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18th August 2020

Attn: All bidders
From: Alvaro Noronha
Procurement Associate
UNDP – Timor Leste

Subject: Amendment for RFQ014TLS2020 -Provision of Construction Services of Uma Komunikasaun at the National Parliament of Timor-Leste

Dear all,

Referring to RFQ014TLS2020, please find enclose Addendum No. 01, which includes the following:

1. **Annex 1** - Bid Data Sheet (page 03) is updated. Please refer to entirely updated Bid Data Sheet in Annex 1. **(Changes are in red text)**
2. **Annex 2** – Questions and Clarifications to all bidders



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ANNEX 1

Bid Data Sheet:

Delivery Terms [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	<input checked="" type="checkbox"/> DAP
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> Supplier/Offeror
Exact Address/es of Delivery Location/s (identify all, if multiple)	UNDP Compound – UN House Caicoli Dili
Site Visit and Pre – bid Conference	<p>A site visit will be organized by UNDP on the 19th August 2020 from 1500 – 1700 hours</p> <p>Interested bidders are requested confirm their attendance in the following email by 18th August 17:00 hours (Timor-Leste time)</p> <p>Email correspondence: bids.tp@undp.org</p> <p>A pre bid meeting will also be organized on the 20th August 2020 at 1500 hours in the Conference Room at the National Parliament of Timor-Leste. Interested bidders are requested to confirm their attendance in the following email by 20th August 2020 1700 hours (Timor-Leste time)</p> <p>Email correspondence: bids.tp@undp.org</p>
Deadline for submitting requests for clarifications/ questions	26 August, 2020 1400 hours
Latest Expected Completion Date and Time <i>(if completion date exceeds this, quote may be rejected by UNDP)</i>	<input checked="" type="checkbox"/> 3 months from issuing Civil Works contract and signing it by both parties; partial delivery can be accepted subject to approval by UNDP
Delivery Schedule	<input checked="" type="checkbox"/> Required as per Annex 1
Advance Payment	N/A
Mode of Transport	<input checked="" type="checkbox"/> LAND
Preferred Currency of Quotation	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes

¹ Must be linked to INCO Terms chosen.



Quotation	
After-sales services required	<p><input checked="" type="checkbox"/> Warranty on Parts of total Air Conditioner supplied and installed for period of 03 Months.</p> <p><input type="checkbox"/> Technical Support</p> <p><input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair</p> <p><input checked="" type="checkbox"/> Others</p> <p>The "Defects Liability Period (DLP)" shall mean the period of twelve (12) months, calculated from the date of completion of the Works stated in the Certificate of Substantial Completion issued by the Engineer or, in respect of any Section or part of the Works for which a separate Certificate of Substantial Completion has been issued, from the date of completion of that Section or part as stated in the relevant Certificate. The contractor, together with the UNDP Architect Consultant, will make monthly visits during DLP to the completed Uma Komunikasaun to identify any possible defects linked to the quality of the construction made. All defects will be rectified prior to the signature of the certificate of final completion and final handing over of the facilities</p>
Deadline for the Submission of Quotation	Friday, August 28, 2020 at 14.00 (Timor-Leste Time)
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English
Documents to be submitted	<p><input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, demonstrating company experience in the field of services, list of similar works undertaken, as well as including printed brochures and product catalogues (if any) relevant to the goods/services being procured.</p> <p><input checked="" type="checkbox"/> Duly Accomplished and signed Form as provided in Annex 2 Form for Submitting Suppliers Quotation, personnel's Profile and in accordance with the list of requirements set in Annex 1</p> <p><input checked="" type="checkbox"/> Delivery Schedule (Timeline and workflow for the supply and construction work)</p> <p><input checked="" type="checkbox"/> Latest Business Registration Certificate</p> <p><input checked="" type="checkbox"/> 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</p> <p><input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the last 2 years</p> <p><input checked="" type="checkbox"/> Minimum 2 contracts of at least USD 75,000, nature and complexity</p>



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	<p>implemented over the last 3 years: Bidders to submit copies of work order or completion certificate with contact details of the clients</p> <p><input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value and Scope for the past 3 years (with contact details)</p> <p><input checked="" type="checkbox"/> Scanned copy of duly filled Price Schedule, signed and company stamped;</p> <p><input checked="" type="checkbox"/> Excel version of duly filled price schedule</p> <p><input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel as below:</p> <p>a. 1 Project Manager/Site Engineer must have minimum 5 years of experience in leading the team with preferably Bachelor's degree in Civil Engineering or Project Management with extensive experience in management of construction projects and with experience in construction, supervision and management of construction projects in Timor-Leste)</p> <p>b. 1 Logistic Officer: Full time and minimum 5 years' experience in supply and logistics for multiple construction Projects in Timor-Leste</p> <p>c. 1 Skilled Labor: Having skills to execute the desired quality of works. They may be of different categories depending on the required type of works (i.e. masons, welders, steel technicians, carpenters, plumbers, electricians</p> <p>d. 1 Unskilled labor: They should be physically fit, have certain knowledge of works, but NO children below 18 will be allowed to work at the site.</p> <p><input checked="" type="checkbox"/> Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;</p> <p>Note: Additionally, UNDP may request other financial documents such as Credit Line Facility, Bank Statements etc. in order to see the bidders' financial soundness (if required).</p> <p>UNDP shall verify the financial capacity of the bidder and has the authority to seek references from concerned parties & banks on the bidder' financial standing.</p>
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	UNDP had the right to reject any bid if submitted by a contractor whom investigation leads to a result that the company is not Financially capable and/or had serious financial problems.			
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted			
Payment Terms	Payment	Eligibility		Amount
	1st Payment of 30%	Upon completion of 30% of works approved by the supervisor		30%
	2nd Payment of 30%	Upon completion of 60% of works approved by the supervisor		30%
	3rd Payment of 35%	Upon substantial completion of overall works at all sites and following the approval of the supervisor		30%
	Final Payment/Retention Money of 5% - 12 months after	Upon the termination of the DLP and the issuance of the Final Completion Certificate by the supervisor		10%



	overall works		
Liquidated Damages	<input checked="" type="checkbox"/> Will be imposed under the following conditions: <ul style="list-style-type: none"> Percentage of contract price per week of delay: 0.5% of the total contract amount. ax. No. of days of delay from the date of Contract Completion: 30 Days; Next course of action: Termination of the contract or cancelation of PO 		
Evaluation Criteria	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to the specification given in the annex 1 <input checked="" type="checkbox"/> Availability of qualified personnel to perform the works as per the requirement mentioned in annex 1 <input checked="" type="checkbox"/> Lowest price <input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions for Civil Works <input checked="" type="checkbox"/> Compliance with works completion time <input checked="" type="checkbox"/> Company should have at least three (3) years of relevant work experience <input checked="" type="checkbox"/> Minimum 2 contracts of at least value at USD 75,000, nature and complexity implemented over the last 5 years <input checked="" type="checkbox"/> Minimum annual turnover of US\$ 300,000 in any single year during the last three years (2017,2018,2019) and the bidders having completed certified audited financial statement for 2019 can submit that will be considered for evaluation OR evidence of financial stability i.e. Bank Statement or Credit Line equal to the proposed contract amount.		



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UNDP will award to:	<input checked="" type="checkbox"/> One and only one Contractor
Type of Contract to be Signed	<input checked="" type="checkbox"/> UNDP Contract for Civil Works http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Special conditions of Contract	<input checked="" type="checkbox"/> Cancellation of Contract if the completion of works is delayed by 30 days
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of works provided based on full compliance with RFQ and BOQ requirements



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Annexes to this RFQ	<p><input checked="" type="checkbox"/> Statement of Works and Bill of Quantities (Annex 1), attached to this annex is 1.1 of Details of BoQ and 1.2 of scope of associated services and qualifications of key personnel</p> <p><input checked="" type="checkbox"/> Form for submitting Contractors quotation (Annex 2)</p> <p><input checked="" type="checkbox"/> Design / Drawings (Annex 3), attached to this annex is Annex 3.1 of the Architecture Drawings; Annex 3.2 of the Ground Floor Drawings.</p> <p><input checked="" type="checkbox"/> Financial Proposal/Price Schedule (Annex 4)</p> <p><input checked="" type="checkbox"/> General Conditions of Contract for Civil Works (Annex 5).</p> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
Contact Person for Inquiries (Written inquiries only) ²	<p>Alvaro Noronha de Sousa Procurement Associate alvaro.noronha@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Additional information	<p><i>UNDP has zero tolerance for fraud and corruption, meaning that UNDP vendors are not to engage in fraud or corruption. Vendors engaged in fraud and corruption will be subject to sanctions. Fraud includes the submission of fraudulent or misrepresented documents, such as bid securities and financial statements.</i></p>
Price Deviation	<p>Bidders shall quote reasonable bid prices with an acceptable margin of deviation in comparison to the real local market prices at the time of bids preparation. In case of Unbalanced pricing (i.e. despite an acceptable total evaluated price, the price of one or more BoQ line items is significantly over or understated), UNDP had the right to reject the unbalanced bid if it determines that the lack of balance does pose an unacceptable Risk to UNDP.</p>

² 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 received.



ANNEX 2

Clarifications to all bidders' questions

Question: Considering the Power City in the country and there is no warranty from supplier, it will be difficult for bidders to comply with this requirement of 12 Month period?

Answer: *The warranty period for AC revised from 12 Month to 3 months upon completion of the works*

Question: Minimum prior work experience-Given the political situation in last 3 years, there has been not much similar construction work hence the bidders have difficulty to comply with this requirement?

Answer: *Considering the impact of the ongoing crisis since 2017 and the high dependency of public spending to enable economic environment, hence this requirement change to: "Minimum 2 contracts of at least USD 75,000, of similar nature and complexity implemented over the last 5 years"*

Question: Technical and Financial proposal? To be submitted in same file or separate file with password protected?

Answer: *The submission of Financial quote to be presented in the given format in Annex 4. Along with this, bidders will have to complete Annex 2 (Forms for submitting supplier's quotation). Additional documents to be submitted are mentioned in Page 3 under section "Documents to be submitted". All of these submissions can be made in one file. no requirement of password protected.*

Question: The deadline for Bid submission is on 28 August 2020, how bidders who were not participate in the Site Visit and Pre-Bid Meeting, can they still be allowed to submit the bid even though they did not participate in Site Visit and Pre-Bid Meeting?

Answer: *Yes! those who did not participate in the site visit are still OK to participate in the bid*