



**INVITATION TO PREQUALIFY TO BID ON UPCOMING
DESIGN AND BUILD OF ECO-PARK CONTAINING
A MATERIALS RECOVERY FACILITY (MRF)
AND
A GREEN COMPOSTING PLANT**

REF: ITP-002-EID-8636-2021

FEBRUARY 2021

**CONTRACTING AUTHORITY:
UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)
LOCAL INFRASTRUCTURE FACILITY (LIF) PROJECT
CYPRUS**

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1. LETTER OF INVITATION

The United Nations Development Programme (UNDP) Local Infrastructure Facility (LIF) Project hereby invites qualified and reputable companies to submit their applications expressing interest and providing documentation in order to be prequalified (shortlisted) to participate in the upcoming tender/ Invitation to bid (ITB) aimed at establishing contract for Design and Build (FIDIC Yellow Book contract for works) of a (i) Materials Recovery Facility (MRF) and ii) a green composting plant in Nicosia. More specifically, the scope of works includes all necessary designs, constructions, installations, testing and provision of operations and maintenance manuals for the following further works within the boundary of the Eco-Park.

In the upcoming ITB process, only prequalified companies from this Pre-Qualification (PQ) process will be invited to bid and will be evaluated accordingly.

If you are interested in submitting an application in response to this PQ, please prepare your submission in accordance with the requirements and procedure as set out in this PQ document and submit it through the online e-tendering system by the deadline for submission set out in the respective event.

The complete pre-qualification (PQ) documents can be examined and obtained free of charge from the following website: <https://etendering.partneragencies.org>

Business Unit: CYP10
Event ID: 0000008636

In case your company is not registered in the e-tendering system <https://etendering.partneragencies.org/> - please use the following temporary username and password to register your company / firm.

User name: event.guest
Password: why2change

And then follow the registration steps as specified in the system user guide.

You can find detailed user guides and videos on how to use the e-tendering system by following this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>. Applicants will be able to access and download the PQ documents once registered.

You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to this PQ. Should you require further clarifications, kindly communicate through the email specified in this PQ.

Please note that this invitation is not to be construed in any way as an offer to contract with your firm. This invitation to prequalification does not entail any commitment on the part of UNDP, either financial or otherwise. UNDP reserve the right to accept or reject any or all submission without incurring any obligation to inform the affected applicant/s of the acceptance/rejection ground.

UNDP Looks forward to receiving your application and thank you in advance for your interest in UNDP Procurement

Yours sincerely,
Procurement Analyst – LIF
UNDP Cyprus

2. BACKGROUND:

The Local Infrastructure Facility (LIF) project is a European Union funded project based on a long-standing partnership between the EU and UNDP, and UNDP previous experience in implementing large and medium-size EU funded urban upgrading and infrastructure projects in Cyprus.

The United Nations Development Programme (UNDP) under the LIF project in Cyprus is soliciting Invitation to Prequalification (ITP) to source and pre-qualify experienced construction/consultancy/engineering companies or consortia of companies to undertake its upcoming Design and Build Project for (i) a Materials Recovery Facility (MRF) and ii) a green composting facility in Nicosia FIDIC Yellow Book contract modality .

More specifically the scope of works includes all necessary designs, constructions, installations, testing, training and provision of operations and maintenance manuals for the following further works within the boundary of the Eco-Park.

- Civil, electrical and mechanical works;
- Supply and installation of MRF machinery and equipment;
- Supply and installation of composting machinery and equipment;
- Supply of mobile equipment

The MRF shall be designed for an overall capacity of 30,000 tons/year, operable over 260 days per year, with two 8h shifts (two shifts per day including start / finish changing time and breaks), thus 115 t/d or approximately 7.2 t/h.

The plant shall be designed to receive waste (operate) a minimum of 260 days per year (5 days/ week), 8 hours/ day (one shift). The minimum daily capacity of the facility therefore amounts to approximately of 50 t/ d or 185 m3/d, taking an average design density of incoming biowaste 270 kg/m3. The composting process shall take place in aerated windrows covered with semipermeable membrane.

The total area required for the Eco-Park Phase 1 is 2.25 ha, where the area for the green waste /sludge composting facility and the area for the MRF will be approximately 1.65 ha and 0.6 ha respectively. The Eco-Park facility will be located at Mia Milia/Haspolat, Nicosia.

3. SCOPE OF THIS ITP:

UNDP Cyprus is searching the local and international markets to source availability of potential construction and design engineering companies delivering high quality, cost effective and efficient projects and having experience in FIDIC Design and Build Projects of Solid Waste Management/Treatment Plants.

The purpose of this ITP is to gather the appropriate information and prepare a list of pre-qualified potential companies for upcoming Design and Build Project (i) Materials Recovery Facility (MRF) and ii) a Green Waste Composting Plant. UNDP will send the solicitation documents e.g. an Invitation to Bid (ITB) only to pre-qualified list of companies and solicit bids from them.

This process is not to solicit for bids/proposals. The information will be solely used to pre-qualify companies for Design and Build project for (i) a Materials Recovery Facility (MRF) and ii) a Green Waste Composting Plant and also to enhance UNDP's knowledge of the local and international market, leverage commercial and local best practices, availability of potential construction and design consultancy companies in order to determine the

optimal solutions for future similar projects in Cyprus.

Given the specific types of design and works sought and accordingly the specific expertise required to pre-qualify, forming Joint Venture or Consortium among international or local construction companies are highly encouraged for successful implementation. Maximum allowable Joint Venture partners shall not exceed more than three partners. Real persons are not eligible to apply in their individual capacities. JV Bidders prequalified as the result of this ITP review, cannot be further changed/amended for the eventual ITB process.

4. PREQUALIFICATION APPLICATION PROCESS:

1. This Pre-qualification process is aimed to short-list potential Companies for its participation in the upcoming bidding process (ITB) for the Design and Build Project for a (i) Materials Recovery Facility (MRF) and ii) a green composting plant. Hence, interested international/local Companies and/or Consortiums/Joint Ventures with required experience and qualifications are requested to complete the UNDP Pre-Qualification Application and submit relevant documentation/information as to demonstrate that they are eligible and qualified to perform such medium-large scale Design and Build Projects. This Pre-qualification will remain valid for the next one year after its date of qualification. If any other similar requirement of Design and Build projects arises within the aforesaid one-year period, the outcome of this Process will also be used for conducting the bidding process, where relevant.
2. Potential Companies are requested to submit their application with all required documents as stated in the Data Sheet (DS) through UNDP E-Tendering, as per the instructions below by no later than **09:00 AM EST/EDT New York Time on Wednesday, 31st March 2021.**
3. At any time prior to the deadline for submission of Prequalification Document, UNDP may, for any reason, whether at its own initiative or in response to a clarification requested by Applicants, modify the Prequalification Application and its attachments by amendment, including through provision of supplementary information. The amendment will be posted on UNDP E-Tendering portal.
4. A non-mandatory Pre-ITP Meeting will be held virtually via Zoom or Microsoft Teams in order to address Applicants Q&A and to provide a better picture of the projects requirement in order to come up with realistic applications. Interested applicants should send their requests via email to solicitations.lif.cy@undp.org latest by 18 March 2021, 04:00 pm Cyprus local time.

The Pre-ITP Meeting will be held on **19th of March 2021 at 11:00 am Cyprus Local Time.**

5. If you need to request additional information, please write to solicitations.lif.cy@undp.org. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received. No phone calls will be accepted. The team will provide necessary information within due date. However, any delay in providing such information will not be considered a reason for extending the submission date of ITP. Deadline for submitting requests for clarifications of questions/queries about the contents of the Prequalification application is 09:00 AM EST/EDT New York Time on 26th March 2021. Answers to questions/inquiries will be posted on UNDP E-Tendering portal.
6. Completion of the Prequalification Application and submission of relevant documentation is compulsory as indicated in the Data Sheet. Applications with incomplete submissions shall be disregarded.
7. All applicants (Overseas and Cypriots) are required to comply with Local Government Regulations.

5. GENERAL INSTRUCTIONS:

Scope of Application:

- UNDP Cyprus Procuring entity (The Employer) issues this ITP for the purpose of pre-qualifying potential international/local Companies for its participation in the upcoming bidding process for the Design and Construction Project for a (i) Materials Recovery Facility (MRF) and ii) a Green Waste Composting Plant using FIDIC Yellow book contract conditions.

6. CONTENTS OF THE ITP:

- The documentations for the ITP consist of the annexes indicated below and should be read in conjunction with any Addendum that may be issued by the UNDP, later if needed.
 - Annex 1 – Application Submission Form;
 - Annex 2 – Applicant Information Form;
 - Annex 3 – Joint Venture Form;
 - Annex 4 – General Experiences Form;
 - Annex 5 – Specific Experiences Form;
 - Annex 6 – Format of CVs for Personnel;
 - Annex 7 – Litigation History Form; and
 - Annex 8 – Financial History Form.

7. AMENDMENT OF THE ITP:

- At any time prior to the deadline for submission of applications, the UNDP may amend the Pre-qualification by issuing an addendum.
- Any addendum issued shall be part of the ITP and will be communicated in writing by posting the addendum to the UNDP E-Tendering portal.
- To give prospective applicants reasonable time to take an addendum into account in preparing their applications, UNDP may, at its discretion, extend the deadline for the submission of applications.

8. PREPARATION OF APPLICATIONS:

- **Cost of Applications:** The Applicant shall bear all costs associated with the preparation and submission of its application. UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.
- **Language of Application:** The application prepared by the Applicant and all correspondence and documents relating to the application exchanged by the

Applicant and UNDP shall be in the English language. In case of other language, the firms/companies should provide the English translation version along with the documents.

9. PROCEDURES OF SEEKING CLARIFICATIONS AND EVALUATION OF APPLICATIONS:

- **Clarifications of Applications:** To assist in the evaluation of applications, UNDP may, at its discretion, request in writing any applicant for a clarification of its application which shall be submitted within a given reasonable period of time. If an applicant does not provide clarifications of the information requested by the date and time set in UNDP's request for clarification, its application will not be considered for further evaluation.

10. EVALUATION OF APPLICATIONS:

- UNDP shall use the factors, methods, criteria, and requirements defined in the Evaluation Criteria below to evaluate the qualification of the Applicants.
- Pre-qualification will be based on the Applicant's General Experience, Personnel Capabilities and Financial Position as demonstrated by the Applicant's responses in the forms attached to this Pre-Qualification document. UNDP reserves the right to waive minor deviations, if these don't materially affect the capability of an applicant to perform the contract.
- Interested Companies must complete forms Annex-1 to Annex-8 and submit with the ITP application including any other required documentations to establish eligibility and qualification requirements.

11. SOLICITATION PROCESS FOR PREQUALIFIED CONSTRUCTION COMPANIES:

- After the notification of the results of the Prequalification to successful bidders, UNDP Cyprus shall send the ITB documents to Pre-Qualified Companies only.

12. CONFIDENTIALITY OF INFORMATION:

- The pre-qualification applications submitted by Contractors are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law, although contents may be disclosed to third parties for the purpose of verification or investigation of substantial allegations.

13. OTHER:

- UNDP may carry out the verification of accuracy, correctness and authenticity of the

information provided by the bidder on the documents submitted.

- Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed, if required.
- UNDP reserves the right to check other sources available to verify information submitted in the pre-qualification applications. If an Applicant knowingly makes a misrepresentation, or an omission of a material fact, in submitting information to UNDP, such misrepresentation or omission may be sufficient ground for disqualifying an Applicant.
- This ITP does not constitute a solicitation. UNDP reserves the right to change or cancel this procurement process or any of its requirements at any time during the process; such actions by UNDP will either be posted publicly or directly communicated to all participants, as appropriate. Invitations to participate in ITB will be called for later and any subsequent contract will be issued in accordance with the rules and procedures of UNDP.
- In responding to this ITP, UNDP requires all interested Companies to conduct themselves in a professional, objective and impartial manner, and they must always hold UNDP's interests' paramount. Potential Companies must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Any Company found to have a conflict of interest shall be disqualified.

14. EVALUATION CRITERIA:

Subject	Criteria/Requirement	Single entity	Joint Venture/Consortium			Document Submission requirement
			All combined	Each partner	One partner	
ELIGIBILITY						
Legal Status	Applicant shall be a legally established entity or Joint Venture (JV)/Consortium firm(s)/companies.	Must meet Requirement	Must meet Requirement	Must meet Requirement	N/A	Copy of Valid Registration certificate. Annex 3 – JV Declaration Form and Copy of JV Agreement
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization	Must meet Requirement	Must meet Requirement	Must meet Requirement	N/A	Annex 1 - Application Submission Form
Conflict of Interest	<p>No conflicts of interest.</p> <p>Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. 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> <p>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, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</p> <p>b) Were involved in the preparation and/or design of the programme/project related to the goods and/or services requested; or</p>	Must meet Requirement	Must meet Requirement	Must meet Requirement	N/A	Annex 1 - Application Submission Form

	c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.					
Bankruptcy	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Must meet Requirement	Must meet Requirement	Must meet Requirement	Must meet Requirement	Annex 1: Application Submission Form
Certificates and Licenses	Valid License for construction works or another legal document confirming the authorization for execution of civil works in the country. Note: In accordance with the particular conditions to FIDIC Conditions of Contract for Plant and Design Build (1999 Edition) Sub-clause 2.2, "It is the sole responsibility of the Contractor to obtain, in due time, all other necessary permissions, licenses or approvals from the related authorities for construction and operation	Must meet Requirement	Must meet Requirement	N/A	Must meet Requirement	Copy of license /authorization or a Letter of Confirmation that i) it has the ability to obtain necessary registration certificate/work-permit to operate in the project's area and ii) how they are going to operate in the project's area.
QUALIFICATION						
History of Non-Performing Contracts¹	Non-performance of a contract did not occur within the last (10) years prior to the deadline for application submission.	Must meet Requirement	N/A	Must meet Requirement	N/A	Annex-7 Litigation History Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 5 years. The Value of all pending litigations shall not be more than the Applicant's current assets minus inventory.	Must meet Requirement	Must meet Requirement	Must meet Requirement	Must meet Requirement	Annex-7 Litigation History Form
General Construction Experience	Minimum 10 years of experience under construction contracting sector in the role of	Must meet requirement	N/A	Must meet requirement	N/A	Annex 4 – General Experience Form

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

	contractor, subcontractor, or management contractor.					Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services/Works being procured
Specific Construction Experience	The Applicant must have successfully completed similar Design and Build projects in the nature as defined below within the last 5 (five) years up to the submission deadline of this tender (final/performance or provisional acceptance/taking over certificates should clearly indicate the completion date that the Works have been completed within the last five years; i.e. completion date shall be within 60 months prior to deadline for submission of their applications.	Must meet requirement	Must meet Requirement	N/A	Must meet Requirement	Annex 5 – Specific Experience Form Previous experience of the tenderer must be proved by copies of taking over (provisional acceptance) or performance (final acceptance) certificates, signed by the supervisors (the Engineer)/Contracting Authority of the projects concerned. The completion date in the Taking Over / Provisional Acceptance Certificate will be taken into account for this criterion as completion date of the relevant works. Ongoing works of the tenderer will not be taken into consideration.
	1. The Applicant shall have completed at least one (1) similar Material Recovery Facility with annual design capacity of at least 25,000 t/y. With the term 'similar' facility, it is meant a Material Recovery Facility that receives recyclables from dry bin of municipal waste excluding upgrading of existing facilities.	Must meet Requirement	Must meet Requirement	N/A	Must meet Requirement	
	2. The Applicant shall have completed at least one (1) similar Green Waste Composting Plant with annual design capacity of at least 10,000 t/y. With the term 'similar' facility, it is meant an aerobic Composting Plant (mechanically aerated) that receives pre-sorted organic material and/or green waste and/or sludge from wastewater treatment plant.	Must meet Requirement	Must meet Requirement	N/A	Must meet Requirement	If all of the works specified above have been performed within the scope of a single contract, it must satisfy each criterion separately. If an Applicant has implemented the project in a JV/Consortium, it should be clear from the documentary evidence (Taking-Over/Performance

						Certificates), the percentage the Applicant has successfully completed. In this case the percentage of the lead applicant should be minimum 50%.
Financial Standing	Minimum Annual Turnover of Euro 3 Million in any single year during the last 5 years (2015, 2016, 2017, 2018, 2019). The bidders having completed certified financial statements for 2020 can also be considered.	Must meet Requirement	Must meet Requirement	N/A	N/A	Annex-8 - Financial Situation Form (for each party of JV/Consortium)
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. (a) Average Current ratio for the last 5 years should not be less than 1.1 . If CR is between 1 and 1.1; UNDP shall verify financial capacity of the bidder and has the authority to seek references from concerned parties & banks on the bidder's financial standing.	Must meet Requirement	N/A	Must meet Requirement	N/A	Certified Financial Statements for the past most recent 5 Years (for each party of JV/Consortium)
	(b) capacity to have a cash flow amount of Euro 250,000	Must meet Requirement	Must meet Requirement	N/A	N/A	Dun & Bradstreet (D&B) Reports for the last 5 years 2015, 2016, 2017, 2018, 2019 and 2020 – if available. Upon UNDP's official request - Proof of access to lines of credit (An Official letter from bidder's bank certifying the actual approved credit facilities ceiling and balances of all active accounts within the bank)

Experience of the Key Personnel	<p>Project Key Personnel Full Time:</p> <p>Project Manager/Contractor's Representative (Education as Civil, Industrial, Mechanical or Chemical, Environmental Engineer) –10 years of post-education experience; at least 3 similar projects scope and complexity (designs and construction); and fluent in English.</p> <p>Material Recovery Facility Specialist (material recovery facility designer) - (Education as Civil, Industrial, Mechanical or Chemical, Environmental Engineer) 10 years of post-education experience in designs of facilities, machinery and equipment for material recovery ; cumulative capacity of facilities not less than 40t/y out of which one should not be less than 20t/y and fluency in English.</p> <p>Green Waste Composting Specialist (composting designer) - (Education as Civil, Industrial, Mechanical or Chemical, Environmental Engineer) 10 years of post-education experience in designs of similar facilities, machinery and equipment, cumulative capacity of facilities not less than 20t/y out of which one should not be less than 10t/y and fluency in English.</p>	Must meet Requirement	Must meet Requirement	N/A	N/A	<p>Annex 6 - Proposed Key Personnel</p> <p>Company Structural Organization (organogram)</p> <p>CVs highlighting each key personnel's relevant experience in Design and Construction of Solid Waste with Letter of Commitment for each key personnel.</p>
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At this stage of Prequalification, applicants are not required to submit the below CVs. Later during the ITB stage, the bidders selected through this ITP will be asked to submit CVs for the following personnel:

Architect - 10 years of post-education experience; 8 years of designs experience; at least 2 designs of industrial buildings/facilities and fluent in English.

Civil/Structural Engineer - 10 years of post-education experience; 8 years of designs experience; at least 2 designs of industrial buildings/facilities and fluent in English.

Electrical/SCADA designer engineer - 10 years of post-education experience; 8 years of designs experience; at least 2 designs of industrial buildings/facilities and fluent in English.

Mechanical designer engineer - 10 years of post-education experience; 8 years of designs experience; at least 2 designs of industrial buildings/facilities and fluent in English.

The requirements of “Materials Recovery Facility Specialist” and the “Green Waste Composting Facility” can be covered by one person if he/she possesses the requested proven experience records for both positions.

15. **Application Forms**

Application Submission Form*(to be printed on company letterhead, signed, dated and stamped)*

Name of Contractor:	[Insert Name of Applicant]	Date:	Select date
ITP reference:	ITP-002-EID-8636-2021		

To: UNDP Cyprus

We, the undersigned, apply to be prequalified for the referenced prequalification and 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) are 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) are not associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UNDP to provide consulting services for the preparation of the design, BOQs, specifications, and other documents of the Works that are the subject of this prequalification.
- (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.
- (g) have examined and have no reservations to the Prequalification Application, including any Addendum, issued by the procuring UNDP entity in accordance with Instructions to Applicants.

All the information and statements made in this ITP are true and we accept that any misrepresentation contained in it may lead to our disqualification.

We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any application that you may receive nor to invite the prequalified applicants to bid for the contract subject of this prequalification, without incurring any liability to the Applicants.

Best regards,

Signed: *[insert signature(s) of an authorized representative(s) of the Applicant]*

Name: *[insert full name of person signing the application]*

In the Capacity of: *[insert capacity of person signing the application]*

Duly authorized to sign the application for and on behalf of: Applicant's Name *[insert full name of Applicant]*

Address: *[insert street number/town or city/country address]*

Dated on: *[insert day number] day of [insert month], [insert year]*

ANNEX 2

Applicant Information Form

Name of Contractor:	[Insert Name of Applicant]	Date:	Select date
ITP reference:	ITP-002-EID-8636-2021		

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Does your organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	[Complete]
Is your company a member of the UN Global Compact	[Complete]

Contact person that UNDP may contact for requests for clarifications during evaluation of application	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents to Form B:	<ul style="list-style-type: none"> ▪ Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ General Information with official registration documents of the Bidder from the company's registrar, such as the legal status, place & registration of the office, shareholders and board of directors. ▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any ▪ Certificate of Incorporation/ Business Registration ▪ Tax registration document for Lead Company and JV Partner (s); ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney – if applicable

ANNEX - 3

Joint Venture/Consortium/Association Information Form (if applicable)
(to be printed on company letterhead, signed, dated and stamped)

Name of Contractor:	[Insert Name of Applicant]	Date:	Select date
ITP reference:	ITP-002-EID-8636-2021		

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]

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

¹ Lead partner's share must not be less than 50%

Specific experiences and added value that the lead partner is bringing:

No.	Description of Projects	Amount	Year

Specific experiences and added value that the other partners are bringing:

No.	Description of Projects	Partner Name	Amount	Year

Signed: *[insert signature(s) of an authorized representative(s) of the Applicant]*

Name: *[insert full name of person signing the application]*

In the Capacity of: *[insert capacity of person signing the application]*

Duly authorized to sign the application for and on behalf of: Applicant's Name *[insert full name of Applicant]*

Address: *[insert street number/town or city/country address]*

Dated on: *[insert day number]* day of *[insert month]*, *[insert year]*

Note for Joint Venture: If any potential companies intend to make a joint venture with each other, both partners must have equal contractual obligations and bindings to implement the Contract with UNDP. However, the payment shall be made to the leading partner.

Annex-4

General Experience Form*(to be printed on company letterhead, signed, dated and stamped)**Shall be filled in for the Bidder and for each partner of a Joint Venture (if any)*

Name of Contractor:	[Insert Name of Contractor]	Date:	Select date
ITP reference:	ITP-002-EID-8636-2021		

No	Name of the Employer / Client (Address and contact details)	Lead Company or Partners (Please specify)	Name and location of project	Year	Project start and completion Dates	Project type/Nature/Description	Project Amount or Contract Price (Euro)
1							
2							
3							
4							
5							

- Certificate/Contract/ for three major executed projects to be provided by Lead Company and Partner (s).
- Submission of three satisfactory performance certificates from the top clients to be provided by Lead Company and Partner (s).

Annex-5

Specific Experience Form**(For the Design & Build of (i) a Materials Recovery Facility (MRF) and (ii) a Green Composting Plant)**

(to be printed on company letterhead, signed, dated and stamped)

Name of Contractor:	[Insert Name of Contractor]	Date:	Select date
ITP reference:	ITP-002-EID-8636-2021		

Shall be filled in for the Bidder and for each partner of a Joint Venture

Contract of Similar Size and Nature		
Contract No of	Contract Identification	
Commencement date		Completion Date
Role in Contract	Leading or Partner	
Total Contract Amount	Euro	
If partner in the JV specify participation of total contract amount	Percent of Total	Amount
Employer's Name Address Telephone/Fax Number E-mail		
Description of the similarity in accordance with Criteria of specific experience mentioned above.		

- Certificate/ Contract for three similar executed projects to be provided by Lead Company and Partner (s).
- Submission of three satisfactory performance certificates from the top clients to be provided by provided by Lead Company and Partner (s).

Annex-6

Format of CVs for Key Personnel**(to be printed on company letterhead, signed, dated and stamped)**

Name of Contractor:	[Insert Name of Contractor]	Date:	Select date
ITP reference:	ITP-002-EID-8636-2021		

The Bidder should provide the names of suitably qualified personnel to meet the specified requirements.

The proposed personnel must contain at least 50% women considering gender balance.

Note: that the CV should be signed and dated by the proposed key personnel.

Position*:		
Personnel Information	Name	Date of Birth:
	University Degree*:	
	Professional Qualifications:	
Present Employment	Name of the Employer	
	Address of the Employer	
	Telephone	Contact Person:
	Fax	Email:
	Job Title	Years with present Employer:

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project. Add/delete rows as applicable.

From *	To*	Company, Project, Position, and Technical and Management Experience*

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications and my experience. I confirm my intention to serve within the proposed capacity and my availability to perform the duties as per the requirements.

Signature and Date: [signature of the proposed personnel and the date of signature].

Litigation History Form

Name of Contractor:	[Insert Name of Contractor]	Date:	Select date
ITP reference:	ITP-002-EID-8636-2021		

Applicants, including each of the partners of a joint venture, should provide information on any history of litigation or arbitration resulting from contracts executed in the **last five years** or currently under execution. A separate sheet should be used for each partner of joint venture. The Value of all pending litigations **shall not be more than** the Applicant's **current assets minus inventory**. If the company's all pending litigation amounts in question found to be more than their current assets minus inventory, their submission will automatically be excluded from further evaluation.

A. Litigation History

Year	Award FOR or AGAINST Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value Euro or equivalent)	Blacklist status (if any)

B. Pending litigation: (The Value of all pending litigations shall not be more than the Applicant's current assets minus inventory)

Year	Name of Company/Organization	Disputed value in Euro	Current Status,	Remarks

C. History of Non-Performing Contracts (Non-performance on a contract did not occur in the last 10 years)

Year	Name of Company/Organization	Amount of the Contract	Duration of the Contract (From-To)	Status

This is to certify that our firm is neither in the Consolidated list of Individuals and Entities with Association to Terrorist Organizations nor in the List of Vendors Suspended or Removed from the UN Secretariat Procurement Division Vendor Roster.

Signed: *[insert signature(s) of an authorized representative(s) of the Applicant]*

Name: *[insert full name of person signing the application]*

In the Capacity of: *[insert capacity of person signing the application]*

Duly authorized to sign the application for and on behalf of: Applicant's Name *[insert full name of Applicant]*

Address: *[insert street number/town or city/country address]*

Dated on: *[insert day number]* day of *[insert month]*, *[insert year]*

Financial Situation Form
(to be printed on company letterhead, signed, dated and stamped)

Name of Applicant:	[Insert Name of Applicant]	Date:	Select date
ITP reference:	ITP-002-EID-8636-2021		

Financial information in Euro ²							
Information from Balance Sheet							
	2015	2016	2017	2018	2019	2020	Average
Total Assets (TA)							
Total Liabilities (TL)							
TA/TL Ratio							
Net Worth (NW)							
Current Assets (CA)							
Current Liabilities (CL)							
Inventory							
CA/CL Ratio							
Information from Income Statement							
Total Revenue (TR)							
Profits Before Taxes (PBT)							

Applicants Turnover on Design and Constructions Projects:

Year	Annual Turnover Amount in Euro
2015	
2016	
2017	
2018	
2019	
2020 (If available)	

Attached are copies of financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following conditions:

- Must reflect the financial situation of the Applicant
- Historical financial statements must be certified by a certified accountant
- Historical financial statements must be complete, including all notes to the financial statements
- Historical financial statements must correspond to accounting periods already completed and verified by certified accountants

Note: Companies/Firms applying through Joint Venture are requested to please provide the Certified Accounts for both partners.

² For conversion purposes please use average annual conversion rate