



## REQUEST FOR QUOTATION (RFQ)

For

Construction \_DECEM-NEOC Extension & Existing Building Refurbishment

RFQ Reference:RFQ_FJI_JPN_004_21	Date: 01 April 2021
----------------------------------	---------------------

### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP Pacific Office kindly requests your quotation for the Extension & Existing Building Refurbishment DECEM -NEOC Office as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Procurement Unit

UNDP Pacific Office in Fiji

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Introduction</b>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></p> <p>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 RFQ.</p> <p>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>
<b>Deadline for the Submission of Quotation</b>	<p>22nd April 2021 @ 11.59 PM Fiji Time</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p>Bid submission address: <a href="mailto:etenderbox.pacific@undp.org">etenderbox.pacific@undp.org</a></p> <ul style="list-style-type: none"> <li>▪ File 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: 15 MG</li> <li>▪ Mandatory subject of email: RFQ_FJI_JPN_004_21 Extension &amp; Existing Building Refurbishment DECEM -NEOC Office</li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The bidder should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	<p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, 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 to 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_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	<p>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, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the</p>

	vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
<b>Conflict of Interest</b>	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall 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.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>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 RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
<b>General Conditions of Contract</b>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <ul style="list-style-type: none"> <li>✓ <a href="#">General Terms and Conditions for Works</a></li> </ul> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<ul style="list-style-type: none"> <li>✓ Cancellation of PO/Contract if the delivery/completion is delayed by 30 working days</li> <li>✓ 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</li> <li>✓ 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. Percentage of contract price per calendar day of delay: 0.1% per calendar day up to Max. percentage of 10%, after which UNDP may terminate the contract.</li> </ul>
<b>Eligibility</b>	<p>A vendor who will be engaged by UNDP may 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. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>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.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative</p>
<b>Currency of Quotation</b>	Quotations shall be quoted in USD
<b>Joint Venture, Consortium or Association</b>	<p>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, Consortium or Association.</p>

	Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.
<b>Only one Bid</b>	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. 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 b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>b) they have the same legal representative for purposes of this RFQ; or</li> <li>c) 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 RFQ process;</li> <li>d) 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</li> <li>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</li> </ul>
<b>Duties and taxes</b>	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</li> </ul>
<b>Language of quotation</b>	<p>Must be expressed in English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <li>✓ Annex 2: Quotation Submission Form duly completed and signed</li> <li>✓ Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</li> <li>✓ Company Profile.</li> <li>✓ Registration certificate;</li> <li>✓ Health and Safety Policy</li> <li>✓ List and value of projects performed for the last 3 years plus client's contact details who may be contacted for further information on those contracts;</li> <li>✓ List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project;</li> <li>✓ Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of Contract value in similar field;</li> <li>✓ Completed and signed CVs for the proposed key Personnel;</li> <li>✓ Construction Work Schedule for the project (4 months Duration);</li> <li>✓ List of Construction Equipment possessed by the Company;</li> <li>✓ Joint Venture (JV) Certificate, if the Company wants to work under JV</li> <li>✓ Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division.</li> </ul>
<b>Quotation validity period</b>	Quotations shall remain valid for 120 days from the deadline for the Submission of Quotation.

<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted
<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> Not permitted
<b>Payment Terms</b>	<p>1st progress payment: 10% of contract amount upon completion of mobilization of tools &amp; workers</p> <p>2) 2nd progress payment: 20% of contract amount upon Completion of 30% construction work</p> <p>3) 3rd progress payment: 30% of contract amount upon Completion of 65% Construction work.</p> <p>4) Final payment: 40% of contract amount upon Completion of 100% Construction work</p> <p>Note: 10% of the total contract amount which will be kept until the expiration of the 12 months Defects Liability Period.</p>
<b>Conditions for Release of Payment</b>	<input checked="" type="checkbox"/> Passing Inspection Complete Installation <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements Approval from UNDP's representative (Engineer) in FSM
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>E-mail address: vimal.pillay@undp.org</p> <p><b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</b></p> <p><b>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</b></p>
<b>Pre-Bid conference and Site Visit</b>	<p>Will be Conducted</p> <p><b>Virtual Pre-bid meeting schedule:</b></p> <p>Date : 8<sup>th</sup> April 2021</p> <p>Time : 3pm Fiji Time / 2PM FSM Time ( 1 hour)</p> <p>Venue: Conference Room, Department of Environment, Climate Change and Emergency Management (DECEM)</p> <p>Address: Palikir, Pohnpei 96941</p> <p>Federated States of Micronesia</p> <p>Telephone: +691 3208814/3208815</p> <p>Meeting will be facilitated by Fiji Office via Zoom.</p> <p>Please contact the below focal point to register for the meeting</p> <p>Vimal Pillay, Procurement Specialist</p> <p>UNDP Pacific Office in Fiji</p> <p>Email: <a href="mailto:vimal.pillay@undp.org">vimal.pillay@undp.org</a></p> <p>SITE VISIT</p> <p>The UNDP focal point for site visit is:</p> <p>Victorina Loyola, Procurement and Logistics Officer in FSM</p> <p>E-mail: <a href="mailto:victorina_loyola@undp.org">victorina_loyola@undp.org</a></p>

	<p>cc: <a href="mailto:vimal.pillay@undp.org">vimal.pillay@undp.org</a>, <a href="mailto:anthony.de.la.cruz@undp.org">anthony.de.la.cruz@undp.org</a></p> <p>Site inspections will be allowed. Potential proposers can visit the site <b>on 12<sup>th</sup> &amp; 13<sup>th</sup> April 2021, from 9 AM to 12 PM Pohnpei, FSM time (UTC + 11)</b>. Potential proposers must contact the above mentioned focal person at least three (2) days in advance. During the site inspections, the potential proposers are requested to refrain from asking questions regarding the bidding process. Such questions will be addressed during the pre-bid conference.</p> <p>For bidders unable to come to FSM due to the Covid19 travel ban, UNDP may arrange for a video recording upon request.</p>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 4 days before the submission deadline. Responses to request for clarification will be communicated directly to the vendor and uploaded on UNDP websites .
<b>Evaluation method</b>	<p><input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer</p> <p>UNDP will conduct the evaluation solely on the basis of the Bids received.</p> <p>Evaluation of Bids shall be undertaken in the following steps:</p> <ol style="list-style-type: none"> <li>Preliminary Examination including Eligibility</li> <li>Arithmetical check and ranking of bidders who passed preliminary examination by price.</li> <li>Qualification assessment (if pre-qualification was not done)</li> <li>Evaluation of Technical Bids</li> <li>Evaluation of prices</li> </ol> <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> <p>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>Evaluation criteria</b>	<p>Full compliance of Bid to the Technical requirements and BOQ, lowest priced Bid and Vendor is eligible;</p> <ul style="list-style-type: none"> <li>✓ Minimum (3) years of experience in Construction field.</li> <li>✓ Minimum number of (2) contracts of similar value and nature completed over the past 3 years;</li> <li>✓ Minimum Average Annual Turnover USD 200,000 for any of the last 4 years (2017, 2018, 2019 and 2020). ( UNDP may request for proof)</li> <li>✓ Compliance with the works completion deadline set by UNDP (5) months;</li> <li>✓ Sound and good standing of financial status: (minimum acceptable Current Ratio 1.0);</li> <li>✓ Suitability and technical qualification of the technical personnel proposed to the project in relation to their qualification and years of experiences;</li> <li>✓ Relevance and efficiency of List of the Machinery and equipment owned by bidder/and Proposed for the Contract execution.</li> <li>✓ Positive Reference by at least by 3 most recent clients with similar project size as well as relevant industry area.</li> <li>✓ Full acceptance of the Contract General Terms and Conditions.</li> <li>✓ Vendor not on UN ineligibility/Sanctions list</li> <li>✓ Assessment of Key personnel ( Project Manager)</li> <li>✓ Submission of Mandatory Documents Annex 2 &amp; 3</li> </ul>

<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, 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.
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> Contract for Civil Works (GT&C)
<b>Expected date for contract award.</b>	20 May 2021
<b>Publication of Contract Award</b>	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation 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.

## ANNEX 1: Scope of Works

### Attached

1. Scope of works
2. Drawing /Plan
3. BoQ

## ANNEX 2: QUOTATION SUBMISSION FORM

*Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

### Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes,	<input type="checkbox"/> Yes <input type="checkbox"/> No



<i>provide a Copy of the valid Certificate):</i>	
Does your Company have a written Statement of its Environmental Policy? <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate 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 <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.
<b>Previous relevant experience: 3 contracts</b>	
<b>Name of previous contracts</b>	<b>Client &amp; Reference</b> <b>Contact Details</b> <b>including e-mail</b>

#### Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , 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 have read the United Nations Supplier Code of Conduct : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract 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 and 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

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

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

### ANNEX 3: TECHNICAL AND FINANCIAL OFFER – WORKS

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

#### Technical Offer

Provide the following:

- a brief description of your qualification and capacity that is relevant to the Scope of Works;
- a brief method statement and implementation plan;
- team composition and CVs of key personnel

#### Financial Offer

Div. No.	Description		Qty	Unit	Rate	Total Cost (USD)
<b>01</b>	<b>GENERAL REQUIREMENTS</b>					
	1300	Administrative Requirements	1	ls		
	<b>Subtotal (Gen. Requirements)</b>					
<b>02</b>	<b>SITE CONSTRUCTION</b>					
	2200	Site Preparation	1	ls		
	2300	Earthwork				
		Structure Excavation	1,278	cu.ft		
		Selected Fill and Compaction (Gravel 4" thick)	620	cu.ft		
		Backfill & Compaction	808	cu.ft		
	2950	Site Restoration and Rehabilitation				
		Misc.	1	ls		
	<b>Subtotal (Site Construction)</b>					
<b>03</b>	<b>CONCRETE</b>					
	3100	Concrete Forms and Accessories	4,385.15	sq. ft.		
	3200	Concrete Reinforcement	8,554.84	kg.		
	3300	Cast-in-place Concrete	2,054.40	cu.ft		
		Misc.	1	ls		
	<b>Subtotal (Concreting)</b>					
<b>04</b>	<b>MASONRY</b>					
	4200	Masonry Units				
	4.2.1	Extension Bldg (Blocklaying CHB 6")	2,193	sq. ft.		
	4.2.2	Extension Building (Plastering of Walls at 1/2" ave. thickness, 1:3 Mix)	4,386	sq. ft.		
		Misc.	1	ls		
	<b>Subtotal (Masonry, Blocklaying &amp; Plastering of Walls)</b>					
<b>05</b>	<b>METALS</b>					
	5050	Basic Metal Materials and Methods				
		Grills	0	sq.ft.		
	5100	Metal Studs on Gypsum	1,162	sq. ft.		
	5500	Metal Fabrications (window protection)				

			AluminumTyphoon shutter		sq. ft.	
		Misc.		1	ls	
Subtotal (Metals)						
06	WOOD & PLASTICS					
	6200		Finish Carpentry			
	6400		Architectural Woodwork			
		Misc.		1	ls	
Subtotal (Wood & Plastics)						
07	THERMAL & MOISTURE PROTECTION					
	7100		Damp proofing (Ground Floor Slab)	1,215	sf	
	7200		Waterproofing (Construction joint between existing and extension bldgs	1	ls	
		Misc.		1	ls	
Subtotal (Thermal & Moisture Protection)						
08	DOORS & WINDOWS					
	8100	Metal Doors and Frames				
			D1: 2'-7" x 6'-11" Metal Door on Metal Jamb (Toilets HE, She, and PWD)	0	set	
			D2: 3'-3" x 6'-11" Metal Door on Metal Jamb (Rooms Offices)	4	set	
			D3: 3'-4" x 6'-8" Emergency Exit Door Panic Door Access on 1 side only (Exit Door)	1	set	
	8500	Windows				
			W-1: 6'-0" x 4'-0" Sliding Windows, Aluminum analok frame, Mirror glass finish (Rooms/Offices)	6	set	
			W-2: 2'-0" x 1'-9" Awning Windows, Aluminum analok frame, Mirror glass finish (Toilets)	0	set	
			W-3: 2'-0" x 6'-0" Awning Windows, Aluminum analok frame, Mirror glass finish (Hallway)	4	set	
		Misc.		1	ls	
Subtotal (Doors & Windows)						
09	FINISHES					
	9500	Ceilings				
			CL01: 2"x4" Acoustic Tile Ceiling on aluminum tee runners	861.34	sf	
			CL02: 4'x8'x1/2" Gypsum Board Ceiling on aluminum tee runners	177.33	sf	
			CL03: 4'x8'x1/4" Cement Board on aluminum tee runners	0.00	sf	
			CL04: 4'x8' PVC Laminated Panel on aluminum tee runners	169.58	sf	
	9600	Flooring				
			24"x24"ceramic tiles	1,107.00	sf	
			24"x24"vitrified tiles	108.00	sf	
	9700	Wall Finishes				
			12"x12"ceramic tiles	0.00	sf	
			Vinyl cove base	304.32	lf	
	9900	Paints and Coatings				
			Ceilings (Gypsum Board)	177.33	sf	
			Interior walls and columns	3,354.41	sf	
			Elastomeric Paints ( Parapet Walls, deck)	1,428.24	sf	
		Misc.		1	ls	
Subtotal (Finishes)						
10	SPECIALTIES					
Subtotal (Specialties)						
11	EQUIPMENT					
Subtotal (Equipment)						
12	FURNISHINGS					

<b>Subtotal (Furnishings)</b>							
<b>15</b>	<b>MECHANICAL</b>						
	<b>15400</b>	<b>Plumbing Fixtures and Equipment</b>					
	<b>15700</b>	<b>Heating, Ventilating, and Air Conditioning Equipment</b>					
			Split-type ACU 3HP	0	set		
			Split-type ACU 1.5HP	0	set		
		Misc.		1	ls		
<b>Subtotal (Mechanical)</b>							
<b>16</b>	<b>ELECTRICAL</b>						
	<b>16100</b>	<b>Equipments, Wiring, Conduits &amp; Fittings, Boxes and Devices</b>					
			Panel Boards, Transformers, Circuit Breakers & ECB'S	1.0	lot		
			Wiring, Lighting System	1.0	lot		
			Wiring, Power System	1.0	lot		
			Fire Detection and Alarm System	1.0	lot		
			LAN / Telephone System	1.0	lot		
		<b>Electric Meter Relocation</b>		1.0	lot		
	<b>16500</b>	<b>Lighting</b>					
			18W Pinlight	10	set		
			25W Wall Light	3	set		
			Flourescent Lamp LED 2'x4' with diffuser	12	set		
			Misc.	1	ls		
<b>Subtotal (Electrical)</b>							
<b>TOTAL PROJECT COST (US \$) - EXTENSION BUILDING except Toilet, Shutter, Waterproofing, Grills :</b>							

- Relevant Bill of Quantity (BOQs) are enclosed with this Bid in a separate annexure as well
- The bidder is strongly advised to fill in the cells under the column "Rate/Unit Price" corresponding to works description in Local Currency USD
- You are not allowed to change any works description on this BOQ
- Please note that this BOQ forms is part of the "Returnable Bid Schedules" and as such should be returned (BOTH THE PRINTED AND DULY SIGNED FORM; and the Excel Soft copy for Arithmetic check) along with all other documents when submitting your tender.

#### Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

Exact name and address of company	Authorized Signature:
Company NameClick or tap here to enter text.	Date:Click or tap here to enter text.
Address: Click or tap here to enter text.	Name:Click or tap here to enter text.

<p>Click or tap here to enter text.</p> <p><b>Phone No.:</b>Click or tap here to enter text.</p> <p><b>Email Address:</b>Click or tap here to enter text.</p>	<p><b>Functional Title of Authorised Signatory:</b>Click or tap here to enter text.</p> <p><b>Email Address:</b> Click or tap here to enter text.</p>
---	---