative, should be submitted via email to procurement.tt@undp.org; these queries will be responded to during the pre-proposal conference.</p> <p>Time: 9:00 am AST Date: October 22, 2019 9:00 AM AST Venue : Maria Convent J.E. Irausquinplein 2A Aruba</p> <p>Pre proposal conference Date: October 24, 2019 Time; 10:00am AST Venue: SKYPE (<i>LINK PROVIDED</i>) <i>Join Skype Meeting</i> https://meet.lync.com/undp-org/vanessa.chiddick/VWW0H61L</p>

			Minutes of the pre-proposal conference will be disseminated to all potential proposers, regardless of bidders attending the site inspection and pre-proposal conference. The minute will be posted at https://etendering.partneragencies.org
5	10	Proposal Validity Period	120 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: Percentage of contract price per day of delay: 0.1% Max. number of days of delay 30, after which UNDP may terminate the contract.
9	40	Performance Security	Required in the amount of USD 25,000 A performance security should be denominated in the currency of the contract and shall only be in the following form: 1. Bank Guarantee issued by a Regulated Financial Institution (see Form H)
10	18	Currency of Proposal	United States Dollar
11	31	Deadline for submitting requests for clarifications/ questions	5 working days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	E-mail address: procurement.tt@undp.org

13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering
14	23	Deadline for Submission	15 th November 2019 4:00pm EST/EDT For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
14	22	Allowable Manner of Submitting Proposals	e-Tendering
15	22	Proposal Submission Address	https://etendering.partneragencies.org <u>BU Code TTO10 and Event ID number 0000004465</u>
16	22	Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files preferably ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ If you are uploading a large number of files (ex. 15 or more), please zip the files into a ZIP folder and upload the folder instead of each file individually. You can upload several ZIP folders, but if you do this, please note that the total size of each ZIP folder uploaded cannot exceed 45MB ▪ Individual file sizes cannot exceed 45MB in size ▪ All files must be free of viruses and not corrupted. ▪ Password for financial proposal must not be provided, until requested by UNDP. <p>NOTE:</p> <ul style="list-style-type: none"> ▪ When entering your bid price in the required fields in the e-Tendering system always mention your bid price as 1. ▪ Please do not mention the value/amount of your financial proposal in the e-Tendering system. It should only be mentioned in the Password-protected forms on Financial Proposal Submission Form (form f) and Financial Proposal Form (form G). Upload your financial proposal as a password protected PDF attachment. ▪ The proposals of the companies who will reveal the value/amount of their financial proposal in the eTendering system will automatically be disqualified
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.

18		Expected date for commencement of Contract	<i>December 20, 2019</i>
19		Maximum expected duration of contract	<p>3 years</p> <p>Phase I - 100 working days starting from the date of contract signing.</p> <p>Phase II- a maximum of 30 working days</p> <p>Phase III -a minimum of 360 working days up to a maximum of 420 working days.</p> <p>Phase IV- a period of 6 months after substantial completion.</p> <p>For detailed information, please see to the Terms of Reference Section 5</p>
20	35	UNDP will award the contract to:	One Proposer Only
21	39	Type of Contract	<p>Contract for Goods and Services for UNDP</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
22	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
23		Other Information Related to the RFP	<p>The Technical Proposal and Financial Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address.</p> <p>The file with the "FINANCIAL PROPOSAL" must be encrypted with a password so that it cannot be opened nor viewed until the Technical Proposal has been found to be pass the technical evaluation stage. Once a Technical Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the Financial Proposal.</p> <p>NOTE: DO NOT ENTER YOUR BID PRICE VALUE/ AMOUNT IN THE BID PRICE LINE IN THE ETENDERING SYSTEM, INSTEAD ENTER THE NUMBER 1.</p>

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Certificate of registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation.

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form Certification of Incorporation
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with RFP clause 3.	Form A: Technical Proposal Submission Form Written Confirmation
Conflict of Interest	No conflicts of interest in accordance with RFP clause 4.	Form A: Technical Proposal Submission Form Written Confirmation
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form Written Confirmation
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form Written Confirmation

¹ 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 Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	Minimum 5 years experience in architectural/building design; 5 years experience in Project Management/Construction Supervision and 1 years of experience in renovation, refurbishment with restoration content	Form D: Qualification Form List of major corporate clients for the past 10 years
	<p>Minimum 1 contract of similar value, nature and complexity (comparable magnitude to the Maria Convent i.e. technical design of renovation / refurbishment works with restoration content equal or above USD400,000; as well as the design of modular labs/ buildings; satisfactorily implemented and must be at least 80% completed over the last 3 years.</p> <p>AND</p> <p>Minimum of 2 contracts for which there were undertaken technical expertise and/or technical design and / or Construction supervision works equal or above USD400,000 satisfactorily implemented and must be at least 80% completed over the last 3 years.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	Form D: Qualification Form Statements of Satisfactory Performance issued from Clients
Minimum Qualification Requirements	<p>The firm must have the following minimum qualification</p> <ul style="list-style-type: none"> • 5 years of experience in architectural/building design & contract administration/ management • 5 years of experience in Project Management/Construction Supervision • 1 years of experience in renovation, refurbishment with restoration content. <p>The minimum personnel listed below is mandatory team for the implementation of the contract.</p> <p>1 Team Leader-Architect/ Design</p> <p>1 Mechanical Engineer</p> <p>1 Electrical Engineer</p> <p>1 Senior Designer</p> <p>1 CAD draftspersons</p> <p>1 Senior Construction Supervisor/ Quality Assurance Engineer/ On-site inspector</p> <p>1 Structural Engineer- Construction Team Lead</p>	
	<p>Team Leader-Architect/ Design minimum requirements;</p> <ul style="list-style-type: none"> • Bachelor's degree in engineering and/ or Architecture (Building Science) • Experience in managing similar contracts in terms of works and scope (i.e. at least one contract on similar activities in the last 3 years), • 5 years' experience in Project management for large scale projects corporate or government funded. Restoration of historical buildings. 	
	<p>Mechanical Engineer minimum requirements;</p> <ul style="list-style-type: none"> • Bachelor's degree in mechanical engineering 	

	<ul style="list-style-type: none"> • 5 years Experience Designing mechanical installations and systems for large scale buildings and historical buildings as well as schools with laboratories • Experience in managing similar contracts in terms of works and scope (i.e. at least one contract on similar activities in the last 3 years), 	
	Electrical Engineer minimum requirements; <ul style="list-style-type: none"> • Bachelor's degree in electrical engineering • 5 years Experience Designing electrical installations and systems for large scale buildings and historical buildings as well as schools with laboratories • Experience in managing similar contracts in terms of works and scope (i.e. at least one contract on similar activities in the last 3 years), 	
	Senior Designer minimum requirements; <ul style="list-style-type: none"> • Bachelor's degree in Architecture • 5 years Experience Designing renovation and refurbishment with restoration content of buildings of historical importance as well as experience with schools and/ or large-scale buildings. • Experience in managing similar contracts in terms of works and scope (i.e. at least one contract on similar activities in the last 3 years), 	
	CAD draftspersons minimum requirements; <ul style="list-style-type: none"> • Technical diploma in Building or Civil engineering • 5 years Experience Draughting • Familiarity with government standards and drawing standards for working drawings and detail drawings for Monuments Permit. • Well versed in Autocad or Revit for creating detailed drawings 	
	Senior Construction Supervisor/ Quality Assurance Engineer/ On-site inspector <ul style="list-style-type: none"> • Bachelor's degree in Civil Engineering • 5 years Experience project managing construction sites • Experience in managing similar contracts in terms of works and scope (i.e. at least one contract on similar activities in the last 3 years), 	
	Structural Engineer Construction Team Leader <ul style="list-style-type: none"> • Bachelor's degree in structural engineering • 5 years Experience project managing construction sites • Experience in managing similar contracts in terms of works and scope (i.e. at least one contract on similar activities in the last 3 years), 	
Financial Standing	<p>Minimum average annual turnover of USD300,000 for the last 3 years.</p> <p>For JV/Consortium/Association, all Parties cumulatively should meet requirement).</p>	

In the absence of Audited Financial Statements, the bidders shall submit a bank statement indicating access to Cash and Credit Facilities of no less than 6 figures	<p>a) Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <ul style="list-style-type: none"> • Liquidity Ratio (Acid Test) equal or greater than 1.00; • Debt ratio equal or less than 0.7 <p><i>(For JV/Consortium/Association, all Parties should meet requirement).</i></p>	Form D: Qualification Form Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past three (3) years
	<p>b) The bidders shall submit a bank statement indicating access to Cash and Credit Facilities of no less than 6 figures</p>	Form D: Qualification Form- Letter from Banking Institution (letters should not be dated before 1st August 2019

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	350
3.	Management Structure and Key Personnel	350
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	<p>Reputation of Organization and Staff Credibility / Reliability / Industry Standing</p> <p>- 5 years of experience in architectural/building design & contract administration/ management- 5 years as required by the TOR =0 points; 6 years up to 10 years= 15 points; > 10 years= 30 points;</p> <p>- 5 years of experience in Project Management/Construction Supervision - 5 years as required by the TOR =0 points; 6 years up to 8 years= 10 points; > 10 years= 20 points - 1 year of experience in renovation, refurbishment with restoration content. 1 years as required by the TOR =0 points; 2 years up to 5 years= 15 points; >5 years= 30 points</p>	80
1.2	<p>General Organizational Capability which is likely to affect implementation: These will include the following</p> <ul style="list-style-type: none"> • management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details) • Design and Supervision leadership including skills in consultation, communication, presentations, and workshop facilitation to stakeholders and decision makers; • Strategic education facilities planning and infrastructure master plans for multidisciplinary education systems, including integration with existing high-education facilities; • Sustainable and integrated construction/reconstruction/restoration and land use planning; • Multi-options design system alternatives analysis and assessment; • University facilities multiuse modelling; • Project feasibility, concept design, costing, and economic assessment at a strategy level; • Project, risk and implementation and supervision management; • Strategic environmental and social impact assessment; • English report writing of professional technical and non-technical public documents; • Strong graphic design skills, and the capacity to produce high quality printed and digital materials; and, 	80

	<ul style="list-style-type: none"> • <i>Video and presentation development of a very high quality, suitable for presentation at Executive level.</i> • <i>Knowledge of tendering and contracting processes and requirements.</i> • <i>Experience in the development of tender dossier encompassing but not limited to Bill of Quantities, Technical description of works, Technical drawings in appropriate formats (excel sheets, pdf documents, dwg drawings).</i> 	
1.3	<p>Relevance of specialized knowledge and experience on similar engagements done in the region/country</p> <p>- <i>Experience in conducting at least 1 project in the field of technical expertise and/or technical design for restoration of Cultural heritage objects with a total value of restoration works equal or above 1 Mil USD- 20 points; 10 pts for each project up to maximum additional 30 pts</i></p> <p>- <i>Work for UNDP/UN Agencies/projects- (if yes – 5 pts, if no- 0 pts)</i></p> <p>-<i>Experience in implementing of projects in Caribbean Region and/or Aruba (no experience – 0 pts, 1 project - 5 pts, for each additional 1 project – 5 pts, up to max. additional 10 pts)</i></p>	70
1.4	<p>Quality assurance procedures and risk mitigation measures</p> <p>- Quality Assurance Procedures: (20 points)</p> <p>Procedures which are designed, and in place, to monitor project implementation, to assure management and/or stakeholders that the facilities, equipment, personnel, methods, practices, records and controls are in accordance with project objectives and applicable standards, norms and regulations</p> <p>QAP-Check list:</p> <ol style="list-style-type: none"> 1. Implement a quality management process 2. Conduct a process review 3. Create a report on the project status 4. Perform a process compliance review 5. Identify process improvement areas 6. Create process trainings <p>-Risk Mitigation Measures: (20 points)</p> <p>RMM are measures which need to be designed and prepared with the objective to reduce risk, as follows:</p> <ol style="list-style-type: none"> 1. Understanding the potential risks 2. Mapping potential risks 3. Monitoring risks 4. Preparing/designing an Emergency plan to be in place and rehearsed/practiced 5. Implementation of capacity building, education, training 	40
1.5	<p>Organizational Commitment to Sustainability (mandatory weight)</p> <p>-Organization demonstration of cost-effective sustainability criteria for any of the following; (– 20 points)</p> <ul style="list-style-type: none"> • upkeep, use/exploitation and maintenance of the buildings/facilities • reference to the efficient use of resources like energy for electric supply; • illumination • thermal/cooling needs; 	30

	<ul style="list-style-type: none"> • water as well as sewage and waste management. <p>-Organization is a member of the UN Global Compact -5 points</p> <p>-Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues</p>	
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another? Is there a clear understanding of Aruba's construction regulations and standards	90
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference Design Component- 50 points Construction component -50 points	100
2.3	Does the proposal contain a qualitative risk assessment and appropriate mitigation measures?	30
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	40
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic and effectively implement sustainability measures in the execution of the contract -70 points Shorter implementation timeframe proposed (if the proposed timeframe is as required by the ToR – 0 pts; 1 month shorter – 20 points	90
Total Section 2		350

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. <i>Are the proposed roles of the management and the team of key personnel suitable for the provision of the Design and Construction Supervision services?</i>		30
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader Design		80
	- Master's degree in Engineering and/ or Architecture (Building Science)	10	
	>5 years' experience in Project management for large scale projects corporate or government funded. Restoration of historical buildings. Familiarity with Monuments Permit process.	30	

	- Experience in managing similar to this assignment contracts in terms of works and scope (i.e. at least one contract on similar activities in the last 3 years), 2 site within the last 3 years - 10 pts, each additional site within the last 3 years – 5 pts, up to additional 10 pts + each additional site besides the last 3 years – 5 pts, up to additional 10 pts)	30	
	- Experience in the development of tender dossier encompassing but not limited to Bill of Quantities, Technical description of works, Technical drawings in appropriate formats (excel sheets, pdf documents, dwg drawings).	10	
3.2 b	Mechanical & Electrical Engineer		80
	- Master's in mechanical and Electrical engineering	10	
	>5 years Experience Designing mechanical and electrical installations and systems for large scale buildings and historical buildings as well as schools with laboratories	30	
	- Experience in managing similar to this assignment contracts in terms of works and scope (i.e. at least one contract on similar activities in the last 3 years as required by the TOR =0 points) (, 2 site within the last 3 years - 10 pts, each additional site within the last 3 years – 5 pts, up to additional 10 pts + each additional site besides the last 3 years – 5 pts, up to additional 10 pts)	30	
	- Language Qualifications (proficiency in English)	10	
3.2 c	Structural Engineer-Construction Team Lead		80
	- Master's in structural engineering	10	
	>5 years Experience structural strength assessment of existing structures for historical buildings as well as schools with laboratories	30	
	- Experience in managing similar to this assignment contracts in terms of works and scope (i.e. at least one contract on similar activities in the last 3 years as required by the TOR =0 points) 2 site within the last 3 years - 10 pts, each additional site within the last 3 years – 5 pts, up to additional 10 pts + each additional site besides the last 3 years – 5 pts, up to additional 10 pts)	30	
	- Language Qualifications (proficiency in English)	10	
3.2 d	Senior Designer		80
	- Master's in Architecture /master's degree will be an asset	10	
	>5 years' Experience Designing restoration of historical buildings as well as experience with schools and/ or large-scale buildings. Familiarity with Government standards and regulations and Monuments Permit process	30	

	- Experience in managing similar to this assignment contracts in terms of works and scope (i.e. at least one contract on similar activities in the last 3 years as required by the TOR =0 points) (, 2- site within the last 3 years - 10 pts, each additional site within the last 3 years – 5 pts, up to additional 10 pts + each additional site besides the last 3 years – 5 pts, up to additional 10 pts)	30	
	- Language Qualifications (proficiency in English)	10	
Total Section 3			350