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United Nations Development Programme

INVITATION TO BID

Procurement of Works: Construction of Health and School Facilities in Central Sulawesi

LOT 1 – Construction of Health and School Facilities in Palu, Donggala and Parigi Moutong Districts

LOT 2 – Construction of Health and School Facilities in Sigi Districts

ITB No.: ITB-UNDP-PETRA-92266-005-2020

Project: Sulawesi /Lombok Programme for Earthquake and Tsunami Infrastructure Reconstructive Assistance (PETRA) Project

Country: Indonesia

Issued on: 7 September 2020

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DEAR SIR/MADAM,

The United Nations Development Programme (UNDP) hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

Detailed Technical Specification as well as other requirements are listed in the ITB available on UNDP ATLAS e-Tendering system (https://etendering.partneragencies.org) **Event ID: 0000006997**

Pre-bid Conference will be held on:

Virtual Pre-Bid Conference (registration is required)
Date/Time: September 15th, 2020 at 2.00 PM WIB (GMT+7)
Place: Online via Zoom
https://undp.zoom.us/webinar/register/WN_iEOexeiqQxyshPywMBeaBA

Virtual Coaching for e-Tendering Assistance (registration is required)
Date/Time: September 16th, 2020 at 2.00 PM WIB (GMT+7)
Place: Online via Zoom
https://undp.zoom.us/webinar/register/WN__1tfccQOT1yaXqjFFGDpAw

Site Visit is allowed September 21st – 25th 2020, from 9 AM to 3 PM WITA (GMT+8) in Palu, Sigi, Donggala and Parigi Moutong, Central Sulawesi. The UNDP focal points for site visits are: Faisal Ridwan / Budhi Ulaen

E-mail: faisal.ridwan@undp.org / budhi.ulaen@undp.org

Potential bidders must contact the above-mentioned focal person for site visits at least two (2) days in advance. During the site inspections, the potential bidders are refrained from asking questions regarding the bidding process.

Video of the sites are available and will be played during the pre-bid conference. The link of video will be shared with potential bidders after the pre-bid conference.

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Your bid, should be submitted in accordance with the ITB requirements, through the UNDP ATLAS e-Tendering system and by the deadline indicated in https://etendering.partneragencies.org.

You are kindly requested to indicate whether your company intends to submit a Bid by clicking **"Accept Invitation"** but not later than **15 September 2020**. If this is not the case, UNDP would appreciate indicating your reason, for our records.

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

Username: event.guest
Password: why2change

The step by step instructions for registration of bidders and quotation submission through the UNDP ATLAS e-Tendering system is available in the attached "Instructions Manual for the Bidders". Should you require any training on the UNDP ATLAS e-Tendering system or face any difficulties when registering your company or submitting your bid, please send an email to galang.wijaya@undp.org cc. feby.utari@undp.org

Please note that ATLAS has following minimum requirements for password:

1. Minimum length of 8 characters;
2. At least one capital letter; and
3. At least one number.

New bidder registering for the first time, the system will not accept any password that does not meet the above requirement, and thus registration cannot be completed.

For existing vendor whose current password does not meet the above-mentioned password requirements, the system will prompt you to change your password upon signing in. Please change your password in accordance with the above-mentioned password requirements to be able to login to the system.

The user guide and video are available to you in the UNDP public website in this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement:notices/resources/. You can also access the instruction from youtube with link: https//www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be.

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You are advised to use Internet Explorer (Version 10 or above) to avoid any incompatibility issues with the re-tendering system.

No hard copy or email submissions will be accepted by UNDP.

UNDP looks forward to receiving your Bid and appreciate your interest to participate in UNDP procurement opportunities.

Yours sincerely,

Martin Kurnia
Head of Procurement

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SECTION 1. LETTER OF INVITATION

The United Nations Development Programme (UNDP) hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

This ITB includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet:

Section 1: This Letter of Invitation

Section 2: Instruction to Bidders

Section 3: Bid Data Sheet (BDS)

Section 4: Evaluation Criteria

Section 5: Statement of Work and Technical Specifications

- Annex 1 : Statement of Work and Technical Specification
- Annex 2 : Bill of Quantities
  - Lot 1: Construction of Health and School Facilities in Palu, Donggala and Parigi Moutong Districts
  - Lot 2: Construction of Health and School Facilities in Sigi District
- Annex 3 : Drawings
  - Lot 1: Construction of Health and School Facilities in Palu, Donggala and Parigi Moutong Districts
  - Lot 2: Construction of Health and School Facilities in Sigi District
- Annex 4 : Environmental and Social Management Framework (ESMF)
- Annex 5 : Environmental and Social Management Plan (ESMP)

Section 6: Returnable Bidding Forms

- Form A: Bid Submission Form
- Form B: Bidder Information Form
- Form C: Joint Venture/Consortium/Association Information Form
- Form D: Qualification Form
- Form E: Format of Technical Bid
- Form F: Price Schedule
- Form G: Form of 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 Bid Data Sheet.

You are kindly requested to indicate whether your company intends to submit a Bid by clicking the "Accept Invitation" function in e-Tendering system. If this is not the case, UNDP would appreciate indicating your reason, for our records. Accepting the invitation will enable you to receive amendments or updates to the ITB. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this ITB.

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UNDP looks forward to receiving your Bid and thank you in advance for your interest in UNDP procurement opportunities.

Issued by



_____

Name: Sylvia Siska Indriani
Title: PETRA Procurement Analyst
Date September 7, 2020

Approved by:



_____

Name: Martin Kurnia
Title: Head of Procurement
Date: September 7, 2020

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SECTION 2. INSTRUCTION TO BIDDERS

GENERAL PROVISIONS	
1. Introduction	1.1 Bidders shall adhere to all the requirements of this ITB, including any amendments made in writing by UNDP. This ITB is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d 1.2 Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this ITB. 1.3 UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website. 1.4 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.
2. Fraud & Corruption, Gifts and Hospitality	2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti 2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners. 2.3 In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract. 2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf
3. Eligibility	3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by

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	these organizations. 3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.
4. Conflict of Interests	4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they: a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the goods and/or services requested under this ITB; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. 4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such conflict exists. 4.3 Similarly, the Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this ITB; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. Failure to disclose such an information may result in the rejection of the Bid or Bids affected by the non-disclosure. 4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this ITB, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.
B. PREPARATION OF BIDS	
5. General Considerations	5.1 In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid. 5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify the UNDP accordingly.

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6. Cost of Preparation of Bid	6.1	The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	7.1	The Bid, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
8. Documents Comprising the Bid	8.1	The Bid shall comprise of the following documents and related forms which details are provided in the BDS: a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Bid; c) Price Schedule; d) Bid Security, if required by BDS; e) Any attachments and/or appendices to the Bid.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1	The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
10. Technical Bid Format and Content	10.1	The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB.
	10.2	Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by the Purchaser, at no expense to the UNDP. If not destroyed by testing, samples will be returned at Bidder's request and expense, unless otherwise specified.
	10.3	When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
	10.4	When applicable and required as per Section 5, the Bidder shall certify the availability of spare parts for a period of at least five (5) years from date of delivery, or as otherwise specified in this ITB.
11. Price Schedule	11.1	The Price Schedule shall be prepared using the Form provided in Section 6 of the ITB and taking into consideration the requirements in the ITB.
	11.2	Any requirement described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.
12. Bid Security	12.1	A Bid Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for a minimum of thirty (30) days after the final date of validity of the Bid.
	12.2	The Bid Security shall be included along with the Bid. If Bid Security is required by the ITB but is not found in the Bid, the offer shall be rejected.

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	12.3 If the Bid Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Bid. 12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their bid and the original of the Bid Security must be sent via courier or hand delivery as per the instructions in BDS. 12.5 The Bid Security may be forfeited by UNDP, and the Bid rejected, in the event of any, or combination, of the following conditions: a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or; b) In the event the successful Bidder fails: i. to sign the Contract after UNDP has issued an award; or ii. to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
13. Currencies	13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Bids are quoted in different currencies, for the purposes of comparison of all Bids: a) UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bids; and b) In the event that UNDP selects a Bid for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture. 14.2 After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP. 14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 15 herein in respect of submitting only one Bid. 14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.

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	14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between: a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. 14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials 14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.
15. Only One Bid	15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture. 15.2 Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this ITB; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of another Bidder regarding this ITB process; e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
16. Bid Validity Period	16.1 Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by UNDP and rendered non-responsive. 16.2 During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel, the proposed rates and the total price.
17. Extension of Bid Validity Period	17.1 In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing, and shall be considered integral to the Bid. 17.2 If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.

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	17.3	The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.
18. Clarification of Bid (from the Bidders)	18.1	Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.
	18.2	UNDP will provide the responses to clarifications through the method specified in the BDS.
	18.3	UNDP shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Bids, unless UNDP deems that such an extension is justified and necessary.
19. Amendment of Bids	19.1	At any time prior to the deadline of Bid submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.
	19.2	If the amendment is substantial, UNDP may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.
20. Alternative Bids	20.1	Unless otherwise specified in the BDS, alternative Bids shall not be considered. If submission of alternative Bid is allowed by BDS, a Bidder may submit an alternative Bid, but only if it also submits a Bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative Bid.
	20.2	If multiple/alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid"
21. Pre-Bid Conference	21.1	When appropriate, a pre-bid conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to ITB.

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C. SUBMISSION AND OPENING OF BIDS	
22. Submission	22.1 The Bidder shall submit a duly signed and complete Bid comprising the documents and forms in accordance with requirements in the BDS. The Price Schedule shall be submitted together with the Technical Bid. Bid can be delivered either personally, by courier, or by electronic method of transmission as specified in the BDS. 22.2 The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid. 22.3 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.
Hard copy (manual) submission (not applicable)	22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows: a) The signed Bid shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. (b) The Technical Bid and Price Schedule must be sealed and submitted together in an envelope, which shall: i. Bear the name of the Bidder; ii. Be addressed to UNDP as specified in the BDS; and iii. Bear a warning not to open before the time and date for Bid opening as specified in the BDS. If the envelope with the Bid is not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Bid.
Email (not applicable) and eTendering submissions	22.5 Electronic submission through email or eTendering, if allowed as specified in the BDS, shall be governed as follows: a) Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS; b) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivered as per the instructions in BDS. 22.6 Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/
23. Deadline for Submission of Bids and Late Bids	23.1 Complete Bids must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognise the actual date and time that the bid was received by UNDP 23.2 UNDP shall not consider any Bid that is received after the deadline for the

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		submission of Bids.
24. Withdrawal, Substitution, and Modification of Bids	24.1	A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.
	24.2	Manual and Email submissions: A bidder may withdraw, substitute or modify its Bid by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"
	24.3	eTendering: A Bidder may withdraw, substitute or modify its Bid by Cancelling, Editing, and re-submitting the Bid directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Bid as needed. Detailed instructions on how to cancel or modify a Bid directly in the system are provided in the Bidder User Guide and Instructional videos.
	24.4	Bids requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened.
25. Bid Opening	25.1	UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members.
	25.2	The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.
	25.3	In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened.
D. EVALUATION OF BIDS		
26. Confidentiality	26.1	Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.
	26.2	Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Bids or contract award decisions may, at UNDP's decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.
27. Evaluation of Bids	27.1	UNDP will conduct the evaluation solely on the basis of the Bids received.
	27.2	Evaluation of Bids shall be undertaken in the following steps: a) Preliminary Examination including Eligibility b) Arithmetical check and ranking of bidders who passed preliminary examination by price. c) Qualification assessment (if pre-qualification was not done) d) Evaluation of Technical Bids

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	e) Evaluation of prices Detailed evaluation will be focussed on the 3 - 5 lowest priced bids. Further higher priced bids shall be added for evaluation if necessary
28. Preliminary Examination	28.1 UNDP shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Bid at this stage.
29. Evaluation of Eligibility and Qualification	29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria). 29.2 In general terms, vendors that meet the following criteria may be considered qualified: a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required; d) They are able to comply fully with the UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical Bid and prices	30.1 The evaluation team shall review and evaluate the Technical Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the BDS and other ITB documents. When necessary, and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.
31. Due diligence	31.1 UNDP reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following: a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary;

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	e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Bids	32.1 To assist in the examination, evaluation and comparison of Bids, UNDP may, at its discretion, request any Bidder for a clarification of its Bid. 32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Bids, in accordance with the ITB. 32.3 Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bids.
33. Responsiveness of Bid	33.1 UNDP's determination of a Bid's responsiveness will be based on the contents of the bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, specifications and other requirements of the ITB without material deviation, reservation, or omission. 33.2 If a bid is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.
34. Nonconformities, Reparable Errors and Omissions	34.1 Provided that a Bid is substantially responsive, UNDP may waive any non-conformities or omissions in the Bid that, in the opinion of UNDP, do not constitute a material deviation. 34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid. 34.3 For the bids that have passed the preliminary examination, UNDP shall check and correct arithmetical errors as follows: a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. 34.4 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall be rejected.

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E. AWARD OF CONTRACT		
35. Right to Accept, Reject, Any or All Bids	35.1	UNDP reserves the right to accept or reject any bid, to render any or all of the bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1	Prior to expiration of the period of Bid validity, UNDP shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification, and has offered the lowest price.
37. Debriefing	37.1	In the event that a Bidder is unsuccessful, the Bidder may request for a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future Bids for UNDP procurement opportunities. The content of other Bids and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1	At the time of award of Contract, UNDP reserves the right to vary the quantity of goods and/or services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1	Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids.
40. Contract Type and General Terms and Conditions	40.1	The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41. Performance Security	41.1	A performance security, if required in the BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within a maximum of fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1	Except when the interests of UNDP so require, it is UNDP's standard practice to not make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per the BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20

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		and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	43.1	If specified in the BDS, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per Contract.
44. Payment Provisions	44.1	Payment will be made only upon UNDP's acceptance of the goods and/or services performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of goods and/or services issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of the contract.
45. Vendor Protest	45.1	UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html
46. Other Provisions	46.1	In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence.
	46.2	UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.
	46.3	The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer

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SECTION 3. BID DATA SHEET

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

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Bid	English
2		Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	Not Allowed Bidders may elect to submit offers for either or both lots, however, must quote for all the sites under each lot
3	20	Alternative Bids	Shall not be considered
4	21	Pre-Bid conference and Site Visit	Will be Conducted **Virtual Pre-Bid Conference schedule:** Time: **2 PM WIB (GMT+7) - finish** Date: **September 15th, 2020** Place: Online via Zoom https://undp.zoom.us/webinar/register/WN_iEOexeiqQxyshPywMBeaBA **Virtual Coaching for e-Tendering Assistance:** Time: **: 2 PM (GMT+7) - finish** Date: **September 16th, 2020** Place: Online via Zoom https://undp.zoom.us/webinar/register/WN__1tfccQOT1yaXqjFFGDpAw The UNDP focal point for the arrangement are: Sylvia Siska Indriani/Galang Wijaya E-mail: sylvia.indriani@undp.org cc: galang.wijaya@undp.org ----------o---------- **Site Visit** The UNDP focal point for site visit is: Budhi Ulaen/Faisal Ridwan E-mail: budhi.ulaen@undp.org; faisal.ridwan@undp.org

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			Site inspections will be allowed. Potential proposers can visit the sites **between September 21th – 25th 2020, from 9 AM to 3 PM WITA (GMT+8)**. Potential proposers must contact the abovementioned focal person for site visits at least two (2) days in advance. During the site inspections, the potential proposers are refrained from asking questions regarding the bidding process. Video of the sites are available and will be played during the pre-bid conference. The link of video will be shared with potential proposers after the pre-bid conference. In order to support local regulation to prevent further spread of COVID-19, UNDP encourage potential proposers who have representative in Central Sulawesi to attend the site visit. The representatives of potential proposers must have travel permit from their company and health certificate. Potential proposers must follow COVID-19 Spread Prevention Protocol issued by National and Local Government. All queries, both technical and administrative, will be responded to during the pre-bid conference. Minutes of the pre-bid 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	16	Bid Validity Period	120 days
6	12	Bid Security	**Required in the amount of USD 10,000 for Lot 1** **Required in the amount of USD 10,000 for Lot 2** **Required in the amount of USD 20,000 for 2 Lots (Lot 1 + Lot 2)** Note: One Bid Security shall be submitted per Lot. If bidder would participate in the two Lots, then a separate Bid Security will be required for each Lot. Acceptable Forms of Bid Security ▪ Bank Guarantee (See Form G for template of bid security) ▪ Certified Check issued by a reputable Bank A scanned copy of this document must be attached with your offer/bid in the system and the original must be sent by mail and shipment tracking number must be provided.

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7	42	Advanced Payment upon signing of contract	**Allowed up to a maximum of 20% of contract value** If an advance payment is USD 30,000 and above, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment.
8	43	Liquidated Damages	Will be imposed as follows: Percentage of contract price per day of delay: 0.3% per day up to Max. percentage of 10%, after which UNDP may terminate the contract.
9	41	Performance Security	Required 10% of the total contract value A performance security should be denominated in the currency of the contract and shall only be in one of the following forms: i. Bank Guarantee issued by a reputable Bank ii. Certified Check issued by a reputable Bank iii. Percentage of total payment held as retention money until Certificate of Final Completion. Within (7) days of contract signature and before issuance of the notice to proceed, the successful Bidder shall furnish a Performance Security to UNDP in the amount of 10% of the contract Value. The Performance Security shall be valid until a date 30 days from the date of issue by UNDP of a certificate of satisfactory performance and full completion of services by the Contractor. The proceeds of the Performance Security shall be payable to the UNDP as a compensation for any loss resulting from the Contractors' failure to complete its obligations under the contract.
10	13	Currency of Bid	US Dollar for international Bidders; Indonesian Rupiah for national Bidders
11	18	Deadline for submitting requests for clarifications/ questions	Seven (7) working days before the submission deadline
12	32	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Sylvia Siska Indriani/Martin Kurnia Address: Menara Thamrin 7th Fl. Jl. MH Thamrin Kav. 3 Jakarta 10250, Indonesia E-mail address: sylvia.indriani@undp.org cc. martin.kurnia@undp.org

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13	18, 19 and 21	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	Direct communication to prospective Bidders by email, eTendering and Posting on the website https://www.id.undp.org/content/indonesia/en/home/procurement.html
14	23	Deadline for Submission	The deadline as indicated in the e-tendering system Note that system time zone is in EST/EDT (New York) time zone
15	22	Allowable Manner of Submitting Bids	☒ e-Tendering
16	22	Bid Submission Address	https://etendering.partneragencies.org Business Unit and Event ID: IDN10 and 0000006997
17	22	Electronic submission (eTendering) requirements	▪ Format: PDF files (Preferred). ▪ Price Schedule (Form F) must be in **both PDF File and MS. Excel format.** ▪ 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: ***Not applicable*** ▪ Documents which are required in original **(e.g. Bid/Proposal Security)** should be sent to the below address with a PDF copy submitted as part of the electronic submission: Menara Thamrin 7th Fl. Jl. MH Thamrin Kav. 3 Jakarta 10250, Indonesia Attn. Galang Wijaya/Sylvia Siska Indriani
18	25	Date, time and venue for the opening of bid	**Virtual Public Bid Opening will be held:** Time: **2 PM (GMT+7) - finish** Date: **October 13th, 2020** Place: Online via Zoom https://undp.zoom.us/webinar/register/WN_79FUycICQZCNyox50KFXgA Note: Schedule for Virtual Public Bid Opening may change, e.g. possibility of extension of bid submission deadline. Should there be a change of schedule, UNDP will inform in advance to all bidders participating in this ITB.

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19	27, 36	Evaluation Method for the Award of Contract	Lowest priced technically responsive, eligible and qualified bid per Lot
20		Expected date for commencement of Contract	November 9, 2020
21		Maximum expected duration of contract	Lot 1 - Nine (9) Months upon effective date of contract Lot 2 - Nine (9) Months upon effective date of contract Lot 1 and 2 - Nine (9) Months upon effective date of contract
22	31	Due Diligence	As part of post qualification, UNDP will conduct capacity verification and validation to a bidder who already awarded one UNDP Civil Works Contract. UNDP will also check the credit rating of recommended bidder from Dunn & Bradstreet or equivalent and will award the contract only if the bidder has capacity to implement more than one civil works contracts and has satisfactory result on the credit rating.
23	35	UNDP will award the contract to:	One or more Proposer, depending on the following factors : Bidder(s) are eligible; responsive in complying with Statement of Works and accepting UNDP General Terms and Conditions; qualified in fully meeting selection criteria and offering lowest price per Lot
24		Contract Award for Lots	One or more Proposers, depending on the following factors: a) Technical responsiveness/Full compliance to requirements b) Lowest price offer of technically qualified/responsive Bid per LOT A Bidder may submit bids for one Lot or both Lots and may be the lowest priced for each Lot. Therefore, the selection for each Lot will be subject to the following additional considerations: 1) In order to ensure the Best Value for Money Principle, UNDP will award the contract on lot(s) basis to the lowest priced technically responsive bidder(s) for each Lot; 2) In the event where a bidder emerges as lowest priced technically responsive for both Lots, UNDP has the right not to award the contract to the lowest priced bidder in case when one the bidder has no capacity to perform works concurrently on both Lots. The bidder in subject will be awarded with Lot according to assessed and proven capacity and determination which lot to award will be based on the following order:

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			- Lot(s) where there is no other responsive bid received; - for Lot with highest cost difference to next ranked bidder. In such case, for the other Lot, the criteria for awarding not the lowest priced bid will be based on calculating the least price difference between the lowest and next ranked bidder Irrespective of determined capacity to undertake more than one Lot, UNDP may decide at its discretion to award Lots to different bidders to reduce risk of delivery.
25	40	Type of Contract	Contract for Civil Works http://www.undp.org/content/undp/en/home/procurement/business/how-webuy.html
26	40	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Works http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
27		Other Information Related to the ITB	Contract effectiveness is linked below mentioned conditions: - Upon receipt of valid Performance Security; and - Upon contract signing from both parties. If the bidder was recently awarded another UNDP contract/s for works, same capacity assessment shall be undertaken prior to award of contract/s under this ITB. Such capacity assessment may include but not be limited to financial capacity, staffing, equipment and logistics arrangements proposed by the bidders. UNDP reserves the right to exclude the bidder/s if the sufficient capacity to undertake multiple contracts has not been demonstrated.

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SECTION 4. EVALUATION CRITERIA

Preliminary Examination Criteria

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

- Appropriate signatures
- Power of Attorney
- Minimum Bid documents provided
- Bid Validity
- Bid Security submitted as per ITB requirements with compliant validity period

Minimum Eligibility and Qualification Criteria

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

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

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Form B: Bidder Information Form
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 ITB clause 3.	Form A: Bid Submission Form
Conflict of Interest	No conflicts of interest in accordance with ITB clause 4.	Form A: Bid Submission Form
Bankruptcy	Has not declared bankruptcy, is 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: Bid Submission Form
Certificates and Licenses	▪ Certificate of Incorporation/Business Registration ▪ Business Entity Certificate (SBU) with Small Scale Classification (K), Medium Scale Classification (M) or Large Scale Classification (B) for local bidder ▪ Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country	Form B: Bidder Information Form

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QUALIFICATION		
History of Non-Performing Contracts[1]	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	LOT 1: Minimum 7 years of relevant experience in construction, preferable in public infrastructure development, restoration and rehabilitation, particularly for School building and Health Center LOT 2: Minimum 7 years of relevant experience in construction, preferable in public infrastructure development, restoration and rehabilitation, particularly for School building and Health Center *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).*	Form D: Qualification Form
	LOT 1: Minimum 2 contracts of at least USD 1,500,000 with similar nature and complexity in Building or Civil Constructions implemented over the last 7 years LOT 2: Minimum 2 contracts of at least USD 1,500,000 with similar nature and complexity in Building or Civil Constructions implemented over the last 7 years If bidder participates in both LOT 1 and LOT 2: Minimum 3 contracts of at least USD 1,500,000 with similar nature and complexity in Building or Civil Constructions implemented over the last 7 years *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).*	Form D: Qualification Form
	If bidder participates only in LOT 1: Minimum average annual turnover of USD 3,000,000 for the last 3 years (2017-2018-2019).	Form D: Qualification Form

[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.

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Financial Standing	If bidder participates only in LOT 2: Minimum average annual turnover of USD 3,000,000 for the last 3 years (2017-2018-2019). If bidder participates in both, LOT 1 and LOT 2 and it is the selected awardee Contractors, then the following additional condition will apply: Minimum average annual turnover of USD 6,000,000 for the last 3 years (2017-2018-2019). *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* **Note:** UNDP has the right to reject any bid if submitted by a contractor whom investigation leads to a result that he is not Financially capable and/or had serious financial problems.	
	Quick Ratio (QR) of not less than 1.0; bidders may use the form of Balance Sheet to calculate QR; If QR is less than 1, UNDP shall verify financial capacity of the bidder and has the authority to seek references from concerned parties & banks on the bidder' financial standing. UNDP reserves the right to reject any bid if submitted by a contractor whom the investigation leads to a result that he/she is not financially capable and/or had serious financial problems.	Form D: Qualification Form
	Liquid assets and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the Contract, of no less than USD 520,000 for Lot 1, USD 530,000 for Lot 2, and USD 1,050,000 for both Lot 1 and Lot 2. Proof of access to lines of credit via an official unconditional bank credit letter (An Official letter from bidder's bank certifying the actual approved credit facilities ceiling and balances of all active accounts within the bank) shall be provided by any of the bidders during the evaluation stage , and upon UNDP' official request.	Upon UNDP's official request
	UNDP may additionally request a copy of the bank account statements including a summary of the financial transactions which have occurred over the past two years period on a bank account/accounts held by the business reflecting the account balance at the beginning and end of the period, total withdrawals, and total deposits.	Upon UNDP's official request

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Detailed Technical and Financial Evaluation

TECHNICAL EVALUATION		
Technical Evaluation	The technical bids shall be evaluated on pass/fail basis for compliance or non-compliance with the technical specification required in the bid document.	Form E: Technical Bid Form
FINANCIAL EVALUATION		
Financial Evaluation	Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F. Price comparison shall be based on the landed price, including transportation, insurance and total cost of ownership (including spare parts, installation, commissioning, training, special packaging etc where applicable) Comparison with budget/internal estimates	Form F: Price Schedule Form
Price Analysis and Cash Flow	Upon official request only, the bidder shall furnish actual price analysis for all items in the Bill of Quantities. Price analysis shall show labor, materials, transportation, % of sub-contracting, overhead and profit. Upon official request only, the bidder shall furnish cash flow diagram.	The price analysis of the BoQ shall be presented in excel and PDF
Proposed Staff		
Proposed Staff	The bidders shall submit CVs of the below proposed personnel: The required qualified personnel to be assigned by the contractor to the project on full-time resident positions are to be available on-site during implementation of the works, from start until completion. The Contractor shall engage competent workers to achieve the workmanship stated in the tender documents. Regardless of the personnel listed below the Contractor is required to provide additional supporting personnel to achieve the required scope of work on time without any additional fees. UNDP reserves the right to reject and/or instruct removal of staff due to non-performance and/or to make an appropriate deduction from the Contractor's progress payments in case of his failure to secure the site with the below mentioned site staff. Please note the required quantity of personnel for each lot:	Form E: Technical Bid Form Format for CV of Proposed Personnel

Main Expertise & professional	Particular Experience & Qualifications	Minimum Years of Experience	Minimum experience (year in similar position)	QTY	
				LOT 1	LOT 2
Project Manager	Minimum Bachelor Degree in Civil Engineering, Architect or relevant field. Shall have advance certificate of expertise (SKA Ahli Utama) in Project Management or	10	7	1	1

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	similar/equivalent. CV shall be attached.				
Site Manager	Minimum Bachelor Degree in Civil Engineering, Architect or relevant field. Shall have intermediate certificate of expertise (SKA Ahli Madya) in Building Engineering or similar/equivalent. CV shall be attached.	10	5	3	3
QA/QC Manager	Minimum Bachelor Degree in Civil Engineering, Architect or relevant field. Shall have intermediate certificate of expertise (SKA Ahli Madya) in Quality Management System or similar/equivalent. CV shall be attached.	8	4	1	1
Building Supervisor	Minimum Bachelor Degree in Architect, Civil engineering or relevant field. Should have intermediate certificate of expertise (SKA Ahli Madya) in Building Structure or similar/equivalent. CV shall be attached.	7	5	6	5
Architect	Minimum Bachelor Degree in Architect. Shall have intermediate certificate of expertise (SKA Ahli Madya) in Architecture or similar/equivalent. CV shall be attached.	7	5	1	1
Mechanical and Electrical Engineer	Minimum Bachelor Degree in Electrical Engineering, Mechanical Engineering, or relevant field. Shall have intermediate certificate of expertise (SKA Ahli Madya) in Electrical Engineer or Mechanical Engineer or similar/equivalent. CV shall be attached.	7	5	3	3
Safety Officer	Minimum Bachelor Degree in Engineering, Public Health or relevant field. Shall have be certificate of expertise (SKA	7	4	3	3

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	Ahli Muda or equivalent) in Construction OHS or similar/equivalent. CV shall be attached.				
Quantity Engineer (QE)	Minimum Diploma in Civil Engineering, Architect, or relevant field. CV shall be attached.	5	3	2	2
Technician/Foreman	Minimum Diploma in Civil Engineering. CV should be attached.	5	3	5	4
Draft man	Minimum Diploma in Civil Engineering, or Architect, or relevant field. Understand and experience in AutoCAD and drawing. CV shall be attached.	5	3	4	4
Surveyor	Minimum Diploma in Science or Civil Engineering, Architect or relevant field. Understanding Survey & Topographic. CV shall be attached.	5	3	3	3
Logistic	Minimum Diploma in business administration, management, or relevant field. CV shall be attached.	5	3	2	2

Other requirements

Equipment

☒ **Delivery Confirmation.** Submission of documentary evidence of Bidder's ability to mobilize the required equipment to be on-site within *a two weeks* after the issuance of the Contract award.

☒ **Equipment Form.** Bidders must demonstrate availability of the equipment as listed below including details regarding ownership of each of the pieces of the equipment listed, support letter from third parties, technical specifications thereof, and/or rental/leasing agreements that prove access to it.

No	Equipment/ Specification	Minimum Quantity (Unit)	
		LOT 1	LOT 2
1	Excavator; PC200 or equivalent	4	3
2	Dump Truck; PS 220 or equivalent	4	3
3	Dump Truck; PS 120 or equivalent	10	10

Form E: Technical Bid Form

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	4	Flat Bed Truck; PS 220 or equivalent	2	2
	5	Generator set min 3000 watt	10	8
	6	Concrete mixer on site	10	10
	7	Concrete Vibrator	10	10
	8	Stamper	10	10
	9	Measuring Tools; Theodolite & Level (Water Pass)	3	3
	10	Water Pump plus Water Tank (min. 3000L)	15	10
Local representatives (where applicable)	☒ Confirmation that the Bidder has a local registered representative in the country that will be permanently available during the duration of any works contracted resulting from this Bid including the defect liability period and who will act as the main operational focal point for daily contact between the Employer and Contractor. This requirement only applies to bidders that are not national legal entities in the country.			
Other documents/information that must be submitted to establish technical responsiveness of the offers to the requirements in the ITB	**A) TEAM COMPOSITION AND STRUCTURE**. The Bidder shall enclose in the bid the time-effort of each member of the team to be allocated for each stage/ milestone, expressed in number of working days. **B) DETAILED WORK PLAN.** The Bidder shall submit a work plan that illustrates the methodology to be followed in the implementation of the work activities. The work plan shall include: ☒ Mobilization. ☒ Demobilization. ☒ Testing, commissioning & training where applicable. ☒ Operation & maintenance manuals where applicable. ☒ Hand over. ☒ **Time Schedule of Works**. This will show a detailed list of all work activities beside their duration and sequence and delivery milestones as outlined in the Technical Specification within a frame of **nine (9) calendar months** from the Contract start date. This schedule shall also include the resource allocation, both human and material, to assure proper planning of work activities. ☒ **Schedule of Material Supply.** The above time schedule of works shall include the dates and quantities of material supply as well as the equipment supply. No delays are accepted due to delay in or insufficient material supply for works in the local market. IMPORTANT: (A) The Bidder can use MS Project (or similar software) for the composition of the Work Plan; (B) Before the initiation of the works, the Contractor may be requested to do all			

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	pertinent modifications in the time schedule proposed by the Employer; (C) Written approval on the Work Plan must be obtained prior to execution of the project. ☒ Adequacy of the Proposal for Quality Assurance/ Control plan (QA/QC), tailored specifically to this project ☐ The work plan shall be in the CPM (critical path method). ☒ Bidders shall clearly indicate the resources (manpower & equipment) to facilitate the process of determining whether the given duration for each activity is logical or otherwise. **C) SUBCONTRACTING.** The maximum percentage of the Contract value allowed to be subcontracted under this ITB is fixed at **30% of contract value**, except for the pre-engineered steel buildings works, where the whole item (regardless of the percentage) can be subcontracted. The Bidder shall enclose in the bid: ☒ **A certified agreement** between the Contractor and the Subcontractor prior to commencement of the works. And where the Contractor is proposing to subcontract more than 10% of the total value of the Contract, the following details shall be also enclosed in the bid submission (highlight cells in the BOQ attached in this ITB to indicate subcontracting details and include a letter of confirmation): ☐ BOQ item number to be subcontracted ☒ Value of item to be subcontracted ☒ Name of Subcontractor(s) ☐ Full qualifications and resources details for the proposed Subcontractor(s) for evaluation purposes. <u>Note:</u> (i) Additional information may be requested by the UNDP to verify the technical and administrative capacity of the Subcontractor(s) to undertake the works; (ii) the UNDP reserves the right to accept or reject proposed Subcontractor(s) based on the status of their qualifications and track record.	

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SECTION 5A: STATEMENT OF WORKS AND TECHNICAL SPECIFICATIONS/BILL OF QUANTITIES

STATEMENT OF WORKS AND TECHNICAL SPECIFICATION

Please refer to the Annex 1

Note: Statement of works and technical specification for Lot 1 and Lot 2 are the same.

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BILL OF QUANTITY

Please refer to Annex 2

LOT 1 – Construction of Health and School Facilities in Palu, Donggala and Parigi Moutong Districts

LOT 2 – Construction of Health and School Facilities in Sigi Districts

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DRAWING

Please refer to Annex 3

LOT 1 – Construction of Health and School Facilities in Palu, Donggala and Parigi Moutong Districts

LOT 2 – Construction of Health and School Facilities in Sigi Districts

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ENVIRONMENTAL AND SOCIAL MANAGEMENT FRAMEWORK (ESMF)

Please refer to Annex 4

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ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP)

Please refer to Annex 5

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SECTION 5B: OTHER RELATED REQUIREMENTS

Further to the Schedule of Requirements in the preceding Table, Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfillment of the requirements: *[check the condition that applies to this ITB, delete the entire row if condition is not applicable to the goods being procured]*

Exact Address of Delivery/Construction Location	Lot 1: Construction of Health and School Facilities in Palu, Donggala and Parigi Moutong Districts, Central Sulawesi, Indonesia Lot 2: Construction of Health and School Facilities in Sigi District, Central Sulawesi, Indonesia.
Customs, if required, clearing shall be done by:	Contractor
Inspection upon delivery	As per Statement of Works
Installation Requirements	As per Statement of Works
Testing Requirements	As per Statement of Works
Scope of Training on Operation and Maintenance	As per Statement of Works
Commissioning	As per Statement of Works
Warranties	As per Manufacturer Standard Warranties
Technical Support Requirements	As per Statement of Works
Payment Terms *(max. advanced payment is 20% as per UNDP policy)*	1) 1st progress payment: 10% of contract amount upon completion of mobilization tools & worker 2) 2nd progress payment: 15% of contract amount upon completion of 25% construction work 3) 3rd progress payment: 20% of contract amount upon completion of 45% Construction work. 4) 4th progress payment: 20% of contract amount upon completion of 65% Construction work 5) 5th progress payment: 20% of contract amount upon completion of 85% Construction work. 6) Final payment: 15% of contract amount upon completion of 100% Construction work Note: If selected bidder opts to use retention money instead of performance security, an equal percentage will be reduced from each progress payment up to 10%

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	of the total contract amount which will be kept until the expiration of the 12 months Defects Liability Period.
Conditions for Release of Payment	For interim payment: 1) Approved requests for inspection from UNDP Consultant, PT. Yodya Karya (Persero) Joint Venture with PT. Bumi Harmoni Indoguna and PT. Cakrabuana Consultants 2) Approval from UNDP's representative, Resident Engineer in Palu 3) Upon receipt of certificate of substantial completion inclusive executing the outstanding list if any.
All documentations, including catalogues, instructions, warranties, and operating manuals, shall be in this language	English and/or Bahasa Indonesia

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SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST

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

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

Technical Bid:

Have you duly completed all the Returnable Bidding Forms?	**LOT 1**	**LOT 2**
▪ Form A: Bid Submission Form	☒	☒
▪ Form B: Bidder Information Form	☒	☒
▪ Form C: Joint Venture/Consortium/ Association Information Form	☒	☒
▪ Form D: Qualification Form	☒	☒
▪ Form E: Format of Technical Bid/Bill of Quantities	☒	☒
▪ Form G: Bid Security	☒	☒
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	☒	☒

Price Schedule:

▪ Form F: Price Schedule Form duly signed and stamped	**LOT 1**	**LOT 2**
	☒	☒

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Form A: Bid Submission Form LOT .....

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

We, the undersigned, offer to supply the goods and related services required for [Insert Title of goods and services] in accordance with your Invitation to Bid No. [Insert ITB Reference Number] and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

Our attached Price Schedule is for the sum of [Insert amount in words and figures and indicate currency].

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:

a) 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;

b) 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;

c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;

d) 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);

e) 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;

f) 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.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the UNDP.

We offer to supply the goods and related services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Schedule of Requirements and Technical Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should UNDP accept this Bid.

Name: _____

Title: _____

Date: _____

Signature: _____

[*Stamp with official stamp of the Bidder*]

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Form B: Bidder Information Form LOT .....

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 or ISO 14064 or equivalent 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]
Does your organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	[Complete]
Is your company a member of the UN Global Compact	[Complete]
Contact person that UNDP may contact for requests for	Name and Title: [Complete] Telephone numbers: [Complete]

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clarifications during Bid evaluation	Email: [Complete]
Please attach the following documents:	▪ **Company Profile**, including printed brochures and product catalogues relevant to the goods and/or 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 ▪ **Quality Certificate** (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any ▪ **Environmental Compliance Certificates, Accreditations, Markings/Labels,** and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures ▪ **Organizational Commitment to Sustainability,** significant commitment to sustainability to incorporate social and environmental sustainability objectives such as minimizing environmental impact include the provisions for persons with Disabilities, Gender, Human Rights and Forced Labour, for example Internal social and environmental sustainability policy, internal company policy documents on gender and women empowerment, environmental sustainability certificate, renewable energies, or other evidences to promote such issues. ▪ **Patent Registration Certificates**, if any of technologies submitted in the Bid is patented by the Bidder ▪ **Certification or authorization** to act as Agent on behalf of the Manufacturer, or Power of Attorney. ▪ **Export Licenses**, 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 on behalf of an entity located outside the country ▪ **Statement of Satisfactory Performance** from the Top 3 (three) Clients or more in terms of similar project completion within last 7 years. ▪ **Copy of last three years Audited Financial Statement (2017-2018-2019).**The bidders having completed certified audited financial statement for 2018 can also submit the report which will be considered for evaluation ▪ **Implementation Timetable or Project Schedule** indicating the sequence of activities what will be undertaken

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Form C: Joint Venture/Consortium/Association Information Form LOT .....

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

To be completed and returned with your Bid if the Bid 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 goods and/or 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 ITB process and, in the event a Contract is awarded, during contract execution)	[Complete]

We have attached a copy of the below referenced 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: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

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Form D: Eligibility and Qualification Form LOT .....

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

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

History of Non- Performing Contracts

☐Non-performing contracts did not occur during the last 3 years
☐ Contract(s) not performed in 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 7 years.

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.

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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

Annual Turnover for the last 3 years	Year Year Year	USD USD 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 financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

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

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Form E: Format of Technical Bid LOT .....

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

The Bidder's Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

UNDP Requirement	**Is Bid compliant? Bidder to complete**
Minimum 7 years of relevant experience in construction, preferable in public infrastructure development, restoration and rehabilitation, particularly for School Building, Health Center, and similar related infrastructures.	☐ Yes ☐ No

If yes, please list the previous relevant experience

Project Description	**Client Name**	**Amount (USD /IDR)**	**Duration (from – to)**	**% completed**

UNDP Requirement	**Is Bid compliant? Bidder to complete**
Minimum 2 contracts of at least USD 1,500,000 with similar nature and complexity in Building or Civil Constructions implemented over the last 7 years NOTE: If bidder participates in both LOT 1 and LOT 2: Minimum 3 contracts of at least USD 1,500,000 with similar nature and complexity in Building or Civil Constructions implemented over the last 7 years	☐ Yes ☐ No

Minimum 3 contracts of at least USD 1,500,000 with similar nature and complexity in Building or Civil Constructions implemented over the last 7 years

Contract Description	**Client Name**	**Contract Amount (USD /IDR)**	**Contract Duration (from – to)**	**% completed**

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SECTION 2: Scope of Supply, Technical Specifications, and Related Work

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

2.1 Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.

Description	Yes/No	If Yes, please provide details
Please confirm if any part of the works will be subcontracted		
The Bidder shall enclose in the bid: ☒ A certified agreement between the Contractor and the Subcontractor prior to commencement of the works.		
If the bidder is proposing to subcontract more than 10% of the total value of the Contract, the following details shall be also enclosed in the bid submission (highlight cells in the BOQ attached in this ITB to indicate subcontracting details and include a letter of confirmation): ☒ Value of item to be subcontracted ☒ Name of Subcontractor(s)		

2.2 Implementation plan including a Detailed Work Plan indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

Description	Yes/No	If Yes, please provide details
Detailed Work Plan The Bidder shall submit a work plan that illustrates the methodology to be followed in the implementation of the work activities. The work plan shall include: • Mobilization. • Demobilization. • Testing, commissioning & training where applicable. • Operation & maintenance manuals where applicable. • Hand over.		

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Time Schedule of Works. This will show a detailed list of all work activities beside their duration and sequence and delivery milestones as outlined in the Technical Specification within a frame of **nine (9) calendar months** from the Contract start date. This schedule shall also include the resource allocation, both human and material, to assure proper planning of work activities.		
Schedule of Material Supply. The schedule of works shall include the dates and quantities of material supply as well as the equipment supply. No delays are accepted due to delay in or insufficient material supply for works in the local market.		
Adequacy of the Proposal for **Quality Assurance/ Control plan (QA/QC),** tailored specifically to this project		
Schedule of Resources Clearly indicate the resources (manpower & equipment) to facilitate the process of determining whether the given duration for each activity is logical or otherwise.		

2.3 List of the equipment will be assigned to the project

LOT 1 – Construction of Health and School Facilities in Palu, Donggala and Parigi Moutong Districts

No.	Equipment	Minimum Quantity (Unit)	Confirmation availability of the requested equipment Yes/No	Confirmation to mobilize the equipment to be on-site within two weeks after contract effectiveness Yes/No	Bidder Response
1	Excavator; PC200 or equivalent	4			Specification: Brand: Year: Ownership Status (Renting or owning):
2	Dump Truck; PS 220 or equivalent	4			Specification: Brand: Year: Ownership Status:
3	Dump Truck; PS 120 or equivalent	10			Specification: Brand: Year: Ownership Status:

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4	Flat Bed Truck; PS 220 or equivalent	2			Specification: Brand: Year: Ownership Status:
5	Generator set min. 3000 watt	10			Specification: Brand: Year: Ownership Status:
6	Concrete mixer on site	10			Specification: Brand: Year: Ownership Status:
7	Concrete Vibrator	10			Specification: Brand: Year: Ownership Status:
8	Stamper	10			Specification: Brand: Year: Ownership Status:
9	Measuring Tools; Theodolite & Level (Water Pass)	3			Specification: Brand: Year: Ownership Status:
10	Water Pump plus Water Tank (min. 3000 L)	15			Specification: Brand: Year: Ownership Status:

LOT 2 – Construction of Health and School Facilities in Sigi Districts

No.	Equipment	Minimum Quantity (Unit)	Confirmation availability of the requested equipment Yes/No	Confirmation to mobilize the equipment to be on-site within two weeks after contract effectiveness Yes/No	Bidder Response
1	Excavator; PC200 or equivalent	3			Specification: Brand: Year: Ownership Status (Renting or owning):
2	Dump Truck; PS 220 or equivalent	3			Specification: Brand: Year: Ownership Status:
3	Dump Truck; PS 120 or equivalent	10			Specification: Brand: Year: Ownership Status:

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4	Flat Bed Truck; PS 220 or equivalent	2			Specification: Brand: Year: Ownership Status:
5	Generator set min. 3000 watt	8			Specification: Brand: Year: Ownership Status:
6	Concrete mixer on site	10			Specification: Brand: Year: Ownership Status:
7	Concrete Vibrator	10			Specification: Brand: Year: Ownership Status:
8	Stamper	10			Specification: Brand: Year: Ownership Status:
9	Measuring Tools; Theodolite & Level (Water Pass)	3			Specification: Brand: Year: Ownership Status:
10	Water Pump plus Water Tank (min. 3000 L)	110			Specification: Brand: Year: Ownership Status:

2.4 Other Related Requirements

Other Related Requirements Pertaining to the ITB are as follows:	**Compliance with requirements**		**Details or comments on the related requirements**
	Yes, we comply	**No, we cannot comply** *(indicate discrepancies)*	
Conformity to Technical Specifications and ITB requirement.			
Construction Location in Central Sulawesi.			
Completion time maximum nine (9) months from the date of issuance of Civil Work Contract.			
Validity of bid 120 days.			
Conformity to Organizational Commitment to Sustainability, significant commitment to sustainability to incorporate social			

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and environmental sustainability objectives such as minimizing environmental impact include the provisions for persons with Disabilities, Gender, Human Rights and Forced Labour.			
Compliance with UNDP General Terms and Conditions for Works.			
All documentations, including catalogues, instructions and operating manuals, shall be in English and/or Bahasa Indonesia.			

SECTION 3: Management Structure and Key Personnel

3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.

UNDP Requirement	Is Bid compliant? Bidder to complete
1. the overall management approach toward planning and implementing the project	☐ Yes ☐ No
If yes, please demonstrate the overall management approach toward planning and implementing the project (minimum 3 pages)	
2. an organization chart for the management of the project describing the relationship of key positions and designations	☐ Yes ☐ No
If yes, please provide an organization chart for the management of the project describing the relationship of key positions and designations	

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3. a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.	☐ Yes ☐ No
If yes, please provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.	

3.2 Provide CVs for personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the scope of goods and/or services.

LOT 1 – Construction of Health and School Facilities in Palu, Donggala and Parigi Moutong Districts

No.	Qualification of Personnel	Minimum Quantity	Confirmation availability of the requested Personnel Yes/No	CV of the Personnel is attached Yes/No
1	**Project Manager:** Minimum Bachelor Degree in Civil Engineering, Architect or relevant field. Shall have advance certificate of expertise (SKA Ahli Utama) in Project Management or similar/equivalent. Minimum 10 years of experience in the civil works and minimum 7 years of experience as Project Manager or Team Leader.	1		
2	**Site Manager:** Minimum Bachelor Degree in Civil Engineering, Architect or relevant field. Shall have intermediate certificate of expertise (SKA Ahli Madya) in Building Engineering or similar/equivalent. Minimum of 10 years work experience in the civil works and minimum 5 years of experience as Site Manager.	3		
3	**QA/QC Manager:** Minimum Bachelor Degree in Civil Engineering, Architect or relevant field. Shall have intermediate certificate of expertise (SKA Ahli Madya) in Quality Management System or similar/equivalent. Minimum of 8 years work experience in the civil works and minimum 4 years of experience as QA/QC Manager.	1		
4	**Building Supervisor:** Minimum Bachelor Degree in Architect, Civil engineering or relevant field. Should have	6		

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	intermediate certificate of expertise (SKA Ahli Madya) in Building Structure or similar/equivalent. Minimum of 7 years work experience in the civil works and minimum 5 years of experience as Building Supervisor.			
5	**Architect:** Minimum Bachelor Degree in Architect. Shall have intermediate certificate of expertise (SKA Ahli Madya) in Architecture or similar/equivalent. Minimum of 7 years work experience in the civil works and minimum 5 years of experience as Architect.	1		
6	**Mechanical and Electrical Engineer:** Minimum Bachelor Degree in Electrical Engineering, Mechanical Engineering, or relevant field. Shall have intermediate certificate of expertise (SKA Ahli Madya) in Electrical Engineer or Mechanical Engineer or similar/equivalent. Minimum of 7 years work experience in the civil works and minimum 5 years of experience as Mechanical and Electrical Engineer.	3		
7	**Safety Officer:** Minimum Bachelor Degree in Engineering, Public Health or relevant field. Shall have be certificate of expertise (SKA Ahli Muda or equivalent) in Construction OHS or similar/equivalent. Minimum of 7 years work experience in the civil works and minimum 4 years of experience as Safety Officer.	3		
8	**Quantity Engineer (QE):** Minimum Diploma in Civil Engineering, Architect, or relevant field. Minimum of 5 years work experience in the civil works and minimum 3 years of experience as Quantity Engineer.	2		
9	**Technician / Foreman:** Minimum Diploma in Civil Engineering or Architect, or relevant field. Minimum of 5 years work experience in the civil works and minimum 3 years of experience as Technician/Foreman.	5		
10	**Draft man:** Minimum Diploma in Civil Engineering, or Architect, or relevant field. Understand and experience in AutoCAD and drawing. Minimum of 5 years work experience in the civil works and minimum 3 years of experience as Draftsman.	4		
11	**Surveyor:** Minimum Diploma in Science or Civil Engineering, Architect or relevant field. Understanding Survey & Topographic. Minimum of 5 years work experience in the civil works and minimum 3 years of	3		

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	experience as Surveyor.			
12	**Logistician** Minimum Diploma in business administration, management, or relevant field Minimum of 5 years work experience in the civil works and minimum 3 years of experience as Logistician.	2		

LOT 2 – Construction of Health and School Facilities in Sigi Districts

No.	Qualification of Personnel	Minimum Quantity	Confirmation availability of the requested Personnel Yes/No	CV of the Personnel is attached Yes/No
1	**Project Manager:** Minimum Bachelor Degree in Civil Engineering, Architect or relevant field. Shall have advance certificate of expertise (SKA Ahli Utama) in Project Management or similar/equivalent. Minimum 10 years of experience in the civil works and minimum 7 years of experience as Project Manager or Team Leader.	1		
2	**Site Manager:** Minimum Bachelor Degree in Civil Engineering, Architect or relevant field. Shall have intermediate certificate of expertise (SKA Ahli Madya) in Building Engineering or similar/equivalent. Minimum of 10 years work experience in the civil works and minimum 5 years of experience as Site Manager.	3		
3	**QA/QC Manager:** Minimum Bachelor Degree in Civil Engineering, Architect or relevant field. Shall have intermediate certificate of expertise (SKA Ahli Madya) in Quality Management System or similar/equivalent. Minimum of 8 years work experience in the civil works and minimum 4 years of experience as QA/QC Manager.	1		
4	**Building Supervisor:** Minimum Bachelor Degree in Architect, Civil engineering or relevant field. Should have intermediate certificate of expertise (SKA Ahli Madya) in Building Structure or similar/equivalent. Minimum of 7 years work experience in the civil works and minimum 5 years of experience as Building Supervisor.	5		
5	**Architect:** Minimum Bachelor Degree in Architect. Shall have intermediate certificate of expertise (SKA Ahli Madya) in Architecture or similar/equivalent.	1		

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	Minimum of 7 years work experience in the civil works and minimum 5 years of experience as Architect.			
6	**Mechanical and Electrical Engineer:** Minimum Bachelor Degree in Electrical Engineering, Mechanical Engineering, or relevant field. Shall have intermediate certificate of expertise (SKA Ahli Madya) in Electrical Engineer or Mechanical Engineer or similar/equivalent. Minimum of 7 years work experience in the civil works and minimum 5 years of experience as Mechanical and Electrical Engineer.	3		
7	**Safety Officer:** Minimum Bachelor Degree in Engineering, Public Health or relevant field. Shall have be certificate of expertise (SKA Ahli Muda or equivalent) in Construction OHS or similar/equivalent. Minimum of 7 years work experience in the civil works and minimum 4 years of experience as Safety Officer.	3		
8	**Quantity Engineer (QE):** Minimum Diploma in Civil Engineering, Architect, or relevant field. Minimum of 5 years work experience in the civil works and minimum 3 years of experience as Quantity Engineer.	2		
9	**Technician / Foreman:** Minimum Diploma in Civil Engineering or Architect, or relevant field. Minimum of 5 years work experience in the civil works and minimum 3 years of experience as Technician/Foreman.	4		
10	**Draft man:** Minimum Diploma in Civil Engineering, or Architect, or relevant field. Understand and experience in AutoCAD and drawing. Minimum of 5 years work experience in the civil works and minimum 3 years of experience as Draftsman.	4		
11	**Surveyor:** Minimum Diploma in Science or Civil Engineering, Architect or relevant field. Understanding Survey & Topographic. Minimum of 5 years work experience in the civil works and minimum 3 years of experience as Surveyor	3		
12	**Logistician:** Minimum Diploma in business administration, management, or relevant field. Minimum of 5 years work experience in the civil works and minimum 3 years of experience as Logistician.	2		

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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 goods and/or 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, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

_____

Signature of Personnel

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FORM F: Price Schedule Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

The Bidder is required to prepare the Price Schedule following the below format. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any.

Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be listed separately.

Currency of the Bid: [Insert Currency]

Price Schedule

BILL OF QUANTITIES

Note:

1) Our Bid shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.
2) UNDP, during evaluation stage, shall ensure that the content of said bills of quantities is unaltered and that it remains identical to that of the original bills of quantities. In case of any discrepancy between the priced BoQ submitted by the bidder and the original bills of quantities, as posted by UNDP, the UNDP version shall prevail.
3) In case of any alteration (change, addition, modification or deletion) in the original BoQ, then this may cause rejection of the bid.
4) 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.
5) 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 may have the right to reject the unbalanced bid if it determines that the lack of balance does pose an unacceptable Risk to UNDP.
6) ***Please refer to Form F Price Schedule Form in MS. EXCEL Format***

NOTE: All bids must be exclusive of VAT and other applicable indirect taxes

Name of Bidder: _____

Authorised signature: _____

Name of authorised signatory: _____

Functional Title: _____

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FORM G: Form of Bid Security

Bid Security must be issued using the official letterhead of the Issuing Bank.
Except for indicated fields, no changes may be made on this template.

To: UNDP
[Insert contact information as provided in Data Sheet]

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Bid to UNDP dated Click here to enter a date. to execute goods and/or services [Insert Title of Goods and/or Services] (hereinafter called "the Bid"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security if the Bidder:

a) Fails to sign the Contract after UNDP has awarded it;
b) Withdraws its Bid after the date of the opening of the Bids;
c) Fails to comply with UNDP's variation of requirement, as per ITB instructions; or
d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of [*amount of guarantee*] [*in words and numbers*], such sum being payable in the types and proportions of currencies in which the Price Bid is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid*] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

Address _____

Email Address_____

[Stamp with official stamp of the Bank]