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# INVITATION TO BID

## REHABILITATION OF THE EDIFICIO OF THE DISTRIATL SECRETARIAT OF THE BEIRA GOVERNMENT

ITB No.: ITB\_006\_2020\_UNDP Mozambique

Project: Recovery Facility

Country: Mozambique

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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: Schedule of Requirements and Technical Specifications
- Section 6: Returnable Bidding Forms
  - o Form A: Bid Submission Form
  - o Form B: Bidder Information Form
  - o Form C: Joint Venture/Consortium/Association Information Form
  - o Form D: Qualification Form
  - o Form E: Format of Technical Bid
  - o Form F: Price Schedule
  - o Form G: Form of Bid Security
  - o Drawings (separate attachment)

The tender document and its annexes appear online through UNDP online procurement platform:

<https://etendering.partneragencies.org> **Event ID: 0000007409**

If your company is not registered in the e-Tendering Module, please use the following temporary username and password to register your company/firm:

**Username:** event.guest

**Password:** why2change

Kindly note that UNDP only accepts submissions through its e-procurement. To indicate your interest, please select the function/button "Accept Invitation" in eTendering system, where applicable. This will enable you to keep track on amendments or updates related to this process. Should you require further clarifications, kindly communicate with the named focal point, identified in the Data Sheet.

Please ensure your tender is prepared in accordance with the requirements as set out in the ITB document. Your tender should be submitted well before the Deadline for Submission of Bids stipulated in the Bid Data Sheet to avoid last minute rush.

Please acknowledge receipt of this ITB by sending an email to [procurement.mozambique@undp.org](mailto:procurement.mozambique@undp.org) indicating whether you intend to submit a Bid or otherwise.

Approved by:



Name: Martin Boben

Title: Head of Procurement

Date 07-Oct-2020

## SECTION 2. INSTRUCTION TO BIDDERS

GENERAL PROVISIONS	
1. Introduction	<p>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 <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a></p> <p>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.</p> <p>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.</p> <p>1.4 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (<a href="http://www.ungm.org">www.ungm.org</a>). 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.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p> <p>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.</p> <p>2.3 In pursuance of this policy, UNDP:</p> <p>(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;</p> <p>(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.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="http://www.un.org/depts/ptd/pdf/conduct_english.pdf">http://www.un.org/depts/ptd/pdf/conduct_english.pdf</a></p>
3. Eligibility	<p>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 these organizations.</p>

	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	<p>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:</p> <ul style="list-style-type: none"> <li>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;</li> <li>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</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul>
	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	<p>Similarly, the Bidders must disclose in their Bid their knowledge of the following:</p> <ul style="list-style-type: none"> <li>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</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the Bid or Bids affected by the non-disclosure.</p>
	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>B. PREPARATION OF BIDS</b>		
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.

<b>6. Cost of Preparation of Bid</b>	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.
<b>7. Language</b>	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.
<b>8. Documents Comprising the Bid</b>	8.1 The Bid shall comprise of the following documents and related forms which details are provided in the BDS: <ul style="list-style-type: none"> <li>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>b) Technical Bid;</li> <li>c) Price Schedule;</li> <li>d) Bid Security, if required by BDS;</li> <li>e) Any attachments and/or appendices to the Bid.</li> </ul>
<b>9. Documents Establishing the Eligibility and Qualifications of the Bidder</b>	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.
<b>10. Technical Bid Format and Content</b>	<p>10.1 The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB.</p> <p>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.</p> <p>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.</p> <p>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.</p>
<b>11. Price Schedule</b>	<p>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.</p> <p>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.</p>
<b>12. Bid Security</b>	<p>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.</p> <p>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.</p>



	<p>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.</p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or;</li> <li>b) In the event the successful Bidder fails: <ul style="list-style-type: none"> <li>i. to sign the Contract after UNDP has issued an award; or</li> <li>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.</li> </ul> </li> </ul>
<b>13. Currencies</b>	<p>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:</p> <ul style="list-style-type: none"> <li>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</li> <li>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.</li> </ul>
<b>14. Joint Venture, Consortium or Association</b>	<p>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.</p> <p>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.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one Bid.</p> <p>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.</p>

	<p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <p>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</p> <p>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.</p>
<b>15. Only One Bid</b>	<p>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.</p> <p>15.2 Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this ITB; or</li> <li>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;</li> <li>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.</li> </ul>
<b>16. Bid Validity Period</b>	<p>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.</p> <p>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.</p>
<b>17. Extension of Bid Validity Period</b>	<p>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.</p> <p>17.2 If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.</p>

	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.
<b>18. Clarification of Bid (from the Bidders)</b>	<p>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.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>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.</p>
<b>19. Amendment of Bids</b>	<p>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.</p> <p>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.</p>
<b>20. Alternative Bids</b>	<p>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.</p> <p>20.2 If multiple/alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid"</p>
<b>21. Pre-Bid Conference</b>	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.

<b>C. SUBMISSION AND OPENING OF BIDS</b>	
<b>22. Submission</b>	<p>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.</p> <p>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.</p> <p>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.</p>
<b>Hard copy (manual) submission</b>	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>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.</p> <p>(b) The Technical Bid and Price Schedule must be sealed and submitted together in an envelope, which shall:</p> <ol style="list-style-type: none"> <li>Bear the name of the Bidder;</li> <li>Be addressed to UNDP as specified in the BDS; and</li> <li>Bear a warning not to open before the time and date for Bid opening as specified in the BDS.</li> </ol> <p>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.</p>
<b>Email and eTendering submissions</b>	<p>22.5 Electronic submission through email or eTendering, if allowed as specified in the BDS, shall be governed as follows:</p> <ol style="list-style-type: none"> <li>Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS;</li> <li>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.</li> </ol> <p>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:  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</a></p>
<b>23. Deadline for Submission of Bids and Late Bids</b>	<p>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</p>

	23.2 UNDP shall not consider any Bid that is received after the deadline for the submission of Bids.
<b>24. Withdrawal, Substitution, and Modification of Bids</b>	<p>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.</p> <p>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"</p> <p>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.</p> <p>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.</p>
<b>25. Bid Opening</b>	<p>25.1 UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members.</p> <p>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.</p> <p>25.3 In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened.</p>
<b>D. EVALUATION OF BIDS</b>	
<b>26. Confidentiality</b>	<p>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.</p> <p>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.</p>
<b>27. Evaluation of Bids</b>	<p>27.1 UNDP will conduct the evaluation solely on the basis of the Bids received.</p> <p>27.2 Evaluation of Bids shall be undertaken in the following steps:</p> <ul style="list-style-type: none"> <li>a) Preliminary Examination including Eligibility</li> <li>b) Arithmetical check and ranking of bidders who passed preliminary examination by price.</li> </ul>

	<ul style="list-style-type: none"> <li>c) Qualification assessment (if pre-qualification was not done)</li> <li>a) Evaluation of Technical Bids</li> <li>b) Evaluation of prices</li> </ul> <p>Detailed evaluation will be focussed on the 3 - 5 lowest priced bids. Further higher priced bids shall be added for evaluation if necessary</p>
<b>28. Preliminary Examination</b>	<p>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.</p>
<b>29. Evaluation of Eligibility and Qualification</b>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> <li>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;</li> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</li> <li>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;</li> <li>d) They are able to comply fully with the UNDP General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ul>
<b>30. Evaluation of Technical Bid and prices</b>	<p>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.</p>
<b>31. Due diligence</b>	<p>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:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>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;</li> <li>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;</li> </ul>

	<ul style="list-style-type: none"> <li>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;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
<b>32. Clarification of Bids</b>	<p>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.</p> <p>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.</p> <p>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.</p>
<b>33. Responsiveness of Bid</b>	<p>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.</p> <p>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.</p>
<b>34. Nonconformities, Repairable Errors and Omissions</b>	<p>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.</p> <p>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.</p> <p>34.3 For the bids that have passed the preliminary examination, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>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;</li> <li>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</li> <li>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.</li> </ul>

	34.4 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall be rejected.
<b>E. AWARD OF CONTRACT</b>	
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 <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
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 <a href="https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> 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



	<p>available at  <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a></p>
<b>43. Liquidated Damages</b>	<p>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.</p>
<b>44. Payment Provisions</b>	<p>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.</p>
<b>45. Vendor Protest</b>	<p>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:  <a href="http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</a></p>
<b>46. Other Provisions</b>	<p>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.</p> <p>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.</p> <p>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  <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>

### 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
3	20	Alternative Bids	Shall not be considered
4	21	Pre-Bid conference	<p>Will not be conducted</p> <p>Nonetheless, potential bidders are strongly encouraged to visit the site in order to familiarize themselves with the location and characteristics of the site where the works are required. The visit will enable potential bidders to identify all site conditions, such as necessary availability local facilities, accessibility to the site, among others, in order to make a responsive bid accordingly.</p> <p>Please contact:</p> <p><b>Fernando Mboa</b>  <b>Civil Engineer</b>  <b>Beira Field Office</b>  <b>United Nations Development Programme</b>  <b>Tel: +258 (86) 8222761   +258 (84) 3771927</b>  <b>fernando.mboa@undp.org</b></p> <p><b>on: 16<sup>th</sup> October 2020 starting at 9:00am-11:00Am.</b></p> <p><b>SITE VISIT IS MANDATORY</b></p>
5	16	Bid Validity Period	90 days
6	13	Bid Security	<b>Required in the amount of MZN 300,000</b>

			<p>Acceptable Forms of Bid Security</p> <ul style="list-style-type: none"> <li>▪ Bank Guarantee (See Section 8 for template)</li> <li>▪ Any Bank-issued Check (<i>cheque visado</i>)</li> </ul> <p>Bid Security issued by Insurance Company will NOT be accepted.</p> <p>A scanned copy of the bid must be submitted on etender. The original bid security must be physically submitted to UNDP Mozambique Country Office within one working day following bid closure time and date.</p>
7	41	Advanced Payment upon signing of contract	<p>Allowed up to a maximum of 20% of contract value to facilitate early mobilization and early start-up of the contract.</p> <p>If the advance payment is equivalent or above Thirty Thousand USD (30,000) USD, the proposer shall submit a Bank Guarantee in the full amount of the advance payment.</p> <p>The advance payment is based on the Contract Price excluding contingences and provisional sum and will be paid in the same currencies and proportions as the Contract Price.</p>
8	42	Liquidated Damages	<p>Will be imposed as follows:</p> <p>One (1) percent of the total contract amount per week, when delays result in extra cost, or loss of revenue or loss of other benefits to UNDP.</p> <p>Once a deduction of 10 percent has been obtained, UNDP may consider termination of the contract.</p>
9	40	Performance Security	<p>Required in the amount of 10% of the total contractual value. The performance security shall be stipulated in the currency of the contract and shall only be in one of these forms:</p> <ul style="list-style-type: none"> <li>• Bank guarantee issued by a reputable bank and acceptable to UNDP.</li> </ul> <p>The Performance Security shall be provided no later than <u>twenty-one (21) days</u> after receipt of the Notice of Award, in the amount specified in the Special Conditions of the Contract and denominated in the types and proportions of the currencies in which the Contract Price is payable.</p> <p>The Performance Security shall be valid until a date twenty-eight (28) days from the date of issue of the Certificate of Final Completion.</p>

			<p>The contract retention is five percent (5%) of the contract price.</p> <p>The retention duration will be 90 days.</p>
10	12	Currency of Bid	United States Dollar / Mozambican Metical
11	31	Deadline for submitting requests for clarifications/ questions	<p>Two (2) working days before the submission deadline.</p> <p>Clarifications related to e-tender submission can be submitted by bidders up to one working day, prior to the submission deadline date and time.</p>
12	31	Contact Details for submitting clarifications/questions	<p>Focal Person in UNDP: Procurement Unit</p> <p>E-mail address: <a href="mailto:procurement.mozambique@undp.org">procurement.mozambique@undp.org</a></p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	<p>Posted directly to eTendering</p> <p>Only tenders submitted through eTendering will be evaluated. Tenders submitted otherwise <u>will be disregarded</u>.</p>
14	23	Deadline for Submission	<p><b>26<sup>th</sup> October 2020</b>, as indicated in eTendering system.</p> <p><b>PS: Note that system time zone is in EST/EDT (New York) time zone.</b></p>
14	22	Allowable Manner of Submitting Bids	<input type="checkbox"/> e-Tendering
15	22	Bid Submission Address	<p>BU Code: MOZ10</p> <p><b>Event ID: 0000007409</b></p>
16	22	Electronic submission ( <b>eTendering only</b> ) requirements	<ul style="list-style-type: none"> <li>▪ Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 50MB</li> </ul>
17	25	Date, time and venue for the opening of bid	This is an e-Tendering submission, all bidders who have <u>registered</u> and <u>submitted</u> their bids for this tender will receive an <u>automatic notification of a bid opening report</u> .
18	27, 36	Evaluation Method for the Award of Contract	Lowest priced technically responsive, eligible and qualified bid.

			<ul style="list-style-type: none"> <li>• UNDP Mozambique will undertake the technical evaluation against the qualification requirements and evaluation criteria listed under Section 4 of the present ITB</li> <li>• UNDP Mozambique expects to award and conclude a maximum of one (1) contracts.</li> <li>• The evaluation is mutually exclusive.</li> </ul>
19		Expected date for commencement of Contract	<i>November 16, 2020</i>
20		<i>Maximum expected duration of contract</i>	<i>120 Calendar Days</i>
21	35	UNDP will award the contract to:	One Proposer Only
22	39	Type of Contract	Contract for Civil Works <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
23	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Works <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
24		Other Information Related to the ITB	<p>Minimum Qualifying Criteria (Clauses 9.1 &amp; 9.2)</p> <p>Valid registration certificate to trade in Mozambique as a construction firm, minimum license 4th class (Alvará de Construção Válido, mínimo 4ª Classe - Categoria I, II sub Categoria 1ª a 7ª)</p>

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## **SECTION 4. EVALUATION CRITERIA**

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### **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 (if required) 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
<b>ELIGIBILITY</b>		
<b>Legal Status (Mandatory)</b>	<p>Vendor is a legally registered entity.</p> <p>Bidders are required to fill Form B. Additionally; bidders must also include the following documents:</p> <ul style="list-style-type: none"> <li>- A company profile of at least 5 pages but not exceeding 15 pages.</li> <li>- A proof of registration with the Conservatory of Legal Entities Registration (CREL); or such other entity as may be prescribed by the national regulations.</li> <li>- A valid Certificate of Business Registration</li> <li>- A valid certificate of discharge from the Tax Administration</li> <li>- Valid license/permit to perform construction works in Mozambique.</li> <li>- Valid declaration issued by the institution responsible for the national social security system.</li> </ul>	Form B: Bidder Information Form
<b>Eligibility (Mandatory)</b>	<p>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.</p> <p>Bidders are required to fill Form A. <b>Additionally:</b></p> <ul style="list-style-type: none"> <li>- Bidders must not be debarred from participating in procurement proceeding by any legal authority in Mozambique.</li> </ul>	Form A: Bid Submission Form
<b>Conflict of Interest (Mandatory)</b>	<p>No conflicts of interest in accordance with ITB clause 4.</p> <p>Bidders are required to fill Form A.</p>	Form A: Bid Submission Form
<b>Bankruptcy (Mandatory)</b>	<p>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.</p> <p>Bidders are required to fill Form A. Additionally: Certificate issued by Ministry of Justice (Mozambique)</p>	Form A: Bid Submission Form
<b>Certificates and Licenses (Mandatory)</b>	<p>Bidders are required to fill Form B, including:</p> <ul style="list-style-type: none"> <li>▪ Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country</li> <li>▪ Certificate of Business Registration</li> <li>▪ Valid license/permit to perform construction works in Mozambique.</li> </ul>	Form B: Bidder Information Form
<b>QUALIFICATION</b>		

<b>History of Non-Performing Contracts<sup>1</sup></b> <b>(Mandatory)</b>	Non-performance of a contract did not occur as a result of contractor default for the last <b>3 fiscal years (from January 2017 onwards)</b> .	Form D: Qualification Form
<b>Litigation History</b> <b>(Mandatory)</b>	No consistent history of court/arbitral award decisions against the Bidder for the last <b>3 fiscal years (from January 2017 onwards)</b> .	Form D: Qualification Form
<b>Previous Experience</b> <b>(Mandatory)</b>	Minimum 5 (five) years of relevant experience. <b>Bidders are required to include a list containing a brief description, date and value of works completed and ongoing (indicate current percentage of completion) over the past five (5) years.</b>	Form D: Qualification Form
	Minimum 3 contracts of similar value, nature and complexity implemented over the last 5 (five) years. <b>- Bidders are required to include a copy of three (3) Certificates of Practical Completion of their latest three (3) contracts over the past 5 (five) years.</b> <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i> <b>-Site Visit is MANDATORY</b>	Form D: Qualification Form
<b>Financial Standing</b> <b>(Mandatory)</b>	The Average <b>annual turnover of at least 10,000,000.00 Mozambique Metical (MZN) within the past three (3) years (2017 onwards)</b> .  <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability by submitting audited financial reports covering the past <b>three (3) years 2019-2018-2017</b> . <b>Bidders are required to include their companies audited accounts for the past three (3) years (mandatory)</b> <b>Please do not submit audited financial statements beyond the required years.</b> <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>  Note: UNDP reserves the right to verify the bidder financial capacity and seek references from the concerned parties & banks on the bidder's financial standing.	Form D: Qualification Form

<sup>1</sup> 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.



	UNDP reserves the right to reject any whom investigations reveal is not financially capable and/ or has serious financial problems.																	
Technical Evaluation	<p>The technical bids will be evaluated on a <b>pass/fail</b> basis for compliance against the following main criteria:</p> <p>Main criterion 1: The required personnel Main criterion 2: The required equipment Main criterion 3: The implementation timetable</p> <p>Bidders need to comply with the requirements under each criterion as listed below to be considered technically responsive.</p> <p><b>Bidders intending to submit offers for more than one LOTs are required to present different CVs for personnel and proof of equipment ownership or hire or lease under each lot.</b></p>	Form E: Technical Bid Form																
Criteria 1: Personnel	<p>The bidders are required to submit:</p> <p>1) Duly signed CVs of the below proposed key personnel in the format provided in Form E dated.</p> <p>2) Copy of the relevant diplomas and/or certificates attesting successful completion of studies.</p> <p>3) Confirmation of Availability Letters for each proposed CV</p> <p>N.B: <b>The owner(s) and/or General Managers of the contracting company are not allowed to fill in any of the key positions listed below.</b></p> <table><tr><th>Staff Position</th><th>Minimum educational qualification</th><th>Minimum years of experience</th><th>Time-effort required</th></tr><tr><td><b>Team leader (Civil Engineer or Architect)</b></td><td>BSc in Civil Engineering or Architectur from a recognised university</td><td>7 years of experience in on-site management of construction works</td><td>Full-time : to be available on-site during implementation of the works in School from start until completion</td></tr><tr><td><b>Site Engineer</b></td><td>BSc in Civil Engineering from a recognised university</td><td>5 years of experience in local management of school construction works or similar works</td><td>Full-time resident position: to be available on-site during implementation of the works in School from start until completion</td></tr><tr><td><b>Electrical Engineer</b></td><td>BSc in electrical engineering from a recognised university</td><td>5 years of experience in school rehabilitation works or similar works</td><td>Part -time 50% electrical engineer: to be available on-site during 3 days per week during implementation of the works in School</td></tr></table>	Staff Position	Minimum educational qualification	Minimum years of experience	Time-effort required	<b>Team leader (Civil Engineer or Architect)</b>	BSc in Civil Engineering or Architectur from a recognised university	7 years of experience in on-site management of construction works	Full-time : to be available on-site during implementation of the works in School from start until completion	<b>Site Engineer</b>	BSc in Civil Engineering from a recognised university	5 years of experience in local management of school construction works or similar works	Full-time resident position: to be available on-site during implementation of the works in School from start until completion	<b>Electrical Engineer</b>	BSc in electrical engineering from a recognised university	5 years of experience in school rehabilitation works or similar works	Part -time 50% electrical engineer: to be available on-site during 3 days per week during implementation of the works in School	
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Criteria 2: Equipment	<table><tr><th>LIST OF EQUIPMENT</th><th>Minimum Required</th></tr><tr><td>Tipper truck with a minimum capacity of 5 tons</td><td>1</td></tr><tr><td>Concrete mixers with a minimum capacity of 500L</td><td>2</td></tr><tr><td>Concrete vibrators</td><td>2</td></tr><tr><td>Scaffolding pairs</td><td>20</td></tr><tr><td>Electric generator</td><td>2</td></tr></table>	LIST OF EQUIPMENT	Minimum Required	Tipper truck with a minimum capacity of 5 tons	1	Concrete mixers with a minimum capacity of 500L	2	Concrete vibrators	2	Scaffolding pairs	20	Electric generator	2	
LIST OF EQUIPMENT	Minimum Required													
Tipper truck with a minimum capacity of 5 tons	1													
Concrete mixers with a minimum capacity of 500L	2													
Concrete vibrators	2													
Scaffolding pairs	20													
Electric generator	2													
Criteria 3: Timetable	<p>The contractor is required to provide a detailed and proportionate Plan to the scheduled 120 calendar days. It shall include the following information:</p> <ul style="list-style-type: none"><li>• A technical approach and methodology proposed for the execution of works; details on how it intends to organize and execute the works as well as ensure the quality, timelines and warranty period. (mandatory)</li><li>• A Construction schedule of activities with a maximum of 4 months completion timeframe. The Schedule must list all activities, duration and sequence for the site. The schedule shall include the critical path and the delivery milestones. (mandatory)</li><li>• A level of effort table in the form of a spreadsheet showings of each personnel and the time allocated for his/her involvement, expressed in number of working days. (mandatory)</li><li>• A Cumulative Cash-Flow chart (S-curve) expected during implementation. (desirable)</li><li>• <u>STE VISIT IS MANDATORY</u></li></ul>													
Financial Evaluation	<p>Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F.</p> <p>Detailed cost and pricing on requirements listed in Section 5 and quoted for by the bidders in Form F – Bill of Quantities.</p> <p>Percentage discount in the event where bidder is awarded two or more bids (Bidders to state in the related BOQ).</p>	Form F: Bill of Quantities												

## **SECTION 5A: SCOPE OF WORK**

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### **REHABILITATION OF THE EDIFICIO OF THE DISTRICT SECRETARIAT OF THE BEIRA GOVERNMENT**

#### **TECHNICAL SPECIFICATIONS**

##### **I. Introduction**

This descriptive memory refers to the rehabilitation project of the Building of the District Secretariat of Beira, located in the Manga neighborhood of Sofala Province.

##### **II. Description of the project.**

The project consists of the rehabilitation of the building of the Office of the Administrator of Beira, Infrastructure Services of Beira, Section Room, District Command, Social Center, Porchs, Sealing Wall, Section Room, Conselho Técnica District, Sanitary. All buildings were made with conventional materials, in concrete structure reinforced with footings, pillars and beams, masonry in blocks of cement and sand. Most of the buildings are with fiber cement plate and IBR plate and reinforced concrete slab in the District Command building.

##### **III. Nature of the works**

The interventions will consist of the general rehabilitation of roof, suspended ceiling, painting, plumbing and electricity, sealing wall, terrace and waterproofing of ceilings and toilets. All work will take place simultaneously, and the contractor must adjust his activity plan to the general schedule to be provided by the representative of the owner of the work.

##### **IV. Constructive standards**

For this project took into account the General Regulation of Urban Buildings, Pre-stressed reinforced concrete regulation, Regulation of Steel Structures for Buildings, Regulation of Building Systems for Water Distribution and Drainage of Wastewater - Mozambique. The specific building standards for housing and in particular those that standard in the Bulletin of the Republic the construction of public buildings were carefully followed.

##### **1. Preliminary works**

###### **1.1 Mobilization and Demobilization:**

Allow for each and every expense to mobilize, set up offices, stores, computer, telephone lines, electricity lines, water lines, compound, etc..., including any taxes, rents, etc..., maintain and keep in good order for the duration of the Project. Rates include removing offices for supervision team, stores, compound, etc..., and all waste and surplus materials from the site and leave in a

clean and tidy condition. The price includes not limited Mobilization and demobilization of personnel, equipment and tools for the work of the Contractor The Contractor shall provide in this "item" a cost for the mobilization and demobilization after completion of the work of its work team and equipment and tools that it intends to use in the work.

- 1.2 It is the responsibility of the Contractor of the work to prepare a construction board with a minimum area of 2.34m<sup>2</sup> Supply and install galvanized sheet metal, 1 mm minimum thickness, framed and supported by galvanized clamps on posts. The sign shall be supported by two metal support posts, each 3" diameter and 4 mm minimum thickness. The support metal should be installed in a concrete foundation 50cmX50cmX50cm with cross rod @10mm. The size and information in the sign should be approved by the UNDP engineer before installation
- 1.3 Where the inspection so requires, the contractor undertakes to present within the period the documents proving that certified materials are being applied on the site, as well as the work being carried out by personnel qualified to do so. Regardless of the existence of such documents, the inspection may whenever it is required to carry out inspections and testing of the materials.
- 1.4 The contractor shall provide before the start of construction all samples required by the owner of the work or his representative, who may reject any material or work that does not correspond to the approved samples.
- 1.5 The contractor is responsible for delivering the work to its temporary reception in perfect cleaning condition, with all moving parts and lubricated and operational equipment, clean glass, unobstructed pipes and no sand or debris, paint drops removed from surfaces, etc.

## **2. Coverage rehabilitation**

- 2.1 The Contractor shall disassemble existing fiber cement plates carefully, using appropriate equipment and specialized personnel for handling asbestos-containing materials, and shall create conditions for their storage transport and landfill disposal.
- 2.2 The IBR cover plates will be removed in order to avoid injury to the workers involved in the removal. In the quantification of unit prices, the Contractor shall not include the use of this material. However, it will have to include the removal to the leak of the damaged.
- 2.3 The wooden structure of the covered areas that is in good condition to be reused, the Contractor shall include in its price a value for the supply and replacement and treatment of some parts that are not in good condition to be used. To do this, contractor must pay a visit to the site and inspect

the roof structure for quantification. The entire existing roofing structure should be depicted with "Carbolineum" or other similar product before the plate is placed.

2.4 The Contractor will have to supply and place new roof plate and ridges in IBR, 6mm resistant to the environment of the city of Beira (humidity and salinity) in all buildings provided for the placement of new (roof. The slopes of the roofs will be in accordance with the architectural design. In some buildings the height and slope can be increased to ensure minimum height of false ceiling placement. The trusses will be 50x150mm, and the cross sections will have section 50x75mm with spacing of 60cm, in the main cover and 30cm on the outside. Connections should be reinforced with sheet metal or other elements to give the roof structure resilience. The plates will be fixed by means of helical screws, twisted nails or hooks with watertight rubber seals to prevent rainwater infiltration, posting will be by mechanical means. The number of nails fixings will be in alternating waves inside and 1 each wave in the cross sections of the outside. The plates will overlap two waves for each side. The contractor shall employ appropriate tools and trained specialized workers for this activity.

2.4 The contractor must supply and place the ridges type IBR 0.6mm resist the environment aggressionivo of the city of Beira to humidity and salinity. The overlaps of the ridges should be at least 50cm and will take into account the predominant direction of the winds in place for the positioning of the parts.

2.5 To increase the resilience of the roof, the contractor will need to place reinforced concrete gable beams on all gable walls and place b25-class reinforced concrete guard with 20x20cm section and 4Ø10mm armor, 6@20cm stirrups, with reinforcement of beam firewall. Contractor shall also include in its price the work of plasters and edges on the firewall. The ratio of plastering and laying will be 1:4 in volumes of cement and sand respectively.

2.6 The gutters will be placed on the roof, however, cleaning will have to be carried out along the entire length of the gutters, properly place the metal support parts, improve the welds in some positions and apply the anti-corrosion for protection.

2.7 All stormwater discharge outlets from the roof gutters should be properly identified and cleaned, check that the water reach properly to the existing drainage channels.

- 2.8 The Contractor shall provide and assemble the rainwater pipes on the roof with the material of the "MARLEY" properly fixed them with clamps on the wall in the buildings. The diameter of the pipes will be 90 mm.
- 2.9 Before applying the waterproofing material to the slab, the Contractor shall check for the probable existence of any cracks in the slab and apply "Crack filler" or finish with cement syrup if the crack is more than 2 mm thick. Any waterproofing suggested by the Contractor for the application, should gather the following basic characteristics: Be resistant to strong solar incidences and assume characteristics of rubber after application, and preferably have extensive membranes that have adhesion on the slab.

### **3. Water infiltrations in walls and ceilings**

3.1. The planned repair of infiltrations in the walls and ceilings consists of: Check the permanence of moisture on the surface to work and then clean the mold in sight and then apply the necessary coats of oily undercoat according to the degree of humidity for its rapid absorption. After 7 days is that the surface can be painted.

### **4. Glazing**

- 4.1 Includes the cutting and supply of 4 mm glass parts according to the measurements of the spans of all windows of the building.
- 4.2 The Contractor shall also include in its price the removal of all broken glass, the repair of the blinds that have some defect and cleaning of all the glasses with appropriate products.

### **5. Carpentry**

- 5.1 The Contractor shall disassemble the doors and frames of existing windows and repair or supply the doors that are not in good condition.
- 5.2 Provide and put new hinges and locks. Apply bitumens and sand the surfaces to improve the finish of the door. Also include the repair of the doors or application of bitumens, sandpaper, paint or varnishing as the case of the doors.
- 5.3 Removing without using of all false ceiling that is damaged and leak.

- 5.4 Provide the existing wood suspended ceiling and application of bitumens and sandpaper with mechanical planers. Provide identical parts where they no longer exist and carry out the appropriate placement.
- 5.5 Provide and place new plastic mosquito nets in windows planned to replace worn nets, supply of accessories necessary for fixing, namely wooden studs and bites with a section similar to existing ones.

## **6. Wall and floor coverings**

- 6.1 Includes the supply and laying with cement tile glue and good quality mosaics with the color minimally similar to the existing one. Include in the price the removal of the broken tiles if necessary.
- 6.2 Wash all tiles with suitable cleaning products, polish the joints to improve the surface appearance of the tiles.
- 6.3 Washing of all existing ceramic tile floors with appropriate cleaning products, by means of mechanical equipment, polish the joints to obtain a good appearance of them.
- 6.4 Execute walls of hollow blocks of cement and sand with dimensions of 15X20X40cm of good quality, on the sealing wall based on cement mortar and sand to trace 1:4 in volumes respectively.
- 6.5 Perform repair and coating on walls of the sealing wall, applying plaster in cement and sand mortar ratio 1:4 respectively.
- 6.6 The Contractor shall repair the remarkable cracks in the walls of the building by applying "cruckfiller" to very small fissures or with cement and sand mortar trims ratio 1:4 in very thick cracks.

## **7. Locksmith**

- 7.1 This item includes a supply, mounting porchs for parking vehicles and porch at the entrance of the district command building that will serve as a waiting place. The porchs will be in metal structure of pipes or profiles, bars and metal angles with 0.6mm sheet cover.

- 7.2 The supply and fixing of doors and metal railings, polishing of all the railing available in buildings, application of anticorrosive and painting two coats with enamel paint of good quality to be approved by the Inspection.

## **8. Electrical installation**

8.1 The Contractor shall review the entire electrical installation of buildings with regard to the supply of electricity and, in particular, channel the control of lighting in buildings by placing new electrical boards and protective devices, in particular:

- a) Electric board
- b) Single and double switches
- c) Taken
- d) Simple armor with the respective 40w fluorescent lamps.
- e) Double armor with the respective 40w fluorescent lamps.
- f) Ceiling globes for exterior balconies, including their 100w or low-consumption incandescent bulbs.
- g) 40w fluorescent lamps on all armatures that do not have lamps in operation.

## **9. Paintings**

9.1 The Contractor shall include in the painting of the ceilings the cleaning of the surfaces to be painted, application of two coats of white PVA paint of good quality.

9.2 Stripping the existing paint and applying two coats of enamel paint on all wooden elements windows and doors. The quality of the ink must be approved in advance by the Inspection.

9.3 It includes the painting of interior walls and exteriors of all compartments of the buildings, including the parts above the tiles of the bathrooms, with normal PVA paint at two coats, and must cover the wall before application. The quality of the ink must also be approved by the Inspection.

9.4 All plywood suspended ceiling must be painted with appropriate white paint in two coats.

## **10. Sealing wall**

10.1 The Contractor shall remove the still-left-over debris from the part of the fence wall that collapsed.



10.2 contractor should demolish the part of the wall that is already unstable and re-drive the wreckage to the drain.

10.3 Include reconstruction with some reinforcement of pillars and reinforced concrete beams to reinforce of the wall. Minimum reinforcement , the pillars should have 4 10mm rods and 20x20cm section in the longitudinal reinforcement and beams with also 10mm longitudinal rods and 15x25cm section, Ø6 @ 20cm stirrups.

10.4 The Contractor shall paint the entire sealing wall with good quality PVA paint on two coats on a wall primer.

10.5 Includes replacement and painting of the metal gate of the wall with good quality enamel paint to be approved by the Inspection in two coats.

## **11. Sanitary**

11.1 The Contractor must complete the laying of masonry on the walls of the sanitary block and make the plastering of walls and screed of regularization of the floor for mosaic placement.

11.2 Provide and cover the sanitary block with 0.6mm IBR plates with all resilience structure.

11.3 Water supply is carried out from the urban public network. It will be necessary to review the water and sewage supply system in the building.

11.4 Toilet basins and washbasins will be installed in the quantities indicated in the bill of quantity  
The sanitary will be white porcelain, of the first quality with all accessories. Sanitary appliances shall be properly siphoned, ventilated and connected to sewer inspection boxes.

11.5 All sanitary equipment and its accessories must be approved by the inspection before being supplied on site.

11.6 The Contractor shall carry out the general review of the sewage system, cleaning and unclogging of fossas and construction of invos drains, boxes and extensions cajo if justified.

## **12. General**

12.1 In all not mentioned in this specification it shall be executed in accordance with the building standards and regulations in force in the Republic of Mozambique.

#### **ANNEXES**

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1. The Specifications in Portuguese- Only for interpretation but the language of submission is English
2. The BoQs
3. The Drawings.

SECTION 5B: OTHER RELATED REQUIREMENTS

N/A

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?	
▪ Form A: Bid Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Bid/Bill of Quantities	<input type="checkbox"/>
▪ From G: Form of Bid Security	
▪ [Add other forms as necessary]	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Price Schedule:

▪ Form F: Price Schedule Form	<input type="checkbox"/>
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**FORM A: BID SUBMISSION FORM**

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]*

**FORM B: BIDDER INFORMATION FORM**

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent)</b> <i>(If yes, provide a Copy of the valid Certificate):</i>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment?</b> <i>(If yes, provide a Copy of the valid Certificate):</i>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy?</b> <i>(If yes, provide a Copy)</i>	[Complete]
<b>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</b>	[Complete]
<b>Is your company a member of the UN Global Compact</b>	[Complete]

<b>Contact person that UNDP may contact for requests for clarifications during Bid evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured</li> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ 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</li> <li>▪ Trade name registration papers, if applicable</li> <li>▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any</li> <li>▪ 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</li> <li>▪ Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder</li> <li>▪ Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney.</li> <li>▪ Export Licenses, if applicable</li> <li>▪ Local Government permit to locate and operate in assignment location, if applicable</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country</li> </ul>

**FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM**

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 <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

<b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)	[Complete]
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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: \_\_\_\_\_

**FORM D: ELIGIBILITY AND QUALIFICATION FORM**

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**

<input type="checkbox"/> Non-performing contracts did not occur during the last 3 years			
<input type="checkbox"/> 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)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

**Previous Relevant Experience**

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

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



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

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

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

## Financial Standing

<b>Annual Turnover for the last 3 years</b>	Year	USD
	Year	USD
	Year	USD
<b>Latest Credit Rating (if any), indicate the source</b>		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
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:

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

**FORM E: FORMAT OF TECHNICAL BID**

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**

- 1.1 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.2 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.3 Quality assurance procedures and risk mitigation measures.
- 1.4 Organization's commitment to sustainability.

**SECTION 2: Scope of Supply, Technical Specifications, and Related Services**

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 A detailed description of how the Bidder will deliver the required goods and services, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 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.
- 2.3 The bid shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.4 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.5 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

Goods and services to be Supplied and Technical Specifications	Your response			
	Compliance with technical specifications	Delivery Date	Quality Certificate/Exp	Comments

	<b>Yes, we comply</b>	<b>No, we cannot comply</b> (indicate discrepancies)	(confirm that you comply or indicate your delivery date)	<b>Port Licenses, etc.</b> (indicate all that apply and attach)	
All technical Specification specified in the Scope of Works (SOW)					

### 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.
- 3.2 Provide CVs for key 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.

### Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/Qualifications</b>	<p><i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i></p> <p>[Insert]</p>
<b>Professional certifications</b>	<p><i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i></p> <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/Experience</b>	<p><i>[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.]</i></p> <p>[Insert]</p>
<b>References</b>	<p><i>[Provide names, addresses, phone and email contact information for two (2) references]</i></p> <p>Reference 1: [Insert]</p> <p>Reference 2: [Insert]</p>

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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Date (Day/Month/Year)

**FORM F: PRICE SCHEDULE FORM**

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

Bidders are required to fill the Bill of Quantities they intend to present and offer for; using the format provided.

The Bill of Quantities must list costs and prices for all the quantities and works requested.

**N.B. Incomplete Bill of Quantities will be disregarded.**

**Currency of the Bid:** [Insert Currency]

Name of Bidder:	_____
Authorised signature:	_____
Name of authorised signatory:	_____
Functional Title:	_____

**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.**

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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 \_\_\_\_\_

*[Stamp with official stamp of the Bank]*