**CALL FOR EXPRESSIONS OF INTEREST AND PREQUALIFICATION EXERCISE**

**EOI-ZIM-GF-004 Expression of Interest**

**Provision of ENGINEERING CONSULTING SERVICES**

The United Nations Development Programme (UNDP) hereby invites interested suppliers to submit their expression of interest (applying for prequalification) in relation to upcoming tender (RFP) aimed at establishing contract of professional services of engineering consulting services.

**Issue date: 04/02/2020**

**Closing date: As instructed in e-tendering**

***A. Background :***

In the last decade, UNDP through Global Fund grants and other health partners have made significant contributions to strengthen the management of the supply chain of health products of the Republic of Zimbabwe. The procurement and supply chain component of the Global fund grant to Zimbabwe represents a major portion of the GF programme budget for all grants.

 Improvement of the health infrastructure has been one of the key areas of focus in strengthening of supply chain for the Health sector. Some notable achievements include construction of pharmaceutical warehouse, construction and renovation of health facilities and pharmacy stores and installation of solar system in health facilities.

Despite the progress made in the strengthening of the national health systems, there are still some gaps which UNDP seeks to address challenges which required immediate intervention. The health infrastructure in Zimbabwe has deteriorated tremendously over the years. In view of the deteriorated health infrastructure and the need to cope with the additional needs the Global Fund (GF) has provided grants to support and help Zimbabwe through the Ministry of Health and Child Care (MoHCC) to address the gaps Funds have been provided for additional renovations for health facility, pharmacy stores, construction of low cost boarding facilities for girls in schools and portacabins to support counselling for GBV victims.

 ***B. General Instructions***

UNDP hence invites hereby qualified and reputable suppliers to submit their applications expressing interest and providing documentation in order to be prequalified (shortlisted) to participate in subsequent RFP intended. Suppliers may express their interest in services, listed below as scope of this Prequalification and intended RFP, in which they have capacity and experience meeting the requirements. In the upcoming RFP process, only qualified suppliers from this exercise will be invited to bid and will be evaluated individually.

The contracts will be awarded to the bidder offering best value for money, generally being the lowest priced technically compliant offers or with the best combination technical/financial (70/30).

Additional details will be provided at the RFP stage. Please note this is not a solicitation of commercial offers. No price offers are required at this stage. This is a prequalification (shortlisting) exercise in relation to an upcoming tender process (RFP). UNDP reserves the right to change or cancel the requirement at any time during the EOI/Prequalification and/or subsequent RFP process without any liabilities.

UNDP also reserves the right to require compliance with additional qualification requirements at RFP stage.

Submitting a reply to a Call for the EOI/Prequalification does not automatically guarantee receipt of the solicitation documents (RFP) when issued. Submissions which are incomplete may not be considered.

***C. Objectives of the assignment***

The Zimbabwe Country Office (CO) – Global Fund PMU is implementing several small to medium size infrastructure projects. The main requirement for this assignment is to provide quality technical / engineering support services to such projects. The RFP is related to a range of services that are required as part of the support to the CO infrastructure activities.

The CO anticipates implementing the following infrastructure projects.

|  |  |
| --- | --- |
| **Projects** | **Minimal Indicative Value of infrastructure Contract** |
| **Construction of basic low-cost boarding facilities in different schools in Zimbabwe** | **$1 million** |
| **Construction of porta cabins** |
| **Construction or Renovation of 10 pharmacy stores in health facilities around Zimbabwe** |
| **Other projects may be approved during the course of the contract.** |

UNDP therefore wishes to engage the services of qualified, registered engineering consulting firms to provide technical engineering support to the different infrastructure projects. The construction contractors will be contracted by UNDP. The Consulting firm will provide technical and project management services to support the implementation of the construction projects. The Consulting firm will provide requested engineering consultancy support of the below services in relation to construction projects.

1. Architectural services
2. Developing and or reviewing specification / BOQ
3. Support procurement process
4. Preconstruction site inspections,
5. Site handover
6. Site and work supervision.
7. Inspection and certification of works.

***D. Scope of services***

Design and construction projects have several phases. Consultancy services will be required at different stages of the projects. The services may or may not be utilized on each project and the exact nature of the requirements will be agreed on project by project basis. The description of the services requirements is not exhaustive and more detailed description will be provided for each project.

Projects are typically managed under and separated into phases in order to clearly define the consultant responsibilities under the contract. The phases are:

|  |  |  |
| --- | --- | --- |
|  | Typical required services | Outputs |
| **Phase 1:** Project Options and preliminary design | **Development of preliminary design enough to allow for a cost assessment to be prepared**To investigate the options available towards identifying a preferred solution. The preliminary design is then carried on the preferred option. The exact nature and steps of the process will fundamentally depend on the nature of the project. The activities in this phase needs to be tailored to the needs of the project.Activities may include: -* Site inspections / assessments / surveys
* Client consultations to redevelop client requirements
* Preliminary design report including preliminary cost estimates
* Advice on procurement modality
 | Site inspections / assessments / surveys reportsPreliminary designs and cost estimates |
| **Phase 2:** Permits and Authorizations | **Defined phase for the submission of all applications for permissions / authorizations to the local municipality or other government authorities**Provide guidance on the process necessary to ensure that the project is in accordance with local permits, authorizations, and procedural requirements. The main activities here relate to producing documentation suitable for submission to the appropriate authorities and obtain the required permits. The exact nature of the documentation will depend on the process with the relevant authority | Approved permits / authorizations from the local municipality or other government authorities |
| **Phase 3:** Detailed design and contract documents | **Development of the preferred solution to a detailed level suitable to allow to produce a set of contract specifications and tender documentation.**To prepare the contract package inclusive of the detailed design, specifications, BOQ document for main works and to prepare tender documents in readiness for phase 4. **Activities may include but not limited to: -*** Detailed design and drawings
* Preparation of specifications and scope of work
* Preparation of pricing document (and associated construction estimates, BOQ)
 | Detailed design and drawingsSpecifications and scope of workPriced BOQ |
| **Phase 4:** Construction procurement | **Provide support to the UNDP tender process and subsequent assessment and award.**Covers the procurement process (Advert, responding to potential bidders, pre-bid and site meeting, etc,), bid opening, bid evaluation, bid review and award of contract in accordance with UNDP procurement procedures. This phase represents the critical stage of the project where proposed bidders are identified, procurement done and contract ready for award to successful bidder. The consultant may be doing the following: -* Support preparation of the procurement documentation
* Support tender process by responding to questions and attending pre bid conference
* Participate in tender evaluation and tender review by relevant procurement committee.
 | Inputs to the tender processResponses to bidder queries and review committee |
| **Phase 5:** Construction Management | **Management and supervision of construction activities**Administration and management of the construction phase of the project through to completion. The responsibility for the management of all activities in this phase remains with the Project Manager. The purpose of the phase is to ensure proper management of the construction project, in order to deliver it successfully and meeting the required objectives. The activities will also include on site monitoring and responding to issues arising to avoid delays and cost increases. In general, the phase may include: -* Supervision of construction activities as per the contract signed
* Advice on any potential variation before implementation by the contractor, so that UNDP can review with the technical support of the project manager
* Management and certification of payments
* Update on the project implementation milestone and critical path
* Advise on technical issue with contractual implications
* Certify each stage with engagement of relevant authorities
* Certify substantial and final work completion.
* Review as built drawing
* Draft final accounts / reports
 | Contract implementation reports including variation ordersCertificates of paymentsSubstantial completion certificateFinal certificate of completion |
| **Phase 6:** Closeout | **Completion of all closing reports and collating of all project data.**Covers the resolution of outstanding contractual and residual issues relating to the project and its closeout. It also deals with review of the project to ascertain lessons learnt. Key activities include management of defects liability period including management of snagging, and handover of as built drawings. Close out of all land and property issuesSecuring final clearances / certifications from the municipal and / or relevant authoritiesCloseout reportFinancial report andPerformance Evaluation | Closeout reportFinancial report andPerformance Evaluation |

***E. Deadline of applications*** Applications to this Call for EOI/Prequalification must be received, according E-tendering Instructions.

***F. Prequalification criteria***

**1. Eligibility to do business with UNDP:** The supplier should comply with corresponding eligibility criteria, including not being listed in the UN SC 1267/1989 List of entities associated with Al-Qaida, or any other UN ineligibility list-Annex A

**2. Relevant profile, capacities and experience :** The supplier should demonstrate possessing the right profile, sufficient capacities (organisation, assets, personnel, know-how, tools & systems, etc.) and adequate experience **in provision of engineering consulting services** as relevant to the scope of the intended RFP.-Annex D

**3. Quality and Information Security procedures and certifications**: The firm applying for Pre-Qualification and any potential subcontractor must demonstrate to have an active and adequate internal control systems, quality assurance system and Information Security Management system implemented (internal policies to be provided), corresponding to the scope of services of this Prequalification Exercise, and be certified according to Internationally recognized quality standards, such as ISO and/or equivalents.

**4. Environmental management:** The supplier applying for Pre-Qualification and any subcontractor should prove adherence to environmentally sustainable practices and standards, employing recognized environmental management systems (i.e. ISO EMS 14000 certification or equivalent) and possess relevant environmental licenses/permits if applicable.

**5. Financial soundness**: The supplier should possess sound financial standing/capacity in order to undertake high profile/value projects and healthy debt composition. Annex D

**6. Litigation**: The supplier should not have a history of substantial/numerous litigation (arbitration, claims, bankruptcy) that demonstrates unreliability, or pending ones that could impair supply performance in future projects. UNDP reserves the right not to shortlist any supplier with a consistent history of litigation. Annex D

***G. Content of the application for prequalification***

Interested suppliers are requested to submit the following information, documents and evidences as a part of their application proving compliance with the qualification criteria above. Fully completed forms and duly authorized submissions are requested.

Please note that submissions which are incomplete may not be considered. Please refer and fill in as requested both Annex A and Annex B, which detail the information requested, in addition to all supporting documentation as outlined in there.

The main aspects required in your submission refer to:

**1. SUPPLIER ’s INTEREST**

**2. SUPPLIER ‘s ELIGIBILITY**

**3. COMPANY REGISTRATION AND GENERAL INFORMATION** – At least 3 years of expertise; Copies of documents must prove the valid legal status of the company.

**4. COMPANY PROFILE AND CAPACITIES** – structure, organigram, including **CV’s\*** of the key staff proving the adequate profile and capacities as a large and professional engineering consulting firm, with resources and -if any- solid partnership agreement/s with partners/sub-suppliers as relevant.

|  |  |  |
| --- | --- | --- |
| Expert | General Qualifications | General Professional Qualifications |
| Junior Expert e.g. draughtsman / technician | * Higher National Diploma in the relevant field
 | * At least 3 years’ experience in the relevant technical filed
 |
| Architect | * Bachelor’s degree in Architecture from a reputable engineering university, and
* Excellent computer skills (e.g. MS Office and AutoCAD computer software programs).
 | * At least 7 years of professional experience in Designing and Drawings.
 |
| Civil Engineer | * Bachelor’s degree in Civil Engineering from a reputable engineering university, and
* Excellent computer skills (e.g. MS Office and AutoCAD computer software programs).
 | * At least 7 years of professional experience in civil engineering.
 |
| Electrical Engineer | * Bachelor’s degree in Electrical Engineering from a reputable engineering university, and
* Excellent computer skills (e.g. MS Access, GIS, AutoCAD computer software programs).
 | * At least 7 years of professional experience in GIS and database design works.
 |
| Structural Engineer | * Bachelor’s degree in Mechanical/Structural Engineering from a reputable engineering university, and
* Excellent computer skills (e.g. MS Office and AutoCAD computer software programs).
 | * At least 7 years of professional experience in mechanical/structural engineering including the design of HVAC (heating, ventilation, air-conditioning) systems.
 |
| Quantity Survey  | * Bachelor’s degree in Quantity Surveying from a reputable engineering university
* Excellent computer skills (e.g. MS Office and AutoCAD computer software programs).
 | * -At least 7 years of professional experience in Quantity Surveying
 |

**Cross cutting work experience for the core team.**

* 5 years’ Experience working in complex environments and large infrastructure and/or civil works, particularly in the field of construction
* 5 years’ experience in Project documentation development as well as construction supervision,
* Experience and ability to address and manage all aspects of monitoring of a construction (legal aspects of positioning, procurement, law and knowledge of construction contracts, construction information technologies, and follow-up),
* Knowledge of procurement, tendering and contracting processes and requirements,
* At least 5 years of experience in dealing with contractors and local partners,
* Registered with a professional engineering board, and
* Fluency in both oral and written English.

**5. PAST REGIONAL OR NATIONAL EXPERIENCE and CONTRACTS** - The firm applying for Pre-qualification must demonstrate its own past capacity and regional or national experience relevant to the services listed by providing copies of contracts awarded and satisfactorily served by them during the last three (3) years, as below:

**- at least 3 contracts of similar nature and complexity implemented over the last 3 years, 2 of them of a minimum value of USD 50,000**

**6. QUALITY PROCEDURES and CERTIFICATION** providing details, certificates i.e. ISO or equivalent, and evidences on the quality and information security management procedures and systems employed by your company and subcontractors (partners).

**7. ENVIRONMENTAL MANAGEMENT** providing details, certificates i.e. ISO or equivalent, and evidences on environmental management procedures and systems employed by your company/subcontractors (partners) and relevant environmental licenses/permits possessed.

**8. COMPANY FINANCIAL SOUNDNESS:** adequate to undertake high profile/value projects providing the following information and evidences:

\* external credit rating report (such as D&B, etc.) proving sound financial standing OR letter from a recognized commercial bank certifying enough credit availability for high value projects.

\* company’s audited/ certified financial statements for the last three years (consolidated Balance Sheet, Profit & Loss, and Cash Flow Statements), proving financial capacity and soundness for high value contracts/projects.

\* Minimum average annual turnover of USD 50,000 for the last 3 years.

**9. LITIGATION AND ARBITRATION HISTORY** detailing any cases for the last 3 years

**10.COMPLETE CONTACT DETAILS** of the person/s to whom the bidding documents and further correspondence must be sent, including name, position, email address/es and phone numbers.

***H. Prequalification Evaluation***

**Main principles of the prequalification evaluation process**

**Firstly**, the Bidders’ Prequalification proposals will be evaluated **on a PASS/FAIL approach** to identify their overall technical capability including geographical coverage, and their proposals will be scored accordingly.

In the upcoming RFP process, only qualified suppliers from this exercise will be invited to bid and will be evaluated individually. The contracts will be awarded to the bidder offering best value for money, generally being the lowest priced technically compliant offers or with the best combination technical/financial (70/30).

1. **General Instructions and Submission Details**

UNDP invites potential suppliers to express their interest. Interested suppliers should forward their expressions of interest and complete applications including supporting documents and evidences by Etendering to the following addresses:

https://etendering.partneragencies.org

Business Unit: ZWE10 Event ID: 0000005271

If you have not registered in the system before, you can register now by logging in using

username: event. guest

password: why2change

and follow the registration steps as specified in the system user guide.

If you have already registered before, sign in using the username and password. Use the “forgotten password” button if you do not remember your password. Make sure that your password has at least 8 characters, at least one in capital letters, and contains at least 1 number.

You can find detailed user guides and videos on how to use the system by following this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/

NB: Deadline for Submission: For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.

* Format: PDF files only
* File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.
* All files must be free of viruses and not corrupted.
* Max. File Size per transmission: 50MB

**Name of the case: “EOI-ZIM-GF-004-2020-EOI/ITP: Engineering Consulting Services**

Interested Companies must provide information indicating that they are qualified to perform the services and meet the eligibility criteria listed in this Call for Expression of Interest.

The EOI must include the following documentation, together with other supporting documents to prove that they meet the minimum qualification criteria requested in the TOR which should be duly signed, dated and stamped:

* Completed, signed and date stamped Application Form
* Copy of Certificate of Incorporation/ Business Registration;
* List of directors/Equivalent form;
* Tax Clearance/Payment Certificate evidencing that the Company is updated with its tax payment obligations;
* Company Profile, which should not exceed fifteen (15) pages.
* Statements of Satisfactory Performance from the Top 3 (three) Clients or more.
* CVs of the team of experts supporting the project.
* Audited financial statements (balance sheets, including all related notes, and income statements) for the past three years. If the statements are not audited, they should be certified by a public accountant for authenticity.

EOI from suppliers failing to provide the requested information will be disregarded.

Evaluation is on a pass/fail basis. Only those organizations that provide all the requested documents and information will be considered for the Roster.

Companies will be selected in accordance with the procedure set out in the UNDP Procurement Guidelines and UNDP Financial Rules and Regulations.

All documents should be presented in the English language and presented in an orderly manner. UNDP reserves the right to reject Expression of interests from applicants failing to provide the requested information.

Eligible suppliers meeting all requirement stipulated in this EOI will be short listed for the upcoming RFP. Requests for Proposal and any subsequent contract will be issued in accordance with the rules and procedures of UNDP.

This EOI does not entail or imply any commitment either financial or otherwise on the part of the UNDP. UNDP reserves the right to accept or reject any or all EOI without incurring any obligation to inform the affected applicant/s of the grounds.

Any requests for clarification about the contents of this Expression of interest shall be sent via email to zw.psm.gfatm@undp.org. Any request for clarification shall be received no later than 05 days before the deadline for submission of applications as stipulated above. No phone calls will be accepted. Answers to questions/inquiries will be posted on UNDP e-tendering platform https://etendering.partneragencies.org

Business Unit: ZWE10 Event ID: 0000005271

**PREBID MEETING**

**DATE: 14/02/2020**

**VENUE: UNDP BLOCK 9, ARUNDEL OFFICE PARK, NORFOLK ROAD, MT PLEASANT , HARARE.**

**TIME: 10:00AM**

**Prospective proposers are encouraged to participate. This pre-bid conference is not compulsory.**

Bidders interested in participating in the pre-bid meeting are encouraged to indicate their interest by sending a confirmation email to the following address; zw.psm.gfatm@undp.org; oscar.zindoga@undp.org;osama,hussian@undp.org

**ANNEX I - to Call for EOI/Prequalification**

**Returnable Bidding Forms / Checklist**

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the EOI Prequalification Submission instructions.

**PREQUALIFICATION PROPOSAL :**

|  |  |
| --- | --- |
| **Have you duly completed all the Returnable Bidding Forms?**  |  |
| * Annex A: Prequalification Proposal Submission Form
 | [ ]  |
| * Annex B: Bidder Information Form
 | [ ]  |
| * Annex: C Joint Venture/Consortium/ Association Information Form – **if applicable**
 | [ ]  |
| * Annex D: Qualification Form
 | [ ]  |
| **Have you provided the required supporting documents to establish compliance with the prequalification criteria?**  | [ ]  |

**Name: Signature: Date: Stamp:**

**------------------------------ ------------------------------ ----------------------- ---------------------**

## **Annex A:** Prequalification Proposal Submission Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| EOI reference: | [Insert RFP Reference Number] |

We, the undersigned, offer to provide the services for Engineering Consulting Services in accordance with your EOI / ITP No. [Insert EOI/ITP Reference Number] and our Proposal. We are hereby submitting our Prequalification Proposal.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

1. is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
2. have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
3. have no conflict of interest in accordance with Instruction to Bidders Clause 4;
4. do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
5. have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
6. undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

I, the undersigned, duly authorized to represent [Name of the Company], hereby certify that the information provided above, and the statements made above including supporting documents furnished are correct and true

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **[*Stamp with official stamp of the Bidder*]****Annex B:** BidderInformation Form

|  |  |
| --- | --- |
| **Legal name of Bidder** | [Complete] |
| **Legal address** | [Complete] |
| **Year of registration** | [Complete] |
| **Bidder’s Authorized Representative Information** | Name and Title: [Complete] Telephone numbers: [Complete]Email: [Complete] |
| **Are you a UNGM registered vendor?** | [ ]  Yes [ ]  No If yes, [insert UGNM vendor number]  |
| **Are you a UNDP vendor?** | [ ]  Yes [ ]  No If yes, [insert UNDP vendor number]  |
| **Countries of operation** | [Complete] |
| **No. of full-time employees** | [Complete] |
| **Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (***If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company hold any accreditation such as ISO 14001 related to the environment?** *(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company have a written Statement of its Environmental Policy?** *(If yes, provide a Copy)* | [Complete] |
| **Contact person UNDP may contact for requests for clarification during Proposal evaluation**  | Name and Title: [Complete]Telephone numbers: [Complete]Email: [Complete] |
| **Please attach the following documents:**  | * **Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured**
* **Certificate of Incorporation/ Business Registration**
* **Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder**
* **Trade name registration papers, if applicable**
* **Local Government permit to locate and operate in assignment location, if applicable**
* **Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country**
* **Necessary license/ certificate awarded by authorized body to provide engineering and consulting services**
* **Power of Attorney**
 |

## **Annex C:** Joint Venture/Consortium/Association Information Form – **IF APPLICABLE**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] |

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

|  |  |  |
| --- | --- | --- |
| **No** | **Name of Partner and contact information** *(address, telephone numbers, fax numbers, e-mail address)* | **Proposed proportion of responsibilities (in %) and type of services to be performed**  |
| 1 | [Complete] | [Complete] |
| 2 | [Complete] | [Complete] |
| 3 | [Complete] | [Complete] |

|  |  |
| --- | --- |
| **Name of leading partner** (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution) | [Complete] |

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

[ ]  Letter of intent to form a joint venture ***OR*** [ ]  JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

|  |  |
| --- | --- |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## **Annex D:** QualificationForm

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| EOI reference: | [Insert EOI/ITP Reference Number] |

If JV/Consortium/Association, to be completed by each partner.

**Historical Contract Non-Performance**

|  |
| --- |
| [ ]  Contract non-performance did not occur for the last 3 years  |
| [ ]  Contract(s) not performed for the last 3 years |
| **Year** | **Non- performed portion of contract** | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|   |  | Name of Client: Address of Client: Reason(s) for non-performance: |  |

**Litigation History** (including pending litigation)

|  |
| --- |
| [ ]  No litigation history for the last 3 years |
| [ ]  Litigation History as indicated below |
| **Year of dispute**  | **Amount in dispute** (in US$) | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|   |  | Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute:Party awarded if resolved: |  |

**Previous Relevant Experience**

Please list only previous similar assignments successfully completed in the last 3 years as required.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name & Country of Assignment** | **Client & Reference Contact Details** | **Contract Value** | **Period of activity and status** | **Types of activities undertaken** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Bidders may also attach their own Project Data Sheets with more details for assignments above.*

[ ]   Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

**Financial Standing & Insurances**

|  |  |
| --- | --- |
| **Annual Turnover for the last 3 years** | Year       USD      Year       USD      Year       USD       |
| **Latest Credit Rating (if any), indicate the source** |  |

|  |  |
| --- | --- |
| **Financial information**(in US$ equivalent) | **Historic information for the last 3 years** |
|  | Year 1 | Year 2 | Year 3 |
|  | *Information from Balance Sheet* |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* |
| Total / Gross Revenue (TR) |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |
| Net Profit  |  |  |  |
| Current Ratio |  |  |  |

[ ]  Attached are copies of the audited/certified financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

* 1. Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
	2. Historic financial statements must be audited or certified by a public accountant;
	3. Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

**Management Structure and Key Personnel**

Describe the overall management of the firm toward planning and implementing projects usually. Include an organization chart.

Provide CVs for key personnel of the firm that will be provided to support the implementation of this kind of project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

**Format for CV of Proposed Key Personnel**

|  |  |
| --- | --- |
| Name of Personnel | [Insert] |
| Position for this assignment | [Insert] |
| Nationality | [Insert] |
| Language proficiency  | [Insert] |
| Education/ Qualifications | *[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]* |
| [Insert] |
| Professional certifications | *[Provide details of professional certifications relevant to the scope of services]* |
| * Name of institution: [Insert]
* Date of certification: [Insert]
 |
| Employment Record/ Experience | *[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]* |
| [Insert] |
| References | *[Provide names, addresses, phone and email contact information for two (2) references]* |
| Reference 1: [Insert]Reference 2:[Insert] |

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Personnel Date (Day/Month/Year)